CONFERENCE COORDINATION SERVICES

NON-MANDATORY FOR STATE AGENCIES

NON-MANDATORY FOR POLITICAL SUBDIVISIONS

Term: June 15, 2012 – June 30, 2017 (includes two one-year renewal options)

The Division of General Services has established this contract to provide for a variety of conference coordination services on an as-needed basis throughout Alaska.

All State of Alaska governmental entities, referenced as agency, may, at their option, utilize the services provided under the contract including other State of Alaska governmental agencies, such as the Alaska Legislative Branch, the Alaska Court System, the University of Alaska, Boards and Commissions, and all State of Alaska political subdivisions - cities, boroughs and school districts.

To use this contract, complete the attached Conference Project Form and submit it to the contractor shown below (or submit online: https://www.signup4.net/Public/ap.aspx?EID=STAT47E). The contractor has 10 days to return a quote, during which time negotiations regarding the scope of services for the project may be made.

Contract Award # 2012-9900-0556

Event Travel Management
999 E Tudor Rd., Suite #200
Anchorage, AK 99503

Contact: Emily Fairbanks
Phone: (907) 786-0130
Fax: (907) 562-2016
Email: emily_fairbanks@traveletm.com
www.traveletm.com

Hourly Rates

General Manager	Project Manager	Assistant	Graphic Designer	Web Designer
$54.00	$42.30	$26.10	$49.50	$49.50

In-House Printing

Color	B&W Copies	2-Sided B&W Copies
.50 ea	.15 ea	.20 ea

Purchases of conference materials, food and beverages, and travel will be made by the contractor in accordance will all applicable State of Alaska policies and the actual costs billed to the ordering agency:

For more information, contact: Victor Leamer - Contracting Officer
State of Alaska
907-465-5678

Introduction To Visions Meeting Management Services

Services to Fit Your Needs

Visions Meeting & Event Management has been dedicated to professional meeting management services since 1998. Visions has in-depth experience with managing state conferences, holding the State of Alaska (SOA) Conference Coordination Services contract from 2007- 2011. Visions was most recently awarded the new contract competitively administered by DGS.

The following outline of services is an overview of typical services related to executing a conference, but may not reflect the full scope of services we can provide your agency. Visions staff is well versed in working with everything from small training sessions to high profile, international complex conferences. We provide timely and professional services to enhance the attendees' experience, while ensuring the goals of the conference are met. The SOA has in place negotiated professional service rates, well below retail rates for typical services. In addition, the SOA has put in place an easy on-line Conference Project Form (CFP) to assist in determining your agencies specific needs and submitting a request for quote.

Typical Tasks Associated with Pre-Planning

Once all services desired are indentified in the Conference Project Form and a quote provided and accepted, a project manager will be assigned for the overall management of your conference or workshop. Your Visions project manager will develop a detailed production schedule with day-to-day milestones from initial planning through onsite delivery of services. The project manager will communicate in writing all necessary deadlines and approvals to accomplish the project.

1. Planning Meetings And Communications

Visions is pleased to participate in scheduled conference calls and committee meetings. A board room is available in Anchorage for meetings and is equipped with conference call capabilities, a large LCD monitor and seating for 20 plus people.

2. Convention Facility& Hotel Negotiations

Visions will assist in the site selection process to include solicitation for bids and final negotiations. A detailed RFP is developed and sent to all area hotels and convention centers that meet the event criteria. Once the responses are returned, Visions will chart all the key elements on a matrix for review and comparison. Visions will continue the negotiations and review the final contract for accuracy.

3. Budgeting

Visions will assist with the development of a full conference budget based on the size and scope of the event. Visions provides up-to-date budgets to the conference committee throughout the planning process detailing income and expenses to ensure budget guidelines are adhered to as outlined in the CPF. Any additional services required or additional expenses must be confirmed with an amendment to the original CPF.

