



NIH SREA Blanket Purchase Agreement (BPA)

Hotel Application Tool (HAT)

2026 - 2027

BPA HAT Hotel Module New Hotel

Getting Started ▾

How To Apply ▾

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Hotel Profile Change
for Returning Hotel ▾



➔ Sign in - Returning Hotels

Sign in

[Forgot your username or password?](#)

➕ Register - New Hotels

Create Account



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Getting Started

Helpful information for register as a New Entity Registration in SAM.gov

Instructions:

1. Review the Quick Start Guide for Contract Registrations
2. Click the box to acknowledge and certify the hotel registered in SAM.gov
3. Click "Next" to continue

[Quick Start Guide for Contract Registrations](#)

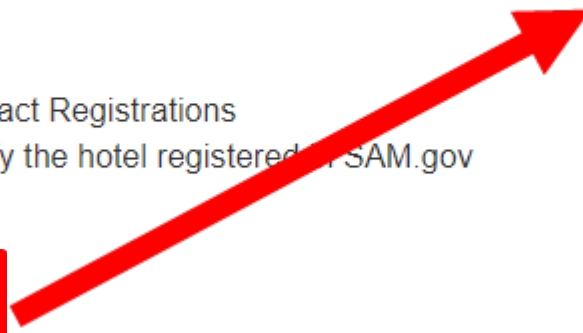
I, certify the hotel registered in SAM.gov.

Login to SAM.gov

1. Navigate to SAM.gov.
2. Select the "Sign In" button in the upper right corner. Select "Accept" to accept the US Government System terms.
3. After selecting "Accept," the system will redirect you to login.gov.
4. Enter your login.gov credentials and select "Sign In." The system may prompt you to enter a one-time security code. (You will receive this code via the authentication method you selected during account creation.)
Note: If you do not already have a Login.gov account, please create an account.
5. After signing in, the system will redirect you to your SAM.gov workspace.

Start a New Entity Registration in SAM.gov

1. From the Workspace select the "Register Entity" button.
2. Select the "Start Registration" button at the bottom of the registration overview page.
3. Review the Before You Start information and gather all required information needed to complete your registration.
4. Select the "Continue" button to proceed.
5. Complete and submit the online registration. If you have all the necessary information ready, this should take approximately 45 minutes to complete. The time to complete could vary depending on the size and complexity of your registration. Steps to complete the registration follow in the next section.



Sign Up (Create Username and Password)

*** Important Note: As a reminder, please retain your username/password for future use. ***

Instructions:

1. Create username and password
2. Click "Create"

(Letters and numbers only. No special characters and space. Minimum 8 characters)

(Letters and numbers only. No special characters and space. Minimum 8 characters)

Create

STEP 1:
Hotel Contact Information

STEP 2:
Hotel Profile

Step 3:
SAM Registration

STEP 4:
Statement of Work (Doc A)

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NIH SREA Blanket Purchase
Agreement (Doc E)

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NIH Meeting Package Rate
(Doc B)

STEP 7:
Hotel AV Provider Package Rate
(Doc C)

STEP 8:
Submit Application

Communications & Award Status

Award Docs & Templates

Log Out

STEP 1 OF 8

Hotel Contact Information

Instructions:

1. Review the Hotel Contact Information
2. Update as needed
3. Click "Next" to continue

Hotel Contact Information

Hotel Contact Representative	<input type="text" value="Hotel Contact Representative (Required)"/>
Title	<input type="text" value="Title (Required)"/>
Email	<input type="text" value="Email (Required)"/>
Phone	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>
Other Hotel Contact Representative	<input type="text" value="Hotel Contact Representative (Required)"/>
Title	<input type="text" value="Title (Required)"/>
Email	<input type="text" value="Email (Required)"/>
Phone	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>
Hotel Billing Contact Representative:	<input type="text" value="Hotel Contact Representative (Required)"/>
Title	<input type="text" value="Title (Required)"/>
Email	<input type="text" value="Email (Required)"/>
Phone	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>

STEP 1:
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Hotel Profile Information

Instructions:

1. Review the Hotel Contact Information
2. Update as needed
3. Click "Next" to continue

Hotel Profile Information

**Hotel Name "Doing
Business As"**

Hotel Name Doing Business As (Required)

Legal Business Name

Legal Business Name (Required)

UEI Number

UEI NUMBER (REQUIRED)

EIN/TAX-ID

EIN/TAX-ID (Required)

Hotel Physical Address

Hotel Physical Address (Required)

City

City (Required)

State

Select State

ZipCode

Zip Code (Required)

Hotel Website

http://www.

