

Request for Quotation

RFQ number: D03NJP2026-R0010
Request Date: March 16, 2026
Quotes due no later than: March 27, 2026, 5:00PM EST
Provide quotes to: James_Puskuldjian@nysd.uscourts.gov
212-805-0503

The U.S. Probation Office, District of New Jersey is requesting a quote/proposal for the items described below.

Using the quote sheet provided herein (attachments are permitted), email your quote no later than the date and time specified above. Late quotes will not be considered unless the judiciary determines, at its own discretion, that consideration of the late quote is in the judiciary's best interest and will not unduly delay the procurement.

The U.S. Probation Office, District of New Jersey intends to make an award based on the **lowest priced, technically acceptable** quote. All items should be quoted as a **firm fixed price**. Payment terms will be considered **Net 30** unless more favorable terms were to be offered.

Questions must be submitted in writing to the Contracting Officer at James_Puskuldjian@nysd.uscourts.gov as soon as possible.

James Puskuldjian
Contracting Officer

STATEMENT OF WORK (SOW)

1.1 INTRODUCTION:

U.S. Probation, District of New Jersey is a Federal Probation Office that serves the State of New Jersey, occupying offices in Camden, Newark, Paterson, and Trenton, New Jersey.

1.2 OBJECTIVES:

U.S. Probation seeks a location to hold a staff retreat/training stay from Thursday 09/17/2026* to Friday 09/18/2026** for an anticipated 80 staff members. Please note that the total number of guests is subject to minor modification. Contractors must state their policy re the addition/subtraction of guests within their quote/offering.

1.3 SCOPE:

Selected vendor must provide lodging accommodation, meals, conference/training space, meal space, audio visual equipment/services, parking as well as any other needs as defined within this RFQ.

2.1 REQUIREMENTS

Lodging

Provide a block of 80 Guestrooms, for the night of September 17, 2026, **at a rate not to exceed the General Services Administration's Per Diem lodging rate/ per person/per day, for your specific location**. To determine this per diem rate, use the link and simply enter your venue's city/state or zip code <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Event Space:

Provide a meeting/training room that can accommodate 80 staff members on September 17, 2026 from 8AM-5PM and September 18, 2026 from 8AM-2PM.

Provide distinct room(s) for meetings/trainings and meal service (ie: lunch and dinner buffet space must be a separate and distinct room from meeting/training space).

Meals:

Provide the meals, as shown below, **at a rate not to exceed the General Service Administration Per Diem Meal and Incidental Rates, per person/per day**. The GSA allowances for each meal component may not be exceeded *but you may use the full M&IE rate, per person per day (ie: rates for first and last day of travel do not apply)*. To determine this per diem rate, use the link and simply enter your venue's city/state or zip code <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Provide snacks for all staff, during an AM "break", on 9/17/2026 at 10AM

Provide lunch for all staff on 9/17/26 at 12-1PM.

Provide snacks for all staff, during a PM "break", on 9/17/26 at 3PM

Provide dinner buffet for all staff on 09/17/26 from 5:30PM-7:30PM

Provide continental breakfast for all staff on 09/18/26 from 7:30AM-9:30AM

Provide snacks for all staff during an AM "break" on 09/18/26 at 11AM

Parking:

Provide parking for 80 attendees on 9/17/2026 and 9/18/2026.

2.2 SPECIAL REQUIREMENTS/INFORMATION

Quotes must include **any** additional costs (ie: fees) in the total firm fixed price provided, including but not limited to:

- Lodging

- Room costs
- Meals
- Parking
- Service charges/fees

Lodging:

Attendees will arrive early on September 17 for all day meeting/training. Some, or all, attendees may require a secure location to place luggage until rooms would be available for use. *Please account for this detail within your quotation/offering.*

Room block(s) must include rooms that contain either (2) full size or queen beds, or (1) king bed per room.

Event Space:

Conference rooms must contain tables and chairs to accommodate the 80 attendees *as well as audio visual equipment and personnel to manage and operate said audio visual equipment.*

Banquet tables (rounds) are *required* for meeting/training room layout.

Meetings/training must take place in a separate and distinct room from lunch and dinner buffet.

A separately contracted commercial speaker/trainer, paid for by the US Government, should be expected on September 17th. He/she will make their own accommodations separately. If your venue has rules guiding outside speakers/trainers, or necessity of the provision of a COI by said speaker/trainer, you must include those guidelines, and the COI amount(s), within in your quotation/offering.

Audio Visual equipment must include the following:

- Podium
- Handheld Microphone and wire/clip on microphone
- Room sound amplification (speakers)
- Remote Clicker
- Laptop
- Projector and requisite cabling
- Projection Screen

Audio Visual equipment is required during conference space use **AND** during dinner on September 17.

Vendor AV staff should be present to assist with set-up and technical issues.