4. Developing & Finalizing the Agenda

Visions can assist the committee or key contact with agenda development to best

utilize the meeting space. Visions consults on meeting room assignments at the facility based on the type of seating set-up required, as well as trade show/poster session set up and execution.

5. Collateral Materials

Visions can coordinate all the necessary printed materials desired to announce and promote the meeting. The following are several examples of collateral materials that can be designed and produced:

a. "Save the Date" Post Card

Visions can design and distribute a "save the date" post card announcing the conference theme, meeting location, facility and dates well in advance of the event. The post card could also indicate a website to access for complete information on the meeting.

b. "Save the Date" E-Mail Broadcast

Visions can design and distribute a "save the date" email announcement for attendee distribution and subsequent follow up messages to “register now” with links to the registration website.

c. Meeting Program and Invitations

Visions can coordinate the design and layout of the onsite conference program. In addition to the full agenda, the program may include an “agenda at a glance”, full agenda, keynote speaker bios, and layout of the convention facility.

d. Promotional Materials

Visions can coordinate the ordering of all promotional products such as mugs, padfolios and tote bags for meetings.

6. On-Line Registration Site

Visions can design a full conference registration website. The registration site may include a home page invitation message, registration application and fees as applicable, agenda, keynote speaker bios, hotel booking information, committee contacts, exhibitor registration, speaker registration and a “call for papers” as applicable. One of the advantages of a conference web site is the ability to update and add information at any time during the planning process. It also offers the opportunity for attendees to access the information conveniently from work or home 24/7 and forward on to colleagues. Visions can provide a direct phone contact and email contact for potential participants to request a printed version as desired.

7. Registration Management

Visions utilizes meeting management software that tracks hundreds of categories of information. Some of the reports include; attendees by category, attendees by company or division, cost center, alpha name and address list, special food and disability requirements, guests, exhibitors, sponsors, and accounting of fees. These reports are available to the meeting requestor immediately from the database. These

reports can downloaded into an Excel or Access database for reports and future programs.

Registration data from this online registration site is accessible by the key contact and committee members with a link provided by Visions. Upon completion of the registration process, each participant will automatically receive a confirmation notice outlining all fees paid and event activities selected. Once attendee emails are captured via the registration site, subsequent notices can be sent with updates on the meeting or special events. Visions can also provide paper confirmations notices to attendees if requested.

Visions will provide a phone contact, and well as designated email site for attendee questions and answers. Having sufficient staff available during normal business hours to answer the phone on the "first ring" provides attendees with answers immediately and increases customer satisfaction and prompt registration.

8. Accounting and Reporting

A separate meeting registration account will be set up for all receipts of registrant's registration fees for those meetings assessing fees. Visions will provide the key contact with a complete detailed summary of fees paid. Registration fees may be paid by check, credit card or purchase order made payable to Visions. Visions can process all credit cards and pass on the applicable bank processing fees to the conference.

Visions can assist with negotiating with suppliers, reviewing final invoices and make payments. Suppliers may include the hotel or meeting facility, caterers, audiovisual services, off-site venues, conference program, registration supplies etc. Invoices can be paid out of the 'Registration Account' with a complete monthly report detailing original receipts, expenditures, and remaining balances, or if not fees are collected, Visions will invoice the SOA under the appropriate funding for the meeting. When all invoices are paid, the registration account is closed.

9. Coordinate Convention Speakers' Needs

Once all speakers have been selected by the committee or key contact, Visions serves as the liaison for the keynote speakers, presenters and special guests.

a. Visions can contact all keynote speakers and workshop presenters directly to coordinate audiovisual requirements, travel arrangements and desired hotel arrangements. A confirmation will be sent to each speaker outlining his or her hotel accommodation dates, reservation number and local transportation options.

b. Visions can build a speaker registration site to collect speaker contact information, abstracts, workshop title and learning objectives. If the speakers are paid an honorarium, or travel stipend and transfers, Visions can issue a contract on behalf of the organization outlining in writing the agreed considerations and issue a check pre or post conference.