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Center for
Scientific Research

STEP 1:
Hotel Contact Information ✓

STEP 2:
Hotel Profile ✓

Step 3:
SAM Registration ✓

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STEP 5:
NIH SREA Blanket Purchase Agreement (Doc E) ✓

STEP 6:
NIH Meeting Package Rate (Doc B) ✓

STEP 2 OF 8

Hotel Profile Information

Instructions:

- 1. Review the Hotel Contact Information
- 2. Update as needed
- 3. Click "Next" to continue

Hotel Profile Information
Important Note:
The Hotel Name, Legal Business Name, UEI Number, and EIN/TAX ID must match the records listed in SAM.gov.

Hotel Name "Doing Business As"

Hotel Transylvania2

Legal Business Name

Dracula's Lavish Five-Stake Resort

UEI Number

34AD34UYE325

EIN/TAX-ID

66666669

STEP 1:
Hotel Contact Information



STEP 2:
Hotel Profile



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Official U.S. Government Website
100% Free

STEP 3 OF 8

SAM Registration

The Unique Entity Identifier (UEI) used in SAM.gov has changed.

On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#)
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

Hotel UEI: 34AD34UYE323

Enter SAM Registration Expiration Date  (Enter date as MM/DD/YYYY or select date from calendar)

I acknowledge SAM profile is active and current

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Hotel Contact Information



STEP 2:
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Step 3:
SAM Registration



STEP 4:
Statement of Work (Doc A)


STEP 5:
NIH SREA Blanket Purchase
Agreement (Doc E)

STEP 4 OF 8

Statement of Work (Document A)

Instructions:

***** Important Note: Review and accept terms only. Do not fill out the document. *****

1. Review the Statement of Work (SOW), Document A below
 [Statement of Work \(SOW\), Document A](#)
2. Click the box to acknowledge and accept all terms and conditions
3. Click "Next" to continue

I acknowledge and accept all terms and conditions

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Uploading Signature Statement of Work (Document A)

STEP 1:
Hotel Contact Information



STEP 2:
Hotel Profile



Step 3:
SAM Registration




**STEP 4:
Statement of Work (Doc A)**

STEP 5:
NIH SREA Blanket Purchase
Agreement (Doc E)

STEP 6:
NIH Meeting Package Rate

Instructions:

1. Click  [here](#) to obtain the signature documents A
2. Print, ~~Review~~, Sign and Date
3. Scan and Upload
4. Click Next to continue

psampson9DocAsignuploadDocA.pdf

Browse

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NIH SREA Blanket Purchase Agreement (Document E)

STEP 1:
Hotel Contact Information



STEP 2:
Hotel Profile



Step 3:
SAM Registration



STEP 4:
Statement of Work (Doc A)



**STEP 5:
NIH SREA Blanket Purchase
Agreement (Doc E)**

STEP 6:
NIH Meeting Package Rate
(Doc B)

STEP 7:
Hotel AV Provider Package Rate
(Doc C)

STEP 8:
Submit Application

Communications & Award Status

Award Docs & Templates

Instructions:

***** Important Note: Review and accept terms only. Do not fill out the document. *****

1. Review the NIH SREA Blanket Purchase Agreement (Document E) attached below
2. Review FAR Clauses below and select
3. Click the box to acknowledge and accept all terms and conditions
4. Click "Next" to continue

Please review FAR Clauses below and select:

Page 20 of the Document E:

