16 AF Marriage & Family Retreat 2026 - Resort

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Subject: Questions and Answers (Q&A)

Q: The solicitation references an estimated total of 130 attendees. Could the Government please provide the estimated breakdown of adults vs. children, and the estimated number of individual families/couples attending

Government Response: The estimated demographic breakdown for the 130 attendees is as follows: 40 active-duty military members, 40 spouses, 30 children under the age of 12, and up to 20 children or other dependents over the age of 12.

Q: We understand the requirement is approximately 40 guest rooms. Could you confirm the expected room mix (e.g., the number of standard double/queen rooms vs. two-bedroom suites for larger families)?

Government Response: The requirement is for standard rooms equipped with two queen beds and a pull-out couch. Families will be assigned to these rooms with a maximum occupancy of up to six family members per room. Two-bedroom suites are not required.

Q: Is the Government expecting quoted lodging rates to strictly align with the GSA per diem lodging rate for San Antonio, TX, or is pricing open to standard group/event rates for this commercial Firm-Fixed-Price acquisition

Government Response: Vendors should quote their most competitive commercial Firm-Fixed-Price group/event rates in accordance with the solicitation instructions.

Q: Could the Government confirm the exact meals to be provided under this effort, and the estimated attendee count for each?

Government Response: The Government expects each scheduled meal to accommodate all 130 attendees. The breakdown for meal planning is 100 adult meals and 30 children's meals (for those under 12 years of age).

Q: Regarding the Saturday dinner, Paragraph 2.G mentions a voucher "per family," while Paragraph 3.G states "$30.00 per person." Could you confirm if the voucher is priced at $30.00 per individual or per family, the total quantity required, and if there is a preferred delivery format (e.g., printed tickets vs. room credit)?

Government Response: The meal voucher requirement is strictly $30.00 per person for all 130 attendees (not per family). The required delivery format is a resort-issued meal card (functioning similarly to a gift card, no room credit) provided to each individual. These cards must be accepted by all food vendors located on the resort property.

Q: Could you clarify the exact number of distinct rooms required? (i.e., Is the childcare space counted as the second meeting room, or are two full meeting rooms required in addition to a separate childcare space?)

Government Response: Exactly two separate rooms are required:

- Adult Training Room: Must comfortably host 100 adults.
- Childcare Room: Must safely accommodate 30 children along with their cleared and vetted adult caregivers.

Childcare operations, including adult-to-child ratios, square footage per child, and safety protocols, will be conducted in accordance with Department of the Air Force Instruction (DAFI) 34-144, Child and Youth Programs (operating under normal/green-level baseline health and security conditions). The venue must provide a space capable of supporting these standards.

Q: What are the minimum square footage, seating capacities, and AV requirements for the adult training room and the childcare room?

Government Response: The adult training room must be spacious enough to comfortably seat 100 adults without crowding. The Audio/Visual (A/V) equipment must be fully capable of ensuring presentations are clearly visible and audible from any vantage point within the conference space.

Q: Can you confirm if the contractor must provide the childcare room space on Friday from 1700 to 2000 hours?

Government Response: Vendors must refer directly to the Performance Work Statement (PWS) and solicitation schedule for the exact hours the childcare space is required. The contractor is expected to fulfill the hours explicitly stated in the requirement.

Q: Will the separate childcare contractor be procured and managed entirely by the Government, or should our proposal include active coordination with them

Government Response: Childcare services are being procured via a separate, independent contract. The venue contractor is only responsible for providing the physical space for the childcare room; no active management or coordination with the childcare provider is required beyond providing standard venue access.

Q: Will the Government permit a brief site visit or virtual walkthrough prior to award?

Government Response: The Government will not facilitate or host a site visit or virtual walkthrough prior to award. If a vendor wishes to view the venue, they must coordinate directly with the commercial resort facility on their own accord.

Q: Under the resulting Firm-Fixed-Price contract, how many days prior to the event must the Government provide final attendee/room counts, and how will any last-minute quantity changes be handled administratively?

Government Response: Final attendee/room counts will be provided prior to the event following closure of the Government's sign-up/reservation window. The specific timeframe for closure has not yet been established. The government does not anticipate exceeding the estimated attendee or room counts. Any required last-minute changes will be addressed through contract modification, as appropriate.

Q: Is there a preferred pricing format or level of itemization (e.g., separate CLINs for lodging, catering, space) the Government expects, and are offerors required to submit a completed/signed SF 1449 with their initial quote?

Government Response: The government does not have a preferred pricing format or level of itemization. Offerors should structure their quotes in a manner consistent with how they intend to invoice for their services. Offerors are not required to submit a completed/signed SF 1449 with their initial quote. However, offerors should review and consider all applicable provisions and clauses contained in the SF 1449 when preparing their quotes.

Q: Can you confirm the Government will furnish the successful awardee with federal and State of Texas tax exemption certificates so those taxes can be excluded from our final invoice?

Government Response: The resulting contract, which identifies the U.S. Government as the purchaser, will serve as supporting documentation for the applicable federal and State of Texas tax exemptions. Offerors should exclude applicable taxes from their proposed pricing and final invoices.