

**Letter of Interest & Intent by
Yellow Ribbon Reintegration Program
Pre-Deployment Event for Childcare
Dates for HHC 29IBCT: 25 August 2018
Island of Oahu**

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

Date: 25 August 2018
Day: Saturday
Time: 7:00 a.m. – 5:00 p.m.
Children (0 - 17): 116

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

CHECK-IN/CHECK –OUT: The childcare check-in time is no earlier than 7:00 A.M. On 17 August 2018 and check–out time is no later than 5:00 P.M. on 17 August 2018.

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: Pre-Mobilization Event

Time	Timeline	Remarks
0800-0900	Registration (Child Care)	116 Children
0800-1700	Child Care	2 Rooms: (1) to accommodate 55 toddlers (1) to accommodate 61 children
1130-1230	Working Lunch	2 Rooms: (1) to accommodate 55 toddlers (1) to accommodate 61 children

EQUIPMENT: The childcare will provide, at no charge, a reasonable amount of age-appropriate toys, activities, crafts, and games to keep the children entertained throughout the event. 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 Requirements: The childcare provider will ensure that they maintain appropriate sitter to child ratios. Sitters will be CPR/first aid certified with an updated background check. The childcare provider will also ensure that they have a sign in/sign out roster with an appropriate monitoring system for tracking the children during the duration of the event.

MEALS: The hotel will provide meals according to the following schedule. The childcare provider will ensure that they accommodate their schedule of activities to ensure that all children are provided their meals:

Day 1

CHILDREN:

Meal	Time	QTY	Description
Working Lunch	1130-1230	116	Child friendly lunch (Hot)

All meals and snacks for the children will be provided by the hotel.

If space is available, meals are to be served inside the childcare 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. The childcare provider will ensure that they accommodate their schedule of activities to ensure that all children are provided their meals:

Day 1 (Pre-Mobilization)

CHILDREN:

Meal	Time	QTY	Description
Refreshment	Mid-Morning	116	Child friendly snack with water & juice
Refreshment	Mid-Afternoon	116	Child friendly snack with water & juice

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 (Pre-Mobilization)

0800-1700 Childcare room/space:

Two Rooms will be provided by the hotel with enough space to accommodate 61 infants/toddlers (age 0-5 years) and 55 children (age 6-17 years) and up to 27 childcare providers. Cribs, mats, highchair, and blankets as well as tissues, paper towel, disincentive cloths, and antibacterial soap will be provided by the hotel.

Toys, crafts, activities, and games that are age appropriate to keep the children entertained are required.

Lunch for 116 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 month prior to YRRP's scheduled event. He/she will finalize all details for the event. Final age breakdown and count will be provided to the childcare provider one week prior to the event.

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 scheduling another childcare provider. The Childcare provider is likewise empowered to assure that he/she will not cancel this childcare event 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 childcare provider 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: _____
(HIARNG Conference coordinator)

_____ Date: _____
(USPFO Supervisory Contract Specialist)

LEGAL REVIEW BY:

_____ Date: _____
(JAG)