**REQUEST FOR PROPOSAL**

|  |  |
| --- | --- |
| **Date Originated** | 8/10/22 |
| **Response Requested By** | 8/16/22 |
| **Primary Point of Contact** | Nancy Hicks  Nancy.hicks@hq.doe.gov  Phone # 202-287-6294  Fax # 202-287-5450 |
|  |  |
| ***Event Profile*** |  |
| **Event Name** | ARPA-E Federal Staff Offsite |
| **Event Organizer (contracting party)** | Booz Allen Hamilton  8283 Greensboro Drive  McLean, VA |
| **Event Host** | Advanced Research Projects Agency – Energy (ARPA-E)  U.S. Department of Energy |
| **Preferred Meeting Date(s)** | 11/1-2/22 |
| **Alternate Meeting Date(s)** | 11/2-3/22 |
| **Preferred Meeting Location** | Washington, DC |
| **Alternate Meeting Location** | N/A |
| **Event Overview/Description** | The purpose of this meeting is to convene the Federal staff of the Advanced Research Projects Agency – Energy for a 2-day staff retreat. Participants will discuss current and future agency strategy and operations. |
| **Event Scope** | Single venue |
| **Event Frequency** | One-time |
| **Estimated # of Attendees** | 35 |
| **Billing** | Credit card settlement preferred, depending on final cost. |
| **Response Preferences & Required Attachments** | Please respond via email with A/V price list included. |

|  |  |
| --- | --- |
| ***FUNCTION SPACE/F&B REQUIREMENTS*** |  |

One large room set either boardroom style or U-shape, with a projector & screen or large flat-panel monitor. Two additional smaller rooms set in boardroom style with projector & screen or large flat-panel monitors.

Meeting space only; no food & beverage unless it is included in the cost of the meeting space and not severable from the meeting space rental cost.