

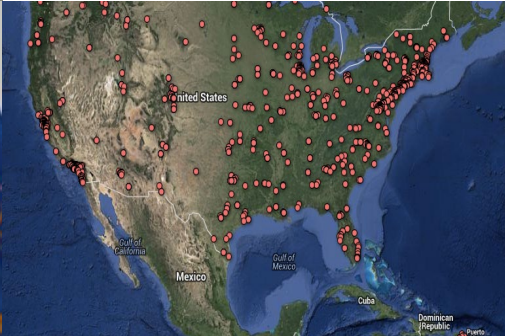
**Scientific Review Evaluation Activities (SREA)
Presents
The 2026-2027 Hotel Blanket Purchase Agreement (BPA)
for NIH Peer Review Program**





- NIH Mission Overview**
- 2026/2027 Statement of Work (SOW)**
- 2026/2027 Hotel Application Tool (HAT)**
- Summary**

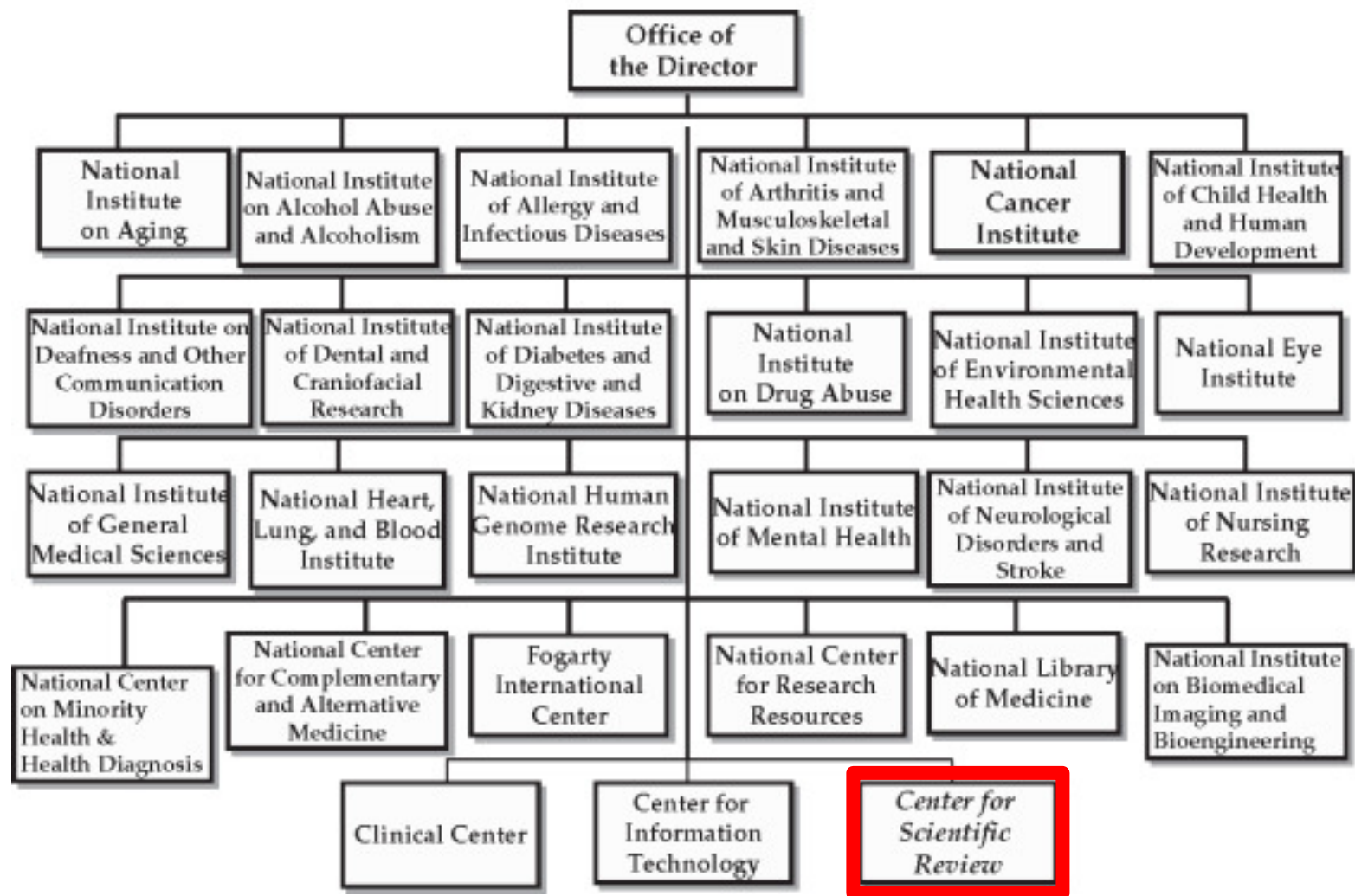
NIH Mission Overview



- The National Institutes of Health (NIH) is the primary agency of the US government responsible for biomedical and public health research
- NIH is made up of 27 Institutes and Centers, each with a specific research agenda, often focusing on particular diseases or body systems.
- NIH main campus is located in Bethesda, MD
- NIH annual budget is approximately \$48 billion
- Each year, NIH awards over 60,000 grants that directly support more than 300,000 researchers at more than 2,500 different institutions
- Jayanta "Jay" Bhattacharya, M.D., Ph.D. is the current NIH Director

NIH Current Organizational Overview

National Institutes of Health



NIH Peer Review Overview

CSR Review Process

For Fiscal Year 2024:

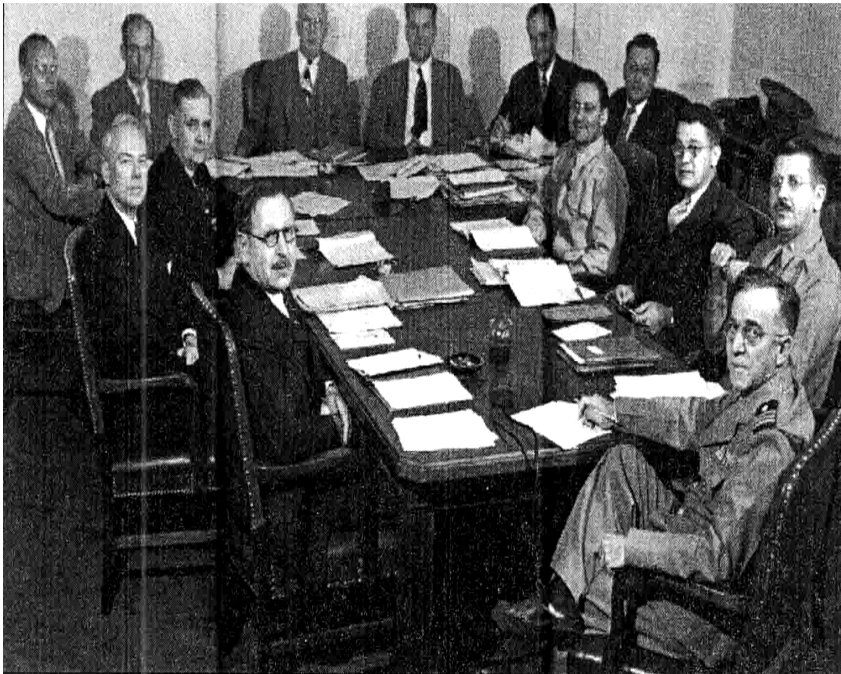
- Received 87,135 grant applications
- CSR reviewed 76.25% of these grant applications
- NIH Institutes reviewed 23.75% of the grant applications
- Starting June 2025, CSR will be reviewing all grant applications for NIH
- CSR conducted 1,218 of 2,514 peer review meetings held
 - January, **February**, March, April
 - May, **June**, July, August
 - September, **October**, November, December
- 11,140 peer review panelists traveled to 272 fully in-person or 95 hybrid meetings for CSR



NIH Peer Review Overview

CSR Review Platform:

Peer Review Meeting in the 1940s



Peer Review Meeting in 2025



National Institutes of Health Blanket Purchase Agreement (BPA)



- SREA has initiated and managed the Hotel Blanket Purchase Agreements (BPAs) since 2007.
- These BPAs establish a collaborative partnership with hotels, enabling NIH to efficiently conduct peer review meetings.
- Hotels are awarded two-year agreements with pre-negotiated terms and pricing, in accordance with the BPA Statement of Work (SOW) terms and conditions.
- Once awarded, hotels are designated as NIH Preferred BPA SREA Hotel Providers for Peer Review Meetings.
- As a preferred provider, the hotel will have the opportunity to be selected over non-preferred hotel providers in the area.