10. Exhibitor And Poster Session Coordination

Visions can design and distribute a solicitation for exhibitors or poster sessions. The exhibitor website may

include information such as; why attend, setup and take down times, hotel accommodations, shipping of meeting materials, costs for exhibiting, and sponsorship opportunities. Visions can collect exhibitor fees, track specific equipment needs and communicate all needs to the hotel or facility.

Visions will act as a central contact for exhibitor phone calls, assist with exhibitor booth assignments, equipment needs and correspondence. We work with meeting facilities to design an exhibitor booth layout based on the number of exhibitors in attendance. Table tents are prepared to identify each exhibitor. Signage and pipe-and-drape are also available.

11. On-Site Coordination

Managing the myriad of details on-site is one of the most important elements of a meeting. The number of staff for on-site will depend upon the complexity of the program and the overall attendance.

a. Food & Beverage & Audio Visual Equipment

Visions can provide menu suggestions and pricing for all food functions within budget guidelines, pricing of audiovisual equipment for speakers and functions, and suggest function room assignments based on the size of each event and purpose. We obtain complete beverage and event orders from the meeting facility outlining each event, room set-up, and meeting requirements, review for accuracy and submit to the facility.

b. Registration Desk

Visions can set-up a registration desk with notebook computers and color printer to process onsite registrations and changes. Visions can also order large format copy machines and setup an “internet café” as desired.

c. Meeting Room & Services Monitor

A designated Visions staff member will be responsible for checking each event for contracted services such as audiovisual equipment, staging, podiums, lighting, etc. prior to the start of the event. This is probably one of the most critical services onsite.

d. Banquet Event Orders

A designated Visions staff member will check each food and beverage service prior to each event. Following each event, the meeting planner will review and sign each “banquet event order” for accuracy. At the end of the meeting, the Visions lead meeting planner will review the final bill for accuracy. All discrepancies will be resolved with the hotel prior to final payment.

12. Marketing and Conference Branding with Graphics

Visions can design a unique logo for the meeting or event as desired. This logo may reflect the current theme and location

of the meeting or it may be a consistent logo used from year to year in order to brand the conference.

Visit our website at www.visionsus.com to view our current SOA meetings and links to sample online registration websites.

Karen Zak, General Manager
Visions Meeting & Event Management
Phone: 907-786-0141
Fax: 907-562-2016
Email: karen.zak@visionsus.com

CONFERENCE COORDINATION SERVICES

NON-MANDATORY FOR STATE AGENCIES

NON-MANDATORY FOR POLITICAL SUBDIVISIONS

The following terms and conditions apply to contract number 2012-9900-0556

While this document contains a majority of the terms and conditions that apply to the above contract, it is not intended to be the complete contract.

CONTRACT INTENT: To contract with a qualified firm that can provide for a variety of conference coordination services on an as-needed basis throughout Alaska. Services may be requested for periods ranging from one day to several months at a time, or longer.

Purchases may be made by all other government entities within the state of Alaska under the terms and conditions of this contract, including cities/boroughs, school districts, and universities.

DEFAULT: If the project director determines that Visions has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the State may, by providing written notice to Visions, terminate Visions' right to proceed with part or all of the remaining work.

CONTRACT ENFORCEMENT: Enforcement of this contract is the responsibility of the Division of General Services' (DGS) Contracting Officer.

SCOPE OF WORK: Conferences for conference services may be very limited in scope and duration, or may be broad and long-lasting. They are anticipated to vary in duration from a few days to many months and may include a variety of management services.

The specific scope and deliverables, as well as some of the specific terms of each conference project, are subject to negotiation at the time of their assignment to Visions. Once a project is approved and underway, changes in scope, deliverables, and completion date may, in some cases, be further modified with mutual consent and written approval of the agency.

