

**Letter of Interest & Intent by  
Yellow Ribbon Reintegration Program  
Pre-Deployment Event  
Dates for B777 Aviation Support Battalion: 5-6 April 2018  
Island of Oahu**

**OFFICIAL DATES & ROOMS BLOCKED FOR RESERVATION:** Hawaii YRRP is tentatively reserving the following accommodations

Date: 5-6 April 2018  
Day: Thursday & Friday  
# Rooms: Total 4  
1 Meeting Room (230)  
1 Resource Room (100)  
2 Childcare Rooms (65)

**SUSPENSE DATE:** Acceptance date from each party must be no later than **March 17, 2018**.

**TOTAL ROOMS BLOCKED: 5 Rooms** justified by the number of outer-island attendees invited to participate in the training event. Attendees have not been finalized but the number could be less than 5 rooms.

**CHECK-IN/CHECK –OUT:** The hotel check-in time is early check-in no later than 7:00 A.M. On Day 1 (5 April 2018) and check–out time is 3:00 P.M. on Day 2 (6 April 2018).

**RESERVATION PROCEDURES:** The HIARNG YRRP Event Coordinator will organize room reservations for the participants, who required a room for this conference by. Any unused blocks of rooms will revert back to the hotel for availability. Guests are to be instructed to provide a valid credit card at check-in for incidentals. All of our Soldiers are Hawaiian residence therefore Kama'aina rate is required. In the event the hotel does not provide the Kama'aina rate military rate will apply. Lodging should not to exceed **\$177.00** per night.

**PARKING:** The hotel offers complimentary parking or parking at a rate of \$00.00 per day with validation, \$15.00 for valet for attendees who are not staying in the hotel and \$40.00 for overnight self-parking.

**FUNCTION SPACE & PROGRAM:** The function space outlined in this section is based on anticipated guestroom utilization as outlined. The following HIARNG YRRP Event agenda represents HIARNG’s current synopsis of the program and space requirements.

**Day 1 Event: 30 Day Event**

| <b>Time</b> | <b>Timeline</b>           | <b>Remarks</b>  |
|-------------|---------------------------|---|
| 0600-0800   | Set-Up                    | 15 Adults   |
| 0800-0900   | Registration              | 230 Adults  |
| 0800-0900   | Registration (Child Care) | 50 Children   |
| 0800-1630   | Child Care                | 2 Rooms:<br>(1) to accommodate 25 toddlers<br>(1) to accommodate 25 children                                  |
| 0800-1130   | Briefings                 | 2 Rooms:<br>(1)to accommodate 230 adults<br>(1)to accommodate 100 adults                                      |
| 1130-1230   | Working Lunch             | 2 Rooms:<br>(1) to accommodate 230 adults<br>(1) to accommodate 25 toddlers<br>(1) to accommodate 25 children |
| 1230-1545   | Briefings/Breakout        | 2 Rooms:<br>(1)to accommodate 230 adults<br>(1)to accommodate 100 adults                                      |
| 1545-1600   | AAR/Mahalo and Aloha      | 1 Room:<br>(1) to accommodate 230 adults  |
| 1600-1730   | Break Down                | 15 Adults   |

**Day 2 Event: 60 Day Event**

| <b>Time</b> | <b>Timeline</b>           | <b>Remarks</b>  |
|-------------|---------------------------|---|
| 0600-0800   | Set-Up                    | 15 Adults   |
| 0800-0900   | Registration              | 230 Adults  |
| 0800-0900   | Registration (Child Care) | 50 Children   |
| 0800-1630   | Child Care                | 2 Rooms:<br>(1) to accommodate 25 toddlers<br>(1) to accommodate 25 children                                  |
| 0800-1130   | Briefings                 | 1 Rooms:<br>(1)to accommodate 230 adults  |
| 1130-1230   | Working Lunch             | 1 Rooms:<br>(1) to accommodate 230 adults<br>(1) to accommodate 25 toddlers<br>(1) to accommodate 25 children |
| 1230-1515   | Briefings                 | 1 Room:<br>(1) to accommodate 230 adults  |
| 1515-1530   | AAR/Mahalo and Aloha      | 1 Room:<br>(1) to accommodate 230 adults  |
| 1530-1600   | Break Down                | 15 Adults   |

**EQUIPMENT:** The hotel will provide, at no charge, a reasonable amount of meeting equipment i.e. chairs, tables, etc. This complimentary arrangement does not include special set-ups or extraordinary format that would exhaust the hotel in-house equipment to the point of requiring rental of an additional supply to accommodate YRRP's needs.