2026/2027 Statement of Work (SOW)



2026-2027 Statement of Work (SOW)

Lodging Room Block:

- Rooming list will be provided to the hotel no less than **21** days prior to the start of the meeting date.
- Confirmation for sleeping rooms shall be provided by the hotel no less than 2 weeks prior to the meeting date.



2026-2027 Statement of Work (SOW)

Lodging Room Rates:

- Lodging rooms shall be offered at no higher than the prevailing government per diem , based on availability. The rate coincides with the start of the government fiscal year, October 1. Lodging rooms may or may not be associated with meeting space. These rates are non-commissionable.
- Federal or state taxes do not apply. Local or city taxes may apply to the sleeping room rates.
- Occupancy tax is applied only to occupied rooms.

2026/2027 Statement of Work (SOW)

Lodging Room Attrition Policy:

- The hotel shall provide attrition allowances for sleeping rooms of no less than 20% of the room block
- Sleeping rooms may be cancelled by NIH 21 days or more prior to the start of the meeting without penalty. NIH will be responsible for charges for unassigned rooms to the extent that they exceed attrition allowances. The number of reduced rooms does not count toward the attrition rate and should be released back to the hotel for general sale.

2026/2027 Statement of Work (SOW)

Meeting Type:

- Type 1: 12 or fewer attendees
- Type 2: 13 to 20 attendees
- Type 3: 21 to 30 attendees
- Type 4: 31 to 40 attendees
- Type 5: 41 to 50 attendees



2026/2027 Statement of Work (SOW)

Meeting Room Packages:

The meeting room rate inclusive of the following complimentary items, set-up and service fees

- 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 the 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.



Note: The meeting room rate is based on the calendar year.

2026/2027 Statement of Work (SOW)

Minimum Required Amenities:

- Continuous coffee/beverage service for purchase
- Pre-boxed breakfast, lunch, dinner for purchase
- Break service stations near meeting space
- Hotel Restaurants or Restaurants located within a quarter mile radius

Other Available Amenities Offered by the Hotel:

- Complimentary Coffee for all hotel guests
- Complimentary breakfast for all hotel guests
- Grab and go cafes

Note: Any food or beverage amenities shall not be charged to the master bill account. Amenities can be charged as an incidental to each hotel guest on personal credit card.



2026/2027 Statement of Work (SOW)

AV Equipment Packages:

There are two AV equipment package options, both charged at a flat daily rate. The daily rate includes all equipment, service fees, setup and strike-down costs. Applicable state taxes on AV equipment may apply.

Push-to-Talk Wired Microphones AV Equipment Package

This package includes all standard audio/visual equipment, including wired microphones and supporting gear for in-person events.

Hybrid AV Equipment Package (Optional)

Designed for events with both in-person and virtual attendees, this package includes all the features of the standard AV package, with additional components to support live streaming and remote participation.

2026/2027 Statement of Work (SOW)

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

- Push-to-talk wired microphones:
- One (1) microphone per meeting attendee
- Two wired Ethernet connection for the SRO/ESA
- A speaker with controller, stand, and channel mixer or digital mixer.
- Audio Mixer (e.g. Gentner Box)
- Microphone (XLR) to USB Adapter (ie. X2U)
- LSP-1 Laptop SoundPort (compact in-line adapter that converts a computer's audio output (typically 3.5mm stereo mini) to a balanced mono mic-level signal.)
- One wired phone line to interface with microphones, audio mixer, and phone
- All necessary power and A/V cabling installed and taped.
- One electrical outlet available for each meeting attendee, and each perimeter table
- On-site certified A/V technician (one yr. minimum experience with audio mixer, XLR to USB adapter, etc.) to set-up and test all equipment to ensure all equipment is fully operational two hours prior to start time of meeting and one hour into the meeting with on-call service throughout the meeting.

2026/2027 Statement of Work (SOW)

HYBRID AV EQUIPMENT PACKAGE (OPTIONAL)

- All services and equipment included in the “Push-To-Talk” Wired Microphones A/V Equipment Package
- 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.



