

**OREGON HOUSING AND COMMUNITY SERVICES
REQUEST FOR QUOTE #02128**

Due Date: **November 13, 2009**

Due Time: **4:00 PM PST**

Event: Oregon Housing and Community Services (OHCS), on behalf of its Single Family Finance Section, is scheduling its **NFMC Loss Mitigation Training** in Eugene, Oregon. The meeting is scheduled for January 25-29, 2010.

Program Overview: The program will be a five-day event. We will start early on day one and continue through the end of day five.

Mandatory Dates: Our required dates for the conference are January 25-29, 2010. OHCS reserves the right to reject any and all quotes that can not meet the specified time frame.

Event Requirements for Meals and Refreshments:

DAY 1	Morning Coffee Service Lunch Afternoon Coffee Service
DAY 2	Morning Coffee Service Lunch Afternoon Coffee Service
DAY 3	Morning Coffee Service Lunch Afternoon Coffee Service
Day 4	Morning Coffee Service Lunch Afternoon Coffee Service
Day 5	Morning Coffee Service Lunch Afternoon Coffee Service

Event Considerations & Criteria: The criteria mentioned below will help us make a decision based on categories shown on the points list.

Monday, January 25th, 2010 through Friday, January 29th, 2010

8:00am – 5:00pm AM	General Session Meeting/Classroom (Half-Round Tables preferred) seating for 40 people Break Service for 40 people
12:00Noon – 1:00pm PM	Lunch for 40 people Break Service for 40 people
After 5:00 pm	Networking Availability

Event Accommodations for Attendees: We would like to hold a block of rooms at the government per diem rate plus tax to accommodate approximately 40-50 attendees, most will be for five (5) nights, Sunday January 24, 2010 through Thursday January 28th, 2010. Attendees will be responsible for all guest room charges. Is there a “drop dead” date by which a hold on the block of rooms would disappear?

Additional considerations:

- Please provide a list of other charges or considerations that may be helpful for us to consider as we evaluate your quote.
- Do you have other amenities that may be useful for us that we have not specifically inquired about?

- What audio-visual equipment can you provide and what do we need to provide? Are there any other costs for these?
- What are your cancellation policy/charges?

Estimates Not Binding: The criteria provided for the conference in this RFQ are estimates to be used for the purpose of determining availability and pricing. OHCS reserves the right to increase or decrease the number of attendees for the actual conference.

Reservation of Rights: OHCS reserves all rights regarding this solicitation, including, without limitation, the right to:

1. Amend or cancel this solicitation without liability if amendment or cancellation would be in the public interest;
2. Reject any and all bids received by reason of this request without liability, if such rejection would be in the public interest;
3. Waive any minor irregularity, informality, or non-conformance with the provisions or procedures of this solicitation, and to seek clarification of each bid, if required;
4. Reject any quote that fails to substantially comply with all prescribed solicitation procedures and requirements;
5. Negotiate a Statement of Work within the scope of services as identified in this solicitation document; or
6. Amend, within the scope of work, any contracts that are a result of this RFQ.

Quote Submission and Format

Submission of a quote does not constitute an agreement between OHCS and vendor, nor does it secure or imply that vendor will be selected. If selected, vendor will be sent OHCS Service Contract. All quotes shall be valid for sixty days from the RFQ due date.

Provide an itemized list of charges for all services listed above. Please include an itemized list of charges for the “Other Considerations” portion of this RFQ and response if applicable.

Include RFQ #2128 on all correspondence. Faxed or email quotes will be accepted with hard copy to follow. OHCS will not responsible for incomplete fax or email transmissions. Quotes not received by the due date and time will not be considered.

Submit to:

Oregon Housing and Community Services
Attn: Camber Schlag
725 Summer Street NE, Suite B, Salem, OR 97301
Telephone: 503-986-2072
Fax: 503-986-0996
Email: camber.schlag@state.or.us