Additional equipment requirements:

2 Registration tables and 6 chairs

1 Podium

**MEALS:** The hotel will provide meals according to the following schedule:

**Day 1**

**ADULTS:**

| Meal          | Time      | QTY | Description        |
|---------------|-----------|-----|--------------------|
| Working Lunch | 1130-1230 | 183 | Buffet lunch (Hot) |

**CHILDREN:**

| Meal          | Time      | QTY | Description                |
|---------------|-----------|-----|----------------------------|
| Working Lunch | 1130-1230 | 43  | Child friendly lunch (Hot) |

**Day 2**

**ADULTS:**

| Meal          | Time      | QTY | Description        |
|---------------|-----------|-----|--------------------|
| Working Lunch | 1130-1230 | 183 | Buffet lunch (Hot) |

**CHILDREN:**

| Meal          | Time      | QTY | Description                |
|---------------|-----------|-----|----------------------------|
| Working Lunch | 1130-1230 | 43  | Child friendly lunch (Hot) |

The selected meals are not to exceed \$55.00 for Lunch per person including tax and tip. All meals will be pre-ordered prior to the event. Menus will be provided to this office for selected meals in advance to event. Final headcount and meal timeline will be provided one week prior the event.

If space is available, meals are to be served inside the session rooms, if space is not available; the designated area needs to be close and accessible to the briefing and child room.

**LIGHT REFRESHMENTS:** The hotel will provide complimentary light refreshments according to the following schedule:

**Day 1**

**ADULTS:**

| Meal        | Time        | QTY | Description |
|-------------|-------------|-----|-------------|
| Refreshment | Mid-Morning | 183 | Water       |

**CHILDREN:**

| Meal        | Time          | QTY | Description |
|-------------|---------------|-----|-------------|
| Refreshment | Mid-Morning   | 43  | Water       |
| Refreshment | Mid-Afternoon | 43  | Water       |

**Day 2**

**ADULTS:**

| Meal        | Time        | QTY | Description |
|-------------|-------------|-----|-------------|
| Refreshment | Mid-Morning | 183 | Water       |

**CHILDREN:**

| Meal        | Time          | QTY | Description |
|-------------|---------------|-----|-------------|
| Refreshment | Mid-Morning   | 43  | Water       |
| Refreshment | Mid-Afternoon | 43  | Water       |

If space is available, meals are to be served inside the session rooms, if space is not available; the designated area needs to be close and accessible to the briefing & child room.

**EVENTS ROOM:** The hotel or facility will provide the following rooms:

**Day 1 (30-Day) and Day 2 (60-Day)**

0800-1600 Registration/Briefing room with a 230 person capacity.

One Room for briefing sessions with capacity of 230 adults in a banquet style set up (rounds of 8 banquet style to allow audience to look forward during briefings). Water Jars and glasses will be set on the tables to avoid distractions during sessions. Room will require one podium. We will require two tables with four chairs in the **BACK** of the room for our Yellow Ribbon Representative's laptop (A/V workstation to control the Power Point Presentation). It is required for our Yellow Ribbon representative to maintain eye contact with the speaker at all times in case of technical problems while presentations are in progress; therefore, the laptop table needs to have clear visibility to the podium to facilitate communications, in case of such event. Internet

access is required in this room.

**Day 1 (Post-Mob I) only**

0800-1600 Resource/Expo Room

One Room for resources/vendors with the capacity of 100 adults, 20 tables (6ft) and 40 chairs.

**Day 1 (Post-Mob I) and Day 2 (Post-Mob II)**

0800-1600 Childcare room/space:

One Room with enough space to accommodate 25 infants/toddlers (age 0-5 years) and another room with enough space to accommodate 25 children (age 6-17 years) and up to 15 childcare providers. Cribs, mats, highchair, and blankets as well as tissues, paper towel, disincentive cloths, and antibacterial soap are also required in this room. Lunch and snacks will be required in these rooms. Meals required are to be kid- friendly.