2026/2027 Statement of Work (SOW)

Meeting Room Rental Cancellation Clause:

- NIH may cancel the entire meeting room event or reduce room rental days without penalty by written notice, via email, at least 60 days before the meeting date.
- NIH may amend the number of meeting attendees without penalty upon giving written notice to the hotel at least 60 days prior to the date of the meeting.

<u>Date of Decision to Cancel</u>	<u>Percent Due</u>
59-30 days prior to the meeting	50%
29-0 days prior to the meeting	100%



Note: Penalty fees are based on meeting room revenue.

2026/2027 Statement of Work (SOW)

AV Equipment Rental Cancellation Clause:

NIH may cancel A/V equipment rental at least 48 hours prior to the scheduled meeting start time and incur no penalty. If NIH cancels the A/V package within the 48 hours, the NIH shall be liable only for A/V charges for the first day of the meeting, unless any of the excepted circumstances outlined above for meeting room rental apply.

Penalty Waiver:

Non-Financial Alternative - Ex. Upon joint agreement by SREA and the hotel to book another SREA meeting within 6 months.



2026/2027 Statement of Work (SOW)

Obligations of Hotel:

- Hotel shall notify SREA 30 days prior to the date of the meeting of any hotel renovations that may disrupt the meeting.
- Hotel shall not reassign contracted meeting room space unless pre-approved in writing, via email, by SREA.
- If SREA agrees to move the meeting space into a smaller meeting room, the invoiced meeting cost will be reduced by 50%.
- **The hotel must notify SREA of a meeting room change at least four weeks prior to the meeting start date or the rental cost of the meeting room will be waived by the hotel.**

2026/2027 Statement of Work (SOW)

Catastrophic Clause:

In the event that a SREA peer review meeting requires cancellation as a result of a government wide shutdown or catastrophic events (i.e., major snowstorms, closure of airports, area hurricanes, tornadoes, floods, earthquakes, national or state emergency, etc.), the hotel shall waive cancellation fees.



2026/2027 Hotel Statement of Work (SOW)

Hotel Contracting Process for NIH Peer Review Meetings

1. Initial Contact

- The Scientific Review Officer (SRO) or meeting planner contacts the hotel to confirm room and meeting space availability for the desired dates.

2. Contract Initiation

- If availability is confirmed, the meeting planner initiates the hotel contracting process through the ServiceNow system.
- The hotel will receive the email notification through ServiceNow and review the hotel contract, Document F. The completed Document F must be returned via ServiceNow by replying to all recipients in the email thread.



2026/2027 Hotel Statement of Work (SOW)

Hotel Contracting Process for NIH Peer Review Meetings

3. Contract Obligation

- Once the hotel has returned the completed documentation, the SREA Office will proceed with obligating the contract.
- The signed Document F and the NIH official obligation document, OF-347: Order for Supplies or Services, will be sent to the hotel and the SRO/meeting planner via ServiceNow.

4. Final Hotel Signature

- The hotel sales representative will review, countersign the contract documents, and return them to the SREA Contracting Officer via ServiceNow to complete the process.



2026/2027 Statement of Work (SOW)

Hotel Invoicing Process for Peer Review Meetings

- Following the conclusion of the meeting, the hotel will receive an automated email from ServiceNow requesting submission of the invoice along with Document G, Hotel Invoice.
- Document G serves as an invoice cover sheet that includes key meeting information and a summarized total of all hotel costs.
- Hotels must submit the following by replying to the original ServiceNow email thread:
 1. Completed Document G
 2. Detailed invoice on hotel letterhead

Be sure to include the following email address in your reply: nihcsrprod@servicenowservices.com
This ensures your invoice is properly routed and recorded in the ServiceNow automated system.

- To complete Document G accurately, refer to the terms and details outlined in the signed BPA hotel contract.

2026/2027 Statement of Work (SOW)

Hotel Invoice Payment Guidelines:

- In accordance with the Prompt Payment Act (31 U.S.C. 3903), the National Institutes of Health (NIH) has 30 days to issue payment from the date a proper invoice is received.
- Hotels will be instructed to submit invoices directly through the Invoice Processing Platform (IPP) at: <https://www.ipp.gov/>
- If payment has not been received more than 30 days after invoice submission, please email csrsreahelp@mail.nih.gov with relevant meeting details to follow up on the status.
- Invoices must be detailed and submitted on official hotel letterhead.
- Please ensure that any reference to food and beverage (F&B) is removed from the invoice prior to submission.



