

## Statement of Work: 2015 Thermal & Fluids Analysis Workshop

### Event Overview

The Thermal and Fluids Analysis WorkShop (TFAWS) is an annual NASA-sponsored event, hosted at different NASA centers on a rotating basis, with the purpose of encouraging knowledge sharing, professional development, broadening of perspectives, and networking of the thermal and fluids engineering community within NASA and the aerospace community at large. NASA Goddard Space Flight Center (GSFC) will be hosting the TFAWS in 2015. The event includes paper sessions, short courses, software training, panel discussions, vendor displays and is open to attendees from industry, academia, and government agencies.

### Venue Requirements

- **Area of Interest**
  - Baltimore, within 1 mile of Federal Hill, the Inner Harbor, Fells Point, or Canton
  - Washington DC, within 1 mile and walkable to public transit
  - The Washington DC suburbs, but within 1 mile and walkable to a Metro station
  - Annapolis, within 1 mile and walkable to City Dock
  
- **Dates**
  - The venue shall be available Sunday 8/2/2015 through Friday 8/7/2015
    - Sunday is for setup only
    - Friday will end at noon
  
- **Guest rooms**
  - Hotel rooms will be paid by individual conference attendees, not by the conference. The proposal shall show that rooms are available as described below, but not include a cost estimate to TFAWS for those rooms.
  - Vendor shall provide the following block of guest rooms at the federal government rate.
  - Vendor shall provide a statement regarding their policy on changes to the guest room requirements based on actual registration numbers. This statement shall address the availability of additional rooms at the government/conference rate (if needed).
  - If the vendor is not associated with a hotel, then it shall be within 1 mile and walkable of a hotel that can meet this requirement. The government will work with those hotels. The Government will reject the quotation if the quotation fails to identify a hotel that can meet the Government's requirement.

Day	# of Rooms
Sunday	80
Monday	80

Tuesday	80
Wednesday	80
Thursday	80

• **Food & Beverage**

- Vendors shall provide pricing and a sample menu for the following food/beverage meals.
  - 4 working lunches (Mon. -Th.)
  - Optional: 1 keynote dinner (Wed.)
  - Optional: Light break-time refreshments including beverages and snacks, or proximity to a place where the attendees can buy snacks, coffee, and other non-alcoholic drinks.
    - 5 morning breaks (Mon. – Fri.)
    - 4 afternoon breaks (Mon. – Thurs.)
- Food options shall be within government per diem (25% of per diem for lunch, 50% of per diem for dinner). This is inclusive of all taxes and fees.
- Federal law prohibits NASA from paying for food at conferences. All food sales shall be made directly to individual attendees. These sales can be done through the conference registration process, with money collected by GSFC and paid to the vendor before the conference.
- Reasonable accommodation for special dietary needs is expected (advance notice will be given as much as possible; however, ability to accommodate guests as necessary is highly desired).

• **Meeting rooms**

- Vendor shall propose a plan for accommodating the following meeting room requirements, including which meeting rooms would be used to meet each requirement.
- Vendor shall provide pricing, including setup costs, and a floor plan.
- Vendor shall provide a statement regarding their policy on changes to the meeting room requirements based on refinement of event agenda.
- All of the rooms listed below, except for the pre-function area and the meeting room, shall include
  - Podiums for speakers,
  - Ice water and glasses,
  - Microphones,
  - Projectors and projection screens adequate for the room size and layout.

Room Type	Required Capacity	Days
Pre-Function Area in a centralized location	Large enough to accommodate registration,	Sun. afternoon – Fri (ending by noon Fri )

	break-time refreshments, and 10 display tables	
Theater #1	75	Mon.-Fri. (ending by noon Fri.)
Theater #2	75	Mon.-Fri. (ending by noon Fri.)
Theater #3	75	Mon.-Fri. (ending by noon Fri.)
Classroom #1	20 at desks and additional seating for 20 more	Sun. afternoon – Fri. (ending by noon Fri.)
Classroom #2	20 at desks and additional seating for 20 more	Sun. afternoon – Fri. (ending by noon Fri.)
Banquet Room	200	M-Th. lunch & Wed. dinner
Meeting Room	10	Sun. afternoon – Fri. (ending by noon Fri.)

- **Other**

- The proposal shall include information and references for three events held at the facility, at least one of which shall be with a federal government agency.
- The venue should provide wi-fi for conference participants throughout meeting space and in guest rooms
- The venue shall provide access to printing, scanning, and faxing for organizers. The charges for those services should not be included in the proposal.
- The venue shall be handicapped accessible (guest rooms and meeting rooms).
- The venue shall display schedules in pre-function area and in front of each meeting room, using easels or digital signs if available. Any costs associated with this should be included in the proposal.
- The venue shall provide IT support for vendor-provided electronics during the hours of the conference
- Pre-function area shall:
  - Be located in a high-traffic area near the banquet room, classrooms, and theaters
  - Include 10 rectangular display tables (~4ft x 2ft) with linens/coverings.
  - Be able to provide power to each display table, if necessary.
  - Include a registration area:
    - Minimum: Rectangular table for registration (~3ft x 2ft) with linens/coverings.
    - Preferred: Dedicated registration area with space for conference organizers to co-ordinate registration activities and store conference-related items securely.

- Classrooms shall include:
  - Tables sufficient for 20 laptop or desktop computers in each classroom.
  - Power for 20 laptop or desktop computers in each classroom.
- Banquet room shall include:
  - Round tables with linens/coverings, to accommodate seating for 200 people.
  - Easels or moveable displays for 15 posters to be displayed around the room.
- NASA will furnish the following equipment:
  - 40 laptop or desktop PCs for use in classrooms. If the vendor has in-house computer services, they may propose providing these for the conference. Those computers must meet the following minimum requirements:
    - Laptop or desktop
    - Windows 7 or later (no Macs)
    - 64 bit
    - Internet access and privileges to allow installation of vendor software demos
    - 4 GB of RAM
    - 2 GHz processor
    - 300 GB hard drive space free (not including software already installed)

NOTE: Vendor shall propose any miscellaneous equipment that the Government will need in order to utilize the Government furnished equipment

#### Decision Criteria

Selection will be made based on Best Value criteria, including technical, cost, and past performance. For purposes of this requirement, technical is considered to be the most important with cost second and past performance third. **Technical and past performance, when combined, are more important than price.**