

**Letter of Interest & Intent by
Yellow Ribbon Reintegration Program
Mid-Deployment Event
Dates for 487th FA: 2 November 2019
Island of Oahu**

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

Date: 2 November 2019

Day: Saturday

SUSPENSE DATE: Acceptance date from each party must be no later than **October 2, 2019**.

FUNCTION SPACE & PROGRAM: The function space outlined in this section is based on anticipated utilization as outlined. The following HIARNG YRRP Event agenda represents HIARNG’s current synopsis of the program and space requirements. A total number of three meeting rooms is required for the event. The rooms will consist of a meeting room, a resource room, and a childcare room.

Post-Mobilization Event

| Time | Timeline | Remarks |
|-------------|---------------------------|---|
| 0600-0800 | Set-Up | N/A |
| 0800-0900 | Registration | 251 Adults |
| 0800-0900 | Registration (Child Care) | 132 Children |
| 0800-1400 | Child Care | 2 Rooms: (1) to accommodate 80 toddlers (1) to accommodate 52 children |
| 0800-1130 | Briefings | 2 Rooms: (1)to accommodate 251 adults (1)to accommodate 20 adults (resourcer’s) |
| 1130-1230 | Working Lunch | 2 Rooms: (1) to accommodate 251 adults (1) to accommodate 132 children/ toddlers |
| 1230-1330 | Briefings/Breakout | 2 Rooms: (1)to accommodate 251 adults (1)to accommodate 251adults |
| 1330-1700 | AAR/Mahalo and Aloha | 1 Room: (1) to accommodate 251 adults |
| 1700 | Break Down | N/A |

LODGING: 15 Estimate guest rooms must be included in the contract. Check-In 1 November 2019 and Check-Out 2 November 2019

SHUTTLE SERVICES: If hotel shuttle services are available to and from airport for the Family Members/Designated Individuals traveling to YRRP event. Shuttle services must be included in the contract (if needed by YRRP).

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 and microphone
- 1 Projector Screen
- 1 Projector

MEALS: Due to the time constraints and traffic in the surrounding area, lunch will be served at the hotel in order to meet the timeline and accomplish all training requirements on time. The hotel will provide meals according to the following schedule:

ADULTS:

| Meal | Time | QTY | Description |
|---------------|-----------|-----|--------------------|
| Working Lunch | 1130-1230 | 251 | Buffet lunch (Hot) |

CHILDREN:

| Meal | Time | QTY | Description |
|---------------|-----------|-----|----------------------------|
| Working Lunch | 1130-1230 | 132 | 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 water and light refreshments according to the following schedule:

CHILDREN:

| Meal | Time | QTY | Description |
|-------------|---------------|-----|---|
| Refreshment | Mid-Morning | 132 | Child friendly snack with water & juice |
| Refreshment | Mid-Afternoon | 132 | 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:

(Post-Mobilization)

0800-1700 Registration/Briefing room with 251 person capacity.

One Room for briefing sessions with capacity of 251 adults in a banquet style set up (crescent 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.

(Post-Mobilization)

0800-1400 Resource/Expo Room

One Room for resources/vendors with the capacity of 20 adults, 15 tables (6ft) and 20 chairs.

(Post-Mobilization)

0800-1400 Childcare room/space:

One room partitioned into two sections with enough space to accommodate 80 infants/toddlers (age 0-5 years) and 52 children (age 6-17 years) and up to 15 childcare providers. If the room cannot be partitioned, two separate childcare rooms located adjacent to each other are required. Cribs, mats, highchair, and blankets as well as tissues, paper towel, disincentive cloths, and antibacterial soap are also required in this room. Lunch, mid-morning snacks, and mid-afternoon snacks will be required in these rooms. Meals required are to be kid- friendly.

1130-1230 Lunch for 251 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 132 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 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:

| ROOM | EQUIPMENT | QTY |
|----------------|---------------------|-----|
| Briefing Rooms | Podium & Microphone | 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. Internet access required.

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.

PARKING: Recommended offers free parking. Parking must be included in the contract.

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: _____
(HIARNG Conference coordinator)

_____ Date: _____
(USPFO Supervisory Contract Specialist)

LEGAL REVIEW BY:

_____ Date: _____
(JAG)