2026/2027 Statement of Work (SOW)

Required Documents for Hotel BPA Program Participants

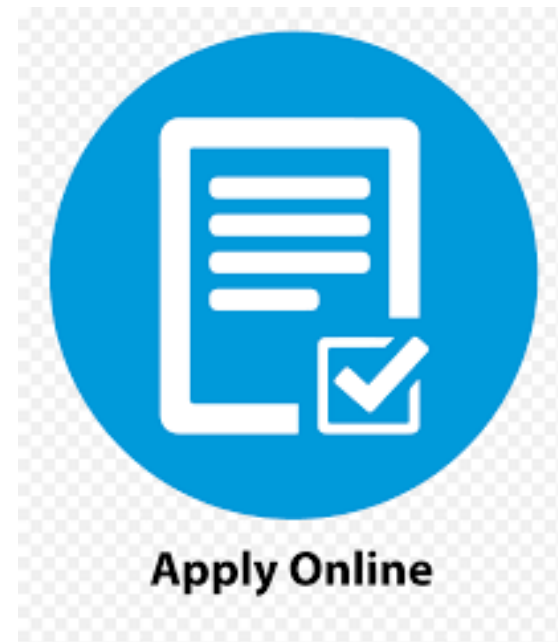
Participants in the Hotel BPA Program will be required to use the following standardized documents:

- **Document D:** Contractor Non-Disclosure Agreement (NDA)
- **Document F:** BPA Hotel Contract for SREA Peer Review Meetings
- **Document G:** BPA Hotel Invoice for Peer Review Meetings
- **Document H:** Amendment to BPA Hotel Contract – Peer Review Meeting

All required documents will be provided upon award and made accessible through the **Hotel Award Tool (HAT)**.

2026/2027 Hotel Application Tool (HAT)

Submitting a Hotel Bid Proposal Online: Step-by-Step Guide

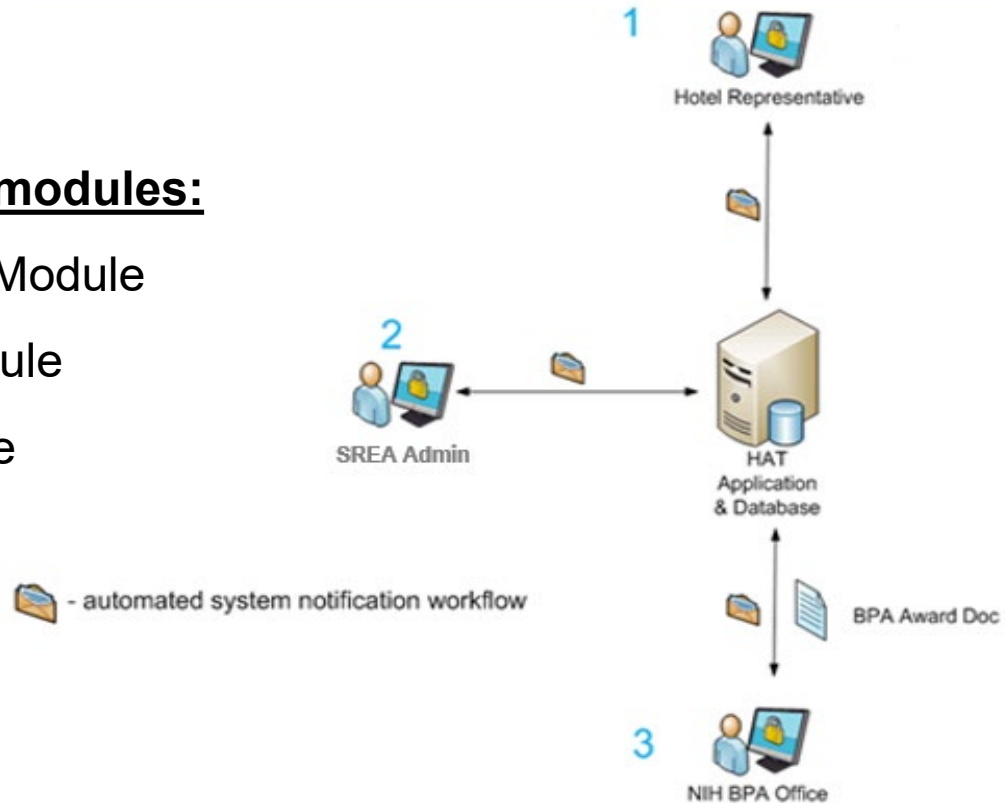


2026/2027 SREA Hotel Application Tool (HAT)

