AmeriCorps Sources Sought Notice: Large Conference Planning & Logistics – Washington, D.C., August 2028

1. DISCLAIMER

This is a SOURCES SOUGHT notice for market research purposes only. This is NOT a solicitation for proposals and NO contract will be awarded from this notice. No reimbursement will be made for any costs associated with providing information in response to this notice. Not responding does not preclude participation in any future procurement. If a solicitation is released, it will be posted on SAM.gov. It is the responsibility of potential offerors to monitor SAM.gov for additional information.

2. INTRODUCTION & BACKGROUND

AmeriCorps is seeking information from qualified vendors capable of planning, coordinating, and managing a large-scale conference for approximately 3,500 attendees in Washington, D.C., scheduled for August 2028. The event will require comprehensive services including conference planning, logistics, and lodging arrangements for attendees.

NAICS Code: 561920 – Convention and Trade Show Organizers
Product Service Code: R708 – Support-Management: Public Relations (Event Planning and Management)

3. EVENT OVERVIEW

- **Estimated Attendance:** 3,500 participants
- **Intended Location:** Washington, D.C.
- **Target Date:** August 2028
- **Scope:** Full-service event planning, logistics management, and lodging coordination for all attendees

4. STATEMENT OF OBJECTIVES (SOO)

The selected vendor will be responsible for:

- Planning and managing all aspects of the conference, including venue selection, scheduling, and coordination of sessions and activities
- Arranging logistics such as transportation, registration, signage, AV support, catering, and security
- Coordinating lodging for all attendees, including hotel blocks and reservation management
- Ensuring accessibility and compliance with federal regulations
- Providing post-event reporting and attendee data

5. REGULATORY & COMPLIANCE REQUIREMENTS

- Vendors must be registered and active in SAM.gov
- Compliance with all applicable federal, state, and local laws

6. RESPONSE SUBMISSION INSTRUCTIONS

Respondents must address the following items in their submission:

Required Questionnaire

1. **Corporate Experience:**
    - Describe your company's experience planning and managing conferences of similar sizes and scope (specifically, events with 3,500 or more attendees).
    - Describe your experience supporting Federal Government conferences.
    - Does your company have experience supporting hybrid or virtual conference components?
2. **Technical Capabilities:**
    - Outline your technical and management approach for providing conference planning, logistics, and lodging services.
    - What specific technical skills and resources does your company possess to ensure successful execution?
3. **Personnel & Staffing:**
    - Describe your staffing approach, including key personnel and their relevant experience.
4. **Socio-Economic Status:**
    - Indicate your business size and socio-economic status (Small Business, Small Disadvantaged Business, 8(a), HUBZone, SDVOSB, WOSB, Large Business, etc.).
    - Provide your UEI number and/or CAGE Code as registered in SAM.gov.
5. **Lead Time:**
    - What is the typical lead time required to plan a conference of this size in Washington, D.C.?
    - Describe your process for securing venues, lodging, and other logistics for large-scale events.
6. **Past Performance:**
    - Provide examples of past contracts or events similar in size and scope, including references and contact information.
7. **Accessibility:**
    - Describe your experience providing Section 508-compliant materials and ADA accommodation for large conferences.
8. **Risk Management**
    - Describe your contingency planning process for speaker cancellations, hotel issues, weather emergencies, technology failures, and/or medical emergencies.

Submission Formatting

- Responses are limited to 20 pages, including capability statements.
- Submissions must be in PDF format.
- Deadline: [Insert Date]
- Delivery: Email responses to [Insert AmeriCorps POC Email]
- Subject Line: “Response to AmeriCorps Sources Sought: [Insert Company Name]”