Project Management

Visions, under the guidance of the agency, will be responsible for the deliverables agreed to during the negotiations phase and detailed in the specific project. The deliverables will be typical conference coordinator services that may include, but are not limited to, the following services:

1) Provide pre-conference planning and development:
   a) Locate and secure, upon agency approval, conference or meeting/function location(s) and services
   b) Provide meeting signage for display at event
   c) Arrange for design/printing of websites, brochures, nametags, agendas, and reminder cards
2) Prepare and distribute invitation information and registration forms, collect all and maintain registrations database:
   a) Establish methods of registration and payment
   b) Prepare a list of registrants including details;
   c) Develop budget and provide payment(s)
   d) Manage registration table and funds collection for related activities
3) Coordinate meeting/conference activities throughout the event
4) Maintain on-site staff based on the number of registrants and the extent of scope to effectively cover

responsibilities
5) Arrange and ensure the delivery, setup and testing of equipment
6) Track registrants' attendance for continuing education and disperse certificates of completion as appropriate
7) Post Conference Activities

Project Form/Procedures

The agency completes a Conference Project Form (CPF) for Visions to provide a realistic estimate of costs and staffing requirements for the services, such as required type(s) of services, expected deliverables, location of work, and anticipated time period of performance. The agency will provide Visions with as much information about the upcoming event as possible and will provide historical information, if any, from the previous year's event.

1) Agency Meeting - Visions shall schedule and participate in an introductory meeting with a representative of the agency within 10 calendar days after the agency's notification to Visions. The purpose of the introductory meeting shall be to analyze, plan, discuss, and schedule the event required by the agency as described by the agency in the CPF.

    a) If an agency requests a meeting, Visions shall include a representative to serve as the agency contact at the introductory meeting and shall provide that same representative for the duration of the event, including being on-site at the event. At the introductory meeting, Visions shall provide the agency with the name, address, e-mail address, and phone number of Visions representative servicing the event.

        i) Visions identified representative must be available to the agency 24 hours per day, 7 days per week on dates surrounding an event as needed in an emergency situation.

2) Event Related Services Plan - Within 10 business days after the introductory meeting required above, Visions shall prepare and submit a detailed event related services plan to the agency for approval prior to proceeding with the event planning.

    a) The detailed event related services plan must describe, at a minimum, the specific time schedules for each activity leading to the event.

    b) Itemized Quote - With the detailed event related services plan, Visions shall also submit an itemized budget (with a not-to-exceed-maximum quote) for all event related services based on past historical events, if any, and event information provided by the agency during the agency meeting. All costs associated with the event-related services pursuant to the agency requirements shall be included in the itemized quote.

    c) The agency shall make the determination of the acceptability of the guaranteed not-to-exceed total price for the event related services. The decision by the agency shall be final and without recourse.

    d) Visions shall understand and agree that the agency has the right to edit, modify, and/or require additional elaboration of the detailed event related services plan as it deems necessary to ensure a comprehensive detailed event related services plan.

    e) Visions shall operate in accordance with the detailed event related services plan after approval by the agency.

3) Additional Event Related Services After Agency Approval of the Event Related Services Plan - In the event the agency determines that a particular event related service is required but not identified in the awarded CPF, the agency shall request Visions submit (1) an itemized budget which shall include a firm, fixed total price for Visions event planning and management services for the additional event related service to the agency for review and approval and (2) a detailed event related services

plan for the additional event related services which shall include an itemized estimated budget for the additional event related services to the agency for approval prior to proceeding with the event planning.

a) The agency shall make the determination of the acceptability of the firm, fixed total price for Visions event planning and management services and the guaranteed not-to-exceed total price for the event related services. The decision by the agency shall be final and without recourse.

b) Visions shall understand and agree that the agency has the right to edit, modify, and/or require additional elaboration of the detailed event related services plan as it deems necessary to ensure a comprehensive detailed event related services plan.

c) Visions shall operate in accordance with the detailed event related services plan for the additional event related services after approval by the agency.