Meals:

Requisite utensils/napkins/plates, glassware, etc. must be provided by hotel for any food services.

Breakfast (Continental) must include, but is not limited to:

- Fresh Yogurt Parfaits, Granola, Berries
- Seasonal Fresh Fruit
- Fresh Baked Bagels with Condiments
- Assortment of Muffins, Danish, Donuts, etc. with accompaniments
- Breakfast Cereals
- Coffee/Tea
- Juice

Lunch is to be of a “boxed lunch” type, and must include, but is not limited to:

- Choice of Sandwich (Grilled Chicken, Ham, Roast Beef, Turkey, etc.)
- Vegetarian, Vegan, and special dietary options
- Fresh Whole Fruit
- Chips
- Cookie
- Bottled water

Dinner buffet must include, but is not limited to:

- Choice of three hot foods: Chicken, Beef, and Fish
- Vegan and special dietary options
- Garden Salad with variety of dressings
- Side Dishes
- Bread and Butter
- Dessert: Fresh Fruit; Assorted Cookies and Cakes
- Drinks (Coffee/Tea/Water/Assorted Soft Drinks)

Snacks during “Breaks” must include, but is not limited to:

- Coffee/Tea/Water/Assorted Soft Drinks
- Cookies/Chips

Parking:

All day parking is required for the 80 attendees on both 9/17/2026 and 9/18/2026. Valet parking is not required but will be accepted if hotel policy. Contractor must state parking policies in quote/offering provided. If parking charges apply, they must be stated and included in the quote/offering. If complimentary, that must be denoted.

Please be advised that NJP is a federal, tax-exempt organization. Proof of tax-exempt status will be provided to the selected vendor.

NJP is a self-insured federal government entity. No additional insurance is required or will be provided by NJP. Do not include requests for any type of insurance to be provided by the Government (NJP) on your proposal.

Per U.S. Judiciary Policy §540.20 (b), any clause regarding payment of attorney fees by the government is prohibited. Do not include related language in a proposal response.

Per U.S. Judiciary Policy §540.20 (b), any clause regarding Credit Applications/running credit of the Federal Court is prohibited. Do not include related language in a proposal response. The U.S. Anti-Deficiency Act requires the U.S. Judiciary to ensure funds are available in order to authorize an obligation/contract.

Per U.S. Judiciary Policy §540.20 (b), any clause regarding Advance payments/deposits for a commercial agreement is prohibited. Do not include related language in a proposal response.

Per U.S. Judiciary Policy §540.20 (b), any language that relates to Arbitration or State Court/Law holding jurisdiction over a Federal Court agreement is prohibited. Do not include related language in a proposal response. Any court action, if so required, would take place in Federal Court.

Per U.S. Judiciary Policy §540.20 (b), any clause regarding Indemnification and/or Hold Harmless for a commercial agreement is prohibited. Do not include related language in a proposal response.

3.1 DELIVERABLES

Vendor must provide adequate lodging, space, parking, a/v equipment/assistance and meals to accommodate NJP staff with the above delineated agenda.

3.2 DATES OF PERFORMANCE

9/17/2026-9/18/2026

* Training and meals all day + evening stay

** Training and meals all day

Quote Sheet for RFQ # D03NJP2026-R0010

Instructions for Quoter:

Contractor is required to provide the information requested here *and below within Provision 3-5 and Clause 7-10.*

Company name:	
DUNS number or UEI:	
Discount terms, if other than Net 30:	

Instructions for Quoter:

Fill in the unit price and extended price for each item.

Fill in the grand total amount.

Please note that you may attach additional pages with a venue created proposal/contract draft.

Item	Description	Qty	Unit of Issue	Unit Price (\$)	Extended Price (\$)
1	Lodging	80	EA		
2	Meals				
3	Room(s) Rental/Space				
4	Extra Service Fees				
5	AV Equipment				

GRAND TOTAL:	\$
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JUDICIARY TERMS AND CONDITIONS

The following judiciary terms and conditions are incorporated into this request and will be included in the resulting order.

SOLICITATION PROVISIONS

Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) Definitions. "Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. §§ 7701(c) and 3325(d), reporting requirements of 26 U.S.C. §§ 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. § 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN): _____

TIN has been applied for.

TIN is not required, because:

Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the federal government.

(e) Type of Organization:

sole proprietorship;

partnership;

corporate entity (not tax-exempt);

corporate entity (tax-exempt);

government entity (federal, state or local);

foreign government;

international organization per 26 CFR 1.6049-4;

other

(f) Contractor representations. The offeror represents as part of its offer that it is [___], is not [___] 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- Women Owned Business
- Minority Owned Business (if selected then one sub-type is required)
 - Black American Owned
 - Hispanic American Owned
 - Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
 - Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
 - Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
 - Individual/concern, other than one of the preceding.

