



Request for Proposal  
U.S. Department of Energy Wind Energy Technologies Office  
2021 Peer Review

**1. SCOPE:**

The U.S. Department of Energy (DOE) Wind Energy Technologies Office (WETO) will host the 2021 Peer Review in August, 2021 in Washington, D.C.

This event consists of approximately 90% of projects in WETO’s early-stage research and development portfolio will be presented to the public and systematically reviewed by external subject-matter experts from industry, academia, and federal agencies.

The 2021 Peer Review will include simultaneous review sessions of projects across the following 12 technology areas:

<b>Technology Development</b>
Offshore Specific R&D
Atmosphere to Electrons
Distributed Wind
Testing Infrastructure
Standards Support & International Engagement
Technology-to-Market
Advanced Components, Reliability, & Manufacturing
<b>Market Acceleration and Deployment</b>
Stakeholder Engagement & Workforce Development
Environmental Research
Regulatory & Siting
Grid Integration
<b>Cross-Cutting</b>
Analysis & Modeling

## 2. REQUIREMENTS:

- Basic Details
  - Name of event: U.S. Department of Energy (DOE) Wind Energy Technologies Office Peer Review
    - Contracting will be executed by: **The Alliance for Sustainable Energy, 15013 Denver West Pkwy, Golden, CO 80401** on behalf of DOE
    - D.C. Tax Exempt
  - Date range: Tuesday – Thursday in August 2021
  - Start/End Time:
    - Monday Pre-Registration: 1:00 – 5:00 PM
    - Monday **Optional** General Session: 2:00 – 5:00 PM
    - Tuesday, Wednesday, Thursday: 7:00 AM – 5:00 PM
  - Location Specifics Washington, DC Metro Area (e.g., D.C. near a Metro)
  - Estimated number of attendees: Total: 125-150
  - Set Up
    - General Session: Crescent Rounds @ 150
    - Breakouts: Classroom @ 75 each
  - Number of sleeping rooms:
    - 50 Monday, Tuesday, Wednesday
    - 10 Thursday
    - Govt Per Diem Room Rate only
    - Limited to zero attrition rates
  - Full Audio-Visual Equipment for each breakout and dedicated A/V support run-of-show
  - Complimentary Wi-Fi
- Other Notes
  - Venue should have catering and a restaurant on site
  - Venue should be accessible by public transportation
  - Acquisition and Payment will be managed through a separate Support Service Contract by the Alliance for Sustainable Energy

## 3. Requested Concessions:

- Complimentary High-Speed Internet Access in the Guestrooms for all guests
- Discounted Self-Parking Rates of \$15 per night for all attendees
- (10) Complimentary Parking Passes for Staff, VIPs and Clients
- Government Per Diem Pricing Inclusive for Breakfast & Lunch to be honored for the group
- Minimum 30% Discount on PSAV Equipment Pricing
- Complimentary Wireless Internet for all guests in meeting areas
- Complimentary AM & PM breaks on the Main Meeting days of Tue-Thu; AM Break is a 30-minute Beverage only break; PM Break is a 30 Minute Beverage & (1) Snack Break
- Complimentary Room Night for every (40) Paid Room Nights



- Force Majeure language in the contract = No cancellation fee or penalty if we were to cancel this event

**4. Program Summary:**

<b>MEETING ROOMS &amp; EVENT TIMES</b>					
<b>DATE</b>	<b>TIME</b>	<b>ROOM</b>	<b>FUNCTION</b>	<b>SETUP</b>	<b>AGREED GUEST COUNT</b>
Mon	1:00 PM – 5:00 PM	Foyer	Pre-Registration	2, 6ft. Tables	N/A
Mon	2:00 PM – 5:00 PM	Ballroom	General Session	Cres Rounds	150
Tue	7:00 AM – 8:00 AM	Ballroom	Breakfast	Cres. Rounds	150
	8:00 AM - 9:00 AM	Ballroom	General Session	Cres. Rounds	150
	9:00 AM - 5:00 PM	Technology Development (TD)	Breakout #1	Classroom	75
	9:00 AM - 5:00 PM	Market Acceleration & Deployment (MA&D)	Breakout #2	Classroom	75
	8:00 AM - 5:00 PM	TD Peer Review Huddle	Boardroom	Conference	20
	8:00 AM - 5:00 PM	MA&D Peer Review Huddle	Boardroom	Conference	20
	8:00 AM - 5:00 PM	Boardroom	Staff Office	Office	14
	12:00 PM – 1:00 PM	Ballroom	Lunch	Cres. Rounds	150
Wed	7:00 AM – 8:00 AM	Ballroom	Breakfast	Cres. Rounds	150
	8:00 AM - 9:00 AM	Ballroom	General Session	Cres. Rounds	150
	9:00 AM - 5:00 PM	Technology Development (TD)	Breakout #1	Classroom	75
	9:00 AM - 5:00 PM	Market Acceleration & Deployment (MA&D)	Breakout #2	Classroom	75
	8:00 AM - 5:00 PM	TD Peer Review Huddle	Boardroom	Conference	20
	8:00 AM - 5:00 PM	MA&D Peer Review Huddle	Boardroom	Conference	20
	8:00 AM - 5:00 PM	Boardroom	Staff Office	Office	14
	12:00 PM – 1:00 PM	Ballroom	Lunch	Cres. Rounds	150
Thu	7:00 AM – 8:00 AM	Ballroom	Breakfast	Cres. Rounds	150
	8:00 AM - 9:00 AM	Ballroom	General Session	Cres. Rounds	150
	9:00 AM - 5:00 PM	Technology Development (TD)	Breakout #1	Classroom	75
	9:00 AM - 5:00 PM	Market Acceleration & Deployment (MA&D)	Breakout #2	Classroom	75
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