If the quoted services are acceptable to the agency, the CPF (and any required CPF amendments) will be forwarded to DGS for final approval. The Division of General Services will then return the CPF to the agency.

The agency will then notify Visions of approval of the CPF and Visions shall provide services as approved. Work will not commence until Visions receives an executed CPF. Any work performed in advance of an executed CPF is at Visions risk. The Division of General Services will not approve any CPF under which work is known to have started prior to approval.

Visions will be required to log all hours worked and present a final listing upon the completion of each event. Final invoicing will be based on actual hours. Visions may bill the agency for any parking fees or meals required onsite during the event. The allowance for meals will be adjusted per the current state per diem policy. Receipts for parking and meals must be provided by Visions for reimbursement.

The state will reimburse Visions for the actual cost of conference-related materials. Travel will be reimbursed by the state.

Visions must ensure that all items and materials purchased on behalf of the state comply with AAM 35.140 Unauthorized Expenditures. In some cases, the state must obtain prior approval from the agency head prior to the purchase of any item that would fall into this category. The text of AAM 35.140 Unauthorized Expenditures is as follows:

AAM 35.140 Unauthorized Expenditures

Tangible items, services, and training that are required to conduct state business are generally authorized. Expenditures that are not essential to state operation are generally unauthorized. Unauthorized expenditures include those that have no clear public purpose or benefit individual employees more than the state.

The following list includes examples of items that are generally not authorized. An agency head may specifically authorize listed items when the mission of the agency or the business requirements for individual job duties justify such an expenditure.

1. Printing: Printing of a personal nature, such as personal letterhead stationery, holiday cards, or personal photographs.

2. Fixtures and Equipment: Non essential office fixtures and equipment such as personalized items, occasional furniture, wall pictures or framing of same, pen and pencil desk sets, etc.

3. Foodstuff and Utensils: Coffee, doughnuts, or other food, unless reviewed by the appropriate agency head and deemed necessary for such state functions as training, conferences, board meetings, or other gatherings, and not to exceed a reasonable amount.

4. Dues: Dues for personal memberships in a professional and technical associations and organizations when agency membership is available.

5. Other: Any items similar in nature and content to the above listed items that cannot be justified as essential in the administration or conduct of a state office or program.

Expenditures on employee recognition and service awards are authorized in accordance with guidelines developed by the Division of Personnel. See AAM 100.090.

Proper and adequate control in the handling of public funds is the responsibility of all state administrators. To a great extent, the success and adequacy of stewardship in state government is measured by the integrity and the propriety of acts of state administrators. All department heads and administrators are required to join in the intent and purpose of this section, and guidance should be sought from the Division of Finance when questionable situations arise.

TRAVEL:

All travel arrangements for state employees must be made through the State Travel Office.

Any travel for non-state employees will be arranged by Visions and must comply to the greatest possible extent with the following State of Alaska Travel policies:

- AAM 60.050 Travel Purchase Policies
- AAM 60.220 Travel Expenses – Required Receipts and Documentation
- AAM 60.240 Lodging Types and Rates
- AAM 60.250 Meals and Incidental Expense Allowances

Project Reporting

Throughout the design, implementation, and administration process, Visions is expected to report on contract performance and document and manage project risk

1) Progress Reports – If requested by the agency, Visions shall submit a monthly progress report to the agency for prior approval until the event. The monthly progress report shall contain the following information:

   a. An outline of the specific activities and accomplishments achieved during the monthly reporting period.
   b. An outline of the specific activities and tasks completed pursuant to the requirements of the approved written plan and completion dates of such activities.
   c. A list of the specific activities and tasks and the projected completion date(s) remaining to be completed pursuant to the approved written plan.