(end)

Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

The following provisions marked with an 'X' are incorporated by reference:

2-15	Warranty Information (JAN 2003)
2-70	Site Visit (JAN 2003)
2-85A	Evaluation Inclusive of Options (JAN 2003)
2-85B	Evaluation Inclusive of Options (JAN 2003)
2-85C	Evaluation of Options Exercised at Time of Contract Award (JAN 2003)
3-185	Evaluation of Compensation for Professional Employees (JAN 2003)
4-155	Alternate Awards (JUN 2014)
4-165	Price Proposal Instruction – Multi-Year Contract (JUN 2014)

CONTRACT CLAUSES

Applicable to both the solicitation and contract

Clause 7-10, Contractor Representative (JAN 2003)

(a) The contractor's representative to be contacted for all contract administration matters is as follows (contractor complete the information):

Name:

Address:

Telephone:

E-mail:

(b) The contractor's representative shall act as the central point of contact with the judiciary, shall be responsible for all contract administration issues relative to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

(end)

2-75, Liquidated Damages (JAN 2003)

(a) If the contractor fails to complete delivery of the products, or performance of the services within the time specified in this contract, or any extension, the contractor shall, in place of actual damages, pay to the judiciary \$250 per person/per day for liquidated damages for each calendar day of delay.

(b) Alternatively, if completion of delivery or performance is delayed beyond the contract dates, the judiciary may, at its sole discretion, terminate this contract in whole or in part under the Termination for Default clause, and the contractor shall be liable for the agreed liquidated damages accruing until the time the judiciary may reasonably obtain delivery or performance of similar products or services. The liquidated damages will be in addition to excess costs of re-procurement.

(c) The contractor will not be charged with liquidated damages when the delay in completion of delivery or performance arises out of causes beyond the control and without the fault or negligence of the contractor.

Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>.

(end)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>.

(end)

The following clauses marked with an 'X' are incorporated by reference:

x	1-5	Conflict of Interest (AUG 2004)
x	1-10	Gratuities of Gifts (JAN 2010)
x	2-5B	Inspection of Services (APR 2013)
x	2-20A	Incorporation of Warranty (JAN 2003)
	2-40B	Delivery of Excess Quantities (JAN 2003)
x	2-50	Continuity of Services (JAN 2003)
x	2-55	Privacy or Security of Safeguards (JAN 2003)
x	2-60	Stop-Work Order (JAN 2010)
	2-80	Judiciary Property (JAN 2003)
	2-90C	Option to Extend Services (APR 2013)
	2-90D	Option to Extend the Term of the Contract (APR 2013)
	2-110	Option to Purchase Equipment (JAN 2003)
	2-125	Security for Advance Payment (APR 2013)
	2-130	Energy Efficiency in Energy-Consuming Products (APR 2013)
	2-135	Acquisition of EPEAT®-Registered Personal Computer Products (MAR 2019)
	2-140	Judiciary IT Security Standards (APR 2013)
	3-1	Contractor Use of Mandatory Sources of Products or Services (JUN 2012)
X	3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
	4-150	Cancellation Under Multi-Year Contracts (JUN 2014)
x	5-1	Payments under Personal and Professional Services Contracts (APR 2013)

x	5-30	Authorization and Consent (JAN 2003)
	5-30	Alternate I (JAN 2003)
	6-10	Deposit of Assets Requirements (APR 2013)
	6-20	Insurance – Work On or Within a Judiciary Facility
	6-15	Deposit of Assets Instead of Surety Bonds (JAN 2003)
	6-65	Rights in Data – Special Works (JAN 2010)
	6-75	Rights to Data in an Offer (APR 2013)
	6-80	Rights in Data – Existing Works (JAN 2010)
	6-90	Notice and Assistance Regarding Patent and Copyright Infringement (APR 2010)
	6-110	Deferred Ordering of Technical Data or Computer Software (JUN 2014)
X	7-1	Contract Administration (JAN 2003)
X	7-5	Contracting Officer's Representative (APR 2013)
X	7-15	Observance of Regulations/Standards of Conduct (JAN 2003)
X	7-25	Indemnification (AUG 2004)
	7-45	Travel (APR 2013)
	7-55	Contractor Use of Judiciary Networks (JUN 2014)
	7-70	Judiciary Property Furnished "As Is" (APR 2013)
	7-95	Contractor Inspection Requirements (JAN 2003)
X	7-115	Availability of Funds (JAN 2003)
	7-160	Limitation on Withholding of Payments (APR 2013)
	7-170	Notice of Intent to Disallow Costs (JAN 2003)
	7-180	Prohibition of Assignment of Claims (JUN 2012)
X	7-220	Termination for Convenience of the Judiciary
X	7-215	Notification of Ownership Changes (JAN 2003)
X	7-30	Termination for Default (Fixed-Price – Products and Services) (JAN 2003)