1130-1230 Lunch for 183 buffet style meals for adults. Buffet set up in common area.

This will be a working lunch and briefings will continue during this time.

Lunch for 43 buffet style meals for toddler/children/youths. Buffet set up in common area. This will be a working lunch and childcare/youth curriculum will continue during this time.

**COORDINATION OF PROGRAM:** A vendor representative will be in regular contact with the HIARNG / YRRP Event Coordinator throughout the two months prior to YRRP’s scheduled conference. He/she will finalize all details for the conference. Final age breakdown and count will be provided to the childcare provider one week prior to the event.

**AUDIOVISUAL SERVICES:** will provide audiovisual equipment as follows:

| <b>ROOM</b>    | <b>EQUIPMENT</b> | <b>QTY</b> |
|----------------|------------------|------------|
| Briefing Rooms | Podium           | 1          |

Rooms will be set up and become available to staff the day prior the event for rehearsing purposes. All requested rooms are to be located in the same floor. Operation room is required to be located near the Briefing Room.

**LODGING ACCOMODATIONS:** The hotel will provide lodging for 1 night not to exceed \$177.00 per night. The required number of lodging accommodations **will be confirmed one week of the contracted service date.** The hotel will not hold the HIARNG responsible of any payments for changes, modifications, or cancellations of lodging accommodations and need of the HIARNG until the week of the event.

**BILLING AND CREDIT ARRANGEMENTS:** If (there's a meeting room charge), the vendor will receive a HIARNG purchase order or Government VISA card order. The vendor will provide YRRP with original invoice. A copy of all invoices will be provided to a designated HIARNG / YRRP Event Coordinator. For the banquet costs, the vendor will be prepared to divide the bill as directed by conference coordinator into a portion paid by government visa or purchase order and a portion paid by private credit card.

**SECURITY DEPOSITS:** There will be no security deposit. The HIARNG YRRP Event Coordinators are not authorized to pay for security deposits of any kind.

**INSURANCE:** The HIARNG YRRP is exempt for insurance.

**IMPOSSIBILITY:** Should events beyond either party's control, such as strikes, acts of God, civil disturbance or Department of Defense requirements (i.e. mobilization for war or operations other than war) materially affect the parties' ability to perform, this agreement shall be terminated without prejudice.

**CANCELLATION:** The HIARNG YRRP Event Coordinator is empowered to assure that there shall be no right of termination for the sole purpose of holding this meeting at another facility. The Hotel Sales Manager is likewise empowered to assure that the hotel will not cancel this conference or for the sole purpose of booking another organization.

**CONDITIONS OF ACCEPTANCE:** Should the above offer be acceptable, signing and returning the original or a copy of this Letter of Interest & Intent and receiving a HIARNG purchase order or IMPAC card order (for the meeting rooms and other conference room incidental costs agreed upon) will enable HIARNG to confirm space.

**SECURITY:** The hotel does not assume responsibility for damage of merchandise or articles left in the hotel prior to or following a function. The hotel will lock meeting rooms whenever they are not in use. The HIARNG will arrange to secure/guard government property or personal property as needed.

**SIGNATURE CLAUSE:** As the HIARNG Conference Coordinator is not a contracting officer for the U.S. Government, his signature affirms the intent of the Hawaii Army National Guard to host this conference.

By signing this Letter of Intent & Interest, the Conference coordinator indicates only that these are the intentions of the Hawaii Army National Guard.

Signing this Letter of Intent & Interest along with a HIARNG purchase order or the International Merchant Purchase Agreement Card (Government card) order, would indicate that the terms are acceptable as written for contracting purposes.

Any modification or supplementation of this letter of intent must be in writing and signed by the parties concerned in order to be effective.

SIGNED:

\_\_\_\_\_ Date: \_\_\_\_\_  
(Hotel Representative's Name Title)

\_\_\_\_\_ Date: 13 March 2018  
(HIARNG Conference Coordinator)

\_\_\_\_\_ Date: \_\_\_\_\_  
(USPFO Supervisory Contract Specialist)

LEGAL REVIEW BY:

\_\_\_\_\_ Date: \_\_\_\_\_  
(JAG)