2) Final Report - Visions shall provide the agency and procurement officer with a comprehensive final report containing program information/suggestions, and detailed financial statements which shall include actual event expenses and estimated event monies from the agency approved written plan and actual income within 45 business days after the event end date.

3) Conference Completion Report (CCR) – After every conference, Visions will provide a CCR (Attachment G) to the agency and procurement officer. This report includes a self-measurement questionnaire. The agency must approve the CCR before forwarding on to DGS. Any disputes over the questionnaire will be decided by the procurement officer.

State of Alaska

CONFERENCE PROJECT FORM

Initial Request: _____ Date Submitted: _____
Meeting Registration #: _____ *(Assigned by Contractor)*
Department: _____ Manager Authorizing Request: _____
Request Submitted By: _____ Requestor's Title: _____
Mailing Address: _____ City: _____ State: _____ ZIP: _____
Phone: _____ Ext: _____ Fax: _____ E-mail: _____

1. Meeting Specifics:

Please provide background information on the meeting below.
Information should include previous years the conference was held and where, focus of the meeting, and who is expected to attend.

Meeting Name: _____
Sponsoring Division: _____
Meeting Theme: _____
1st Choice: Meeting Starts Date/Time: _____ Meeting Ends Date/Time: _____
2nd Choice: Meeting Starts Date/Time: Meeting Ends Date/Time: _____
Location: City: _____ 1st Choice: _____ 2nd Choice: _____
Estimated # of Attendees: _____ Estimated # of Exhibitors: _____ Estimated # of Posters: _____

2. Hotel Accommodations:

Attendee Arrival Date: _____ Attendee Departure Date: _____

Rooms Needed Per Night (Estimate if not known)

Date
Single Rooms:
Double Rooms:

Reservation Method – Contractor will advise SOA Travel Office of all Conferences

☐SOA Travel Office will book in room block ☐Non-State Employees to call hotel directly with pre-assigned booking code

Method of Payment

Room: Individual ☐ Master Account ☐ CTA Card ☐ Purchase Order ☐

Incidentals: Individual ☐ Master Account ☐ CTA Card ☐ Purchase Order ☐

3. Scope of Services Required:

☐Schedule regular conference planning committee meetings.
☐Arrange teleconferences.
☐Attend meetings (Meetings will take place in (city) _____ or by teleconference).
☐Take minutes and track decisions.

Questions about this form? Contact: Victor Leamer, Division of General Services at victor.leamer@alaska.gov

Please check all that apply: √ Add Additional Services As Desired

CONDUCT SITE FACILITY SELECTION

- ☐ Conduct Competitive Solicitation
- ☐ Evaluate Proposals
- ☐ Review Contract
- ☐ Chart Facility Responses
- ☐ Obtain Facility Contract
- ☐ Conduct Final Negotiations
- ☐ _____
- ☐ _____
- ☐ _____

DESIGN AND PRINT ITEMS

- ☐ "Save the Date" Post Card
- ☐ Registration Form (printable version)
- ☐ Conference Program Design
- ☐ Name Badges
- ☐ Attendee Evaluation
- ☐ Order Registration Tote/Holders
- ☐ Standard Daily Room Signage
- ☐ Exhibitor Evaluation
- ☐ Order Promo Items such as Mugs

CONFERENCE REGISTRATION

- ☐ Design Online Registration Website
- ☐ Produce Status Reports
- ☐ Merge Mail Lists as Required
- ☐ Collect Registration Payments
- ☐ Solicit Mail Lists from Committee
- ☐ Mail List Numbers _____
- ☐ No Registration Fees /No Collection
- ☐ Prepare Registration Brochure
- ☐ _____

NOTE: A conference registration website will save time and money. It will include the following: Welcome Page, Registration, Agenda, Speaker Info, Hotel Info, Parking Info, Off-Site Events, and Exhibitor & Sponsorship Info. It is not necessary to print and distribute a registration brochure with the initiation of a complete registration web site unless desired.