FAR Clause 52.222-52 Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Certification. (May 2014)

(a) The offeror shall check the following certification:

Certification

The offeror does does not certify

I acknowledge and accept all terms and conditions

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STEP 1:
Hotel Contact Information ✓

STEP 2:
Hotel Profile ✓

Step 3:
SAM Registration ✓


STEP 4:
Statement of Work (Doc A) ✓

STEP 5:
NIH SREA Blanket Purchase Agreement (Doc E)

STEP 5 OF 8

NIH SREA Blanket Purchase Agreement (Document E)

Instructions:

1. Click  [here](#) to obtain the signature documents E
2. Print, Review, Sign and Date
3. Scan and Upload
4. Click Next to continue

[bpahotel2415DocEsignuploadDocE.pdf](#)

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NIH BPA Meeting Package Rates (Document B)

STEP 1:
Hotel Contact Information ✓

STEP 2:
Hotel Profile ✓

Step 3:
SAM Registration ✓

STEP 4:
Statement of Work (Doc A) ✓

STEP 5:
NIH SREA Blanket Purchase
Agreement (Doc E) ✓

**STEP 6:
NIH Meeting Package Rate
(Doc B)**

STEP 7:
Hotel AV Provider Package Rate
(Doc C)

STEP 8:
Submit Application

Instructions:

1. Complete the required fields. (highlighted in red)
2. Use N/A if not applicable. Review
3. Click "Next" to continue

HOTEL NAME:	Best Price Always						
CONTACT NAME:	Pat Ouasi						
PHONE:	301-435-0624			EMAIL:	patouasi@yahoo.com		
PER PERSON PER RATE	Type 1	Type 2	Type 3	Type 4	Type 5	Half Day Per Person Per Day Flat Rate	
	12 or fewer	13-20	21-30	31-40	41-50	4 hours or less	
2026 Rate	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
2027 Rate	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	

MEETING ROOM PACKAGE, PER PERSON PER DAY RATE, INCLUSIVE OF THE FOLLOWING COMPLIMENTARY ITEMS, SET-UP & SERVICE FEES:

- Conference style or hollow square configuration with tablecloth/vanity panel
- Two (2) chairs per 3x6 foot table
- Two (2) power drops taped down
- 24-hour room hold on first date of meeting
- Two (2) perimeter six-foot tables with perimeter seating for 8-10 guests
- Secured wireless internet connection with password protection for all meeting attendees, offering a minimum speed of 100 megabytes per second (Mbps) to ensure reliable access throughout the entire meeting

Communications & Award Status

Award Docs & Templates

Log Out

HOTEL AMENITIES:

1. Availability for purchase continuous coffee*
2. Availability of break service stations in close proximity of meeting space*
3. Availability of hotel restaurants:* Breakfast Lunch Dinner
4. Availability of restaurants located within a quarter mile radius*
5. Availability for purchase by hotel guests pre-packaged or boxed breakfast, lunch, or dinner*
6. Availability of hotel grab and go cafes
7. Availability of complimentary continuous coffee
8. Availability of complimentary continental breakfast for all hotel guests

- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No

9. Other Hotel Amenities

***Minimum Amenities Requirement**

STEP 1:
Hotel Contact Information ✓

STEP 2:
Hotel Profile ✓

Step 3:
SAM Registration ✓

STEP 4:
Statement of Work (Doc A) ✓


STEP 5:
NIH SREA Blanket Purchase Agreement (Doc E) ✓

STEP 6:
NIH Meeting Package Rate (Doc B)

STEP 6 OF 8

Uploading NIH BPA Meeting Package Rate (Document B)

Instructions:

1. Click  [here](#) to obtain the NIH BPA Meeting Package Rate (Document B)
2. Print, Review, Sign and Date
3. Scan and Upload
4. Click Next to continue

[bpahotel2415DocBsignuploadDocB.pdf](#)

Browse

Upload

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BPA AV Equipment Package Rates (Document C)

