

IT Conference Request for Proposals

The United States Courts for the Tenth Circuit is requesting proposals for an IT Conference during either the week of August 7th or August 14th in 2017. The week of August 14th is preferred.

The 2017 IT Conference group will be primarily federal employees. We anticipate that some federal judges will be in attendance, which will require coordination with the U.S. Marshals on security matters. We are seeking properties that are 3-diamond equivalent or better in the downtown Denver area.

The final decision will be made based on the ability of the hotel to provide meeting space, sleeping rooms, and support services at the best value on the preferred dates in close proximity to the Byron White U.S. Courthouse.

Meeting and Function Space:

The following meeting and function space should be available for simultaneous set up and programs:

- General session space able to accommodate 250 people in classroom seating plus staging with front projection screens at each side. Classroom seating is preferred.
- One vendor room for 25 vendors each with a ten foot by ten foot area.
- Three breakout rooms for 75-90 people in each.
- Registration space near the function space.

We anticipate two and one-half to three days of meetings. Break services will be provided, but attendees will be on their own for meals. Adequate cellular data service or wifi access will be considered in making a final decision.

Sleeping Rooms:

Our group will need accommodations for three nights with a peak of 200 rooms at the government rate.

Following is our preferred pattern of nights with the first night being a weeknight. We will consider alternate arrival and departure dates:

Night 1 = 200 ct.
Night 2 = 200 ct.
Night 3 = 195 ct.

Other Inclusions:

- Please indicate any concessions that your property can offer that would impact the cost to attendees.
- Please include the options and costs for parking at your hotel.
- Please include the cost ranges for break services or a copy of your catering menu.
- Please include the an Audio/Visual cost sheet.
- Please indicate costs for wifi and/or cellular data support services in hotel rooms and meeting space.
- Please include specifications on wifi services available in meeting space.

Preferred features/services:

- Comfortable establishment, equivalent to a AAA three-diamond or better.
- Internet access in rooms and meeting space.
- Fitness center
- Close proximity to the Byron White U.S. Courthouse at 1823 Stout Street.

Notes:

- The U.S. Court of Appeals for the Tenth Circuit is a federal government entity. GSA government rates apply.
- Information on rates and availability of space and rooms should be received by close of business Friday, March 17 and sent to:
Sheila Z. Zuschek, CGMP
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- Email is the preferred method of communication.