PRINTING SPECIFICS IF NECESSARY:

Provide details on quantity, design, color/black & white, binder, folder, spiral bound etc. in order to provide accurate quote:

CONFERENCE SPEAKER COORDINATION

- ☐ Featured Keynotes #_____
- ☐ Obtain Speaker Bios
- ☐ Assist with CEU Application
- ☐ Breakout Sessions Per Day #_____
- ☐ Obtain Speaker AV Needs
- ☐ Send Speaker Confirmations
- ☐ Obtain Speaker Abstracts
- ☐ Communicate Room Assignments
- ☐ Arrange Airline Reservations

FOOD & BEVERAGE (F&B) COORDINATION (following State regulations)

- ☐ Provide Initial F&B Suggestions
- ☐ Coordinate with Hotel or Facility
- ☐ Review Final Billing for Accuracy
- ☐ Provide Costs Estimates
- ☐ Approve Beverage Event Orders
- ☐ Pay Invoices

EXHIBITOR/POSTER SESSION MANAGEMENT

- ☐ Design Registration Web or Print
- ☐ Coordinate Tables w/Facility
- ☐ Identify Poster Session Parameters
- ☐ Solicit Exhibitors (Mailing)
- ☐ Coordinate AV Needs
- ☐ Confirmation Notices
- ☐ Solicit Exhibitors (Email Blast)
- ☐ Coordinate Electrical Needs
- ☐ Space Assignments

EVENING EVENT COORDINATION

- ☐ Arrange for Evening Banquet
- ☐ Provide Food & Beverage Planning
- ☐ Arrange Entertainment
- ☐ Arrange for Evening Reception
- ☐ Arrange Theme Decor
- ☐ Arrange Ground Transportation
- ☐ Arrange Off-Site Event
- ☐ Send Invitations
- ☐ _____

ON-SITE MANAGEMENT

- ☐ Set up Registration Desk
- ☐ Monitor all Rooms for Set-Up
- ☐ Exhibitor Management
- ☐ Procure Volunteers for Staffing
- ☐ Monitor Food & Beverage Events
- ☐ Speaker Management
- ☐ Staff for Registration Handouts
- ☐ Provide Supplies for Registration
- ☐ Manage AV Requirements

POST CONFERENCE CLOSEOUT REPORTS

☐Record all Monies for Registration	☐Produce Financial Reports	☐Submit Detailed Lists of Expenses
☐Record all Monies for Exhibitors	☐Track Income & Expenditures	☐Prepare Final Report Summary
☐Record all Monies for Sponsors	☐Pay Conference Supplier Costs	☐Tally Evaluations

4. Quote for this Project - Completed by Contractor:

Actual Costs

Meeting facility	$	
Food and beverages	$	
A/V equipment	$	
Lodging	$	
Travel	$	
Other	$	
Pass-Through Subtotal		**$**

Contractual Costs

General Manager	$	/hr	x	hours =	$	
Project Manager	$	/hr	x	hours =	$	
Assistant	$	/hr	x	hours =	$	
Contractual Subtotal						**$**
Total Quote						**$**

5. Approvals:

Work must not commence until the contractor receives a fully executed CPF. Any work performed in advance of an executed CPF is at the contractor's risk. The Division of General Services will not approve any CPF under which work is known to have started prior to approval.

Contractor

Signature Date

Typed/Printed Name and Title

Ordering Agency

Signature Date

Typed/Printed Name and Title

Division of General Services

Signature Date

Victor Leamer, Contracting Officer

Typed/Printed Name and Title

6. Send Request To:

Visions Meeting and Event Management – Emily Fairbanks
Phone: 907-786-0130 Fax: 907-562-2016 or E-mail: emily_fairbanks@traveletm.com
Website: www.traveletm.com

Questions about this form? Contact: Victor Leamer, Division of General Services at victor.leamer@alaska.gov