STEP 1:
Hotel Contact Information ✓

STEP 2:
Hotel Profile ✓

Step 3:
SAM Registration ✓

STEP 4:
Statement of Work (Doc A) ✓

STEP 5:
NIH SREA Blanket Purchase
Agreement (Doc E) ✓

STEP 6:
NIH Meeting Package Rate
(Doc B) ✓

STEP 7:
Hotel AV Provider Package Rate
(Doc C)

STEP 8:
Submit Application

Communications & Award Status

Instructions:

1. Complete the required fields. (highlighted in red)
2. Use N/A if not applicable. Review
3. Click "Next" to continue

HOTEL NAME:	Best Price Always
NAME OF AV PROVIDER:	
HOTEL CONTACT NAME:	Pat Ouasi
PHONE:	301-435-0624
EMAIL:	patouasi@yahoo.com

PUSH-TO-TALK WIRED MICROPHONES A/V PACKAGE:

PER DAY RATE	Type 1 12 or fewer	Type 2 13-20	Type 3 21-30	Type 4 31-40	Type 5 41-50
2026 Rate	\$	\$	\$	\$	\$
2027 Rate	\$	\$	\$	\$	\$

PUSH-TO-TALK WIRED MICROPHONES A/V PACKAGE, PER DAY FLAT RATE, INCLUSIVE OF ALL OF THE A/V EQUIPMENT LISTED, SET-UP FEES, STRIKE DOWN, AND SERVICE FEES BASED ON EACH MEETING TYPE:

Push-to-talk wired microphones	Microphone (XLR) to USB Adapter (i.e. X2U)
One (1) microphone per attendee	One wired phone line to interface with microphones, audio mixer, and phone
Audio Mixer (e.g. Gentner Box) (This mixer interconnects a standard telephone line and the push-to-talk audio equipment, allowing the ability to send audio to and receive audio from a connected telephone line.)	LSP-1 Laptop Sound Port (compact in-line adapter that converts to a computer's audio output (typically 3.5mm stereo mini) to a balanced mono mic-level signal)

HYBRID A/V PACKAGE:

PER DAY RATE	Type 1 12 or fewer	Type 2 13-20	Type 3 21-30
2026 Rate	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2027 Rate	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

HYBRID MEETING PACKAGE: INCLUSIVE OF ALL OF THE A/V EQUIPMENT LISTED, SET-UP FEES, STRIKE DOWN, AND SERVICE FEES BASED ON EACH MEETING TYPE

- All services and equipment included in the "Wired Microphones Standard A/V Equipment Package" above
- Two 75" or larger 4K TV cart mounted monitors
- NIH staff will have access to the meeting room starting at 5:00 AM on the day of the meeting or earlier.

NOTE:

The Hybrid Meeting Package is an optional add-on. If this package is not available, please indicate "N/A" in the pricing section.

A LA CART AUDIOVISUAL EQUIPMENT (Cost Per Item)	2026 RATE	2027 RATE
Laptop Rental	<input type="text"/>	<input type="text"/>
Dedicated Router	<input type="text"/>	<input type="text"/>
Extension Cords	<input type="text"/>	<input type="text"/>
Flip Chart	<input type="text"/>	<input type="text"/>
4K TV Monitor 65"	<input type="text"/>	<input type="text"/>
Handheld Wireless Mic	<input type="text"/>	<input type="text"/>

STEP 1: Hotel Contact Information ✓

STEP 2: Hotel Profile ✓

Step 3: SAM Registration ✓

STEP 4: Statement of Work (Doc A) ✓

STEP 5: NIH SREA Blanket Purchase Agreement (Doc E) ✓


STEP 6: NIH Meeting Package Rate (Doc B) ✓

STEP 7: Hotel AV Provider Package Rate (Doc C)

STEP 7 OF 8

Uploading Hotel AV Provider Package Rate (Document C)

Instructions:

1. Click  [here](#) to obtain the Hotel AV Provider Package Rate (Document C)
2. Print, Review, Sign and Date
3. Scan and Upload
4. Click Next to continue

[bpahotel2415DocCsignuploadDocC.pdf](#)

Browse

Upload

Remove

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STEP 1:
Hotel Contact Information ✓

STEP 2:
Hotel Profile ✓

Step 3:
SAM Registration ✓

STEP 4:
Statement of Work (Doc A) ✓

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NIH SREA Blanket Purchase Agreement (Doc E) ✓

STEP 6:
NIH Meeting Package Rate (Doc B) ✓

STEP 7:
Hotel AV Provider Package Rate (Doc C) ✓

STEP 8:
Submit Application

Communications & Award Status

STEP 8 OF 8

Submit Application







Instructions:

1. Click the PDF icons below to review and print documents.
2. Retain for your record
3. Click "Submit"





Date Submit:

5/14/2025

Generated Documents:

-  [Hotel Contact Information](#)
-  [Hotel Profile Information](#)
-  [Statement of Work \(SOW\), Document A](#)
-  [NIH Meeting Package Rate, Document B](#)
-  [NIH BPA AV Discount Equipment Package Rates, Document C](#)
-  [NIH SREA Blanket Purchase Agreement, Document E](#)

Signed Documents:

-  [Signature Documents - Statement of Work \(Document A\)](#)
-  [NIH Meeting Package Rate, Document B](#)
-  [NIH BPA AV Discount Equipment Package Rates, Document C](#)
-  [Signature Documents - NIH SREA Blanket Purchase Agreement \(Document E\)](#)

STEP 8:
Past Performance Questionnaire ✓



STEP 9:
Submit Application

Communications & Award Status

Award Docs & Templates

Log Out

Signed Documents:

-  [Signature Documents - Statement of Work \(Document A\)](#)
-  [NIH Meeting Package Rate, Document B](#)
-  [NIH BPA AV Discount Equipment Package Rates, Document C](#)
-  [Signature Documents - NIH SREA Blanket Purchase Agreement \(Document E\)](#)

Comments

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
Submit Application

www.csr.nih.gov says

Once you click Submit Application, you will not be able to make changes to the application.

OK

Cancel

 Hotel Contact Information

STEP 1:
Hotel Contact Information



STEP 2:
Hotel Profile



Step 3:
SAM Registration



STEP 4:
Statement of Work (Doc A)



Congratulations!!!

You have completed the NIH BPA Application for your hotel property. You will receive a notification via email with the status of the hotel's BPA Award.

Click OK to go back to the BPA HAT Homepage

OK

STEP 1:
Hotel Contact Information ✓

STEP 2:
Hotel Profile ✓

Step 3:
SAM Registration ✓

STEP 4:
Statement of Work (Doc A) ✓

STEP 5:
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Agreement (Doc E) ✓

STEP 6:
NIH Meeting Package Rate
(Doc B) ✓

STEP 7:
Hotel AV Provider Package Rate
(Doc C) ✓

STEP 8:
Submit Application ✓

Communications and Award Status

Send us a message

Submit

Comments	Status	Sender	Date Time
No Records Available			

STEP 1:
Hotel Contact Information ✓

STEP 2:
Hotel Profile ✓

Step 3:
SAM Registration ✓

STEP 4:
Statement of Work (Doc A) ✓

STEP 5:
NIH SREA Blanket Purchase
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STEP 6:
NIH Meeting Package Rate
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STEP 7:
Hotel AV Provider Package Rate
(Doc C) ✓

STEP 8:
Submit Application ✓

Communications & Award Status

Award Docs & Templates

Log Out

BPA Award Documents and Templates

Important Note:

Once your hotel application has been approved and awarded, you will be able to access the BPA Award Document and Templates below.

[BPA Award Document 2026-2027](#)

[Contractor Non-Disclosure Agreement 2026-2027 \(Document D\)](#)

[NIH BPA Hotel Contract Template 2026-2027 \(Document F\)](#)

[NIH BPA Invoice Template 2026-2027 \(Document G\)](#)

[Amendment to NIH BPA Hotel Contract \(Document H\)](#)