SREA HAT Workflow and Modules

BPA HAT has three modules:

1. Hotel Application Module
2. SREA Admin Module
3. BPA Office Module





NIH SREA Blanket Purchase Agreement (BPA)

Hotel Application Tool (HAT)

2026 - 2027

BPA HAT Hotel Module Hotel Applicant

Getting Started ▾

How To Apply ▾

BPA Documents ▾

Hotel Profile Change
for Returning Hotel ▾



➔ Sign in - Returning Hotels

Sign in

[Forgot your username or password?](#)

➕ Register - New Hotels

Create Account



NIH SREA Blanket Purchase Agreement (BPA)

Hotel Application Tool (HAT)

2026 - 2027

Getting Started ▾

How To Apply ▾

BPA Documents ▾

Hotel Profile Change
for Returning Hotel ▾

How can I view my Unique Entity ID

Quick Start Guide for Contract Registrations

➔ Sign in - Returning Hotels

Sign in

[Forgot your username or password?](#)

➕ Register - New Hotels





NIH SREA Blanket Purchase Agreement (BPA) Hotel Application Tool (HAT) 2026 - 2027

Getting Started ▾

How To Apply ▾

BPA Documents ▾

Hotel Profile Change
for Returning Hotel ▾

BPA HAT Tips

BPA HAT HOTEL MODULE FOR NEW HOTEL

BPA HAT HOTEL MODULE FOR RENEWAL HOTEL

➤ Sign in - Returning Hotels

username

password

Sign in

[Forgot your username or password?](#)

➕ Register - New Hotels



NIH SREA Blanket Purchase Agreement (BPA)

Hotel Application Tool (HAT)

2026 - 2027

Getting Started ▾

How To Apply ▾

BPA Documents ▾

Hotel Profile Change
for Returning Hotel ▾

BPA Presentation

Statement of Work (Document A)

NIH SREA Blanket Purchase Agreement (Document E)

Document B (Sample)

Document C (Sample)

password

Sign in

[Forgot your username or password?](#)

[+ Register - New Hotels](#)



NIH SREA Blanket Purchase Agreement (BPA)

Hotel Application Tool (HAT)

2026 - 2027

Getting Started ▾

How To Apply ▾

BPA Documents ▾

Hotel Profile Change
for Returning Hotel ▾



➔ Sign in

username

password

Sign in

[Forgot your username or password?](#)

➔ Register - New Hotels 33

Check List for Hotel Change

Letter Hotel Change Form

Quick Start Guide for Updating an Entry Registration

Instructions for DBA Name Added to SAM.gov



NIH SREA Blanket Purchase Agreement (BPA)

Hotel Application Tool (HAT)

2026 - 2027

For new hotel

Getting Started ▾

How To Apply ▾

BPA Documents ▾

Hotel Profile Change
for Returning Hotel ▾



➔ Sign in - Returning Hotels

Sign in

[Forgot your username or password?](#)

➔ Register - New Hotels

Create Account

For new hotel



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](#)

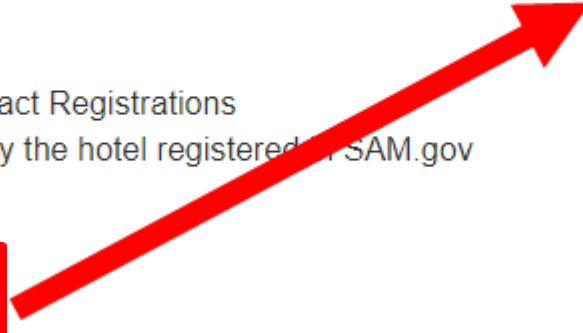
I, certify the hotel registered in SAM.gov.

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



NIH SREA Blanket Purchase Agreement (BPA)

Hotel Application Tool (HAT)

2026 - 2027

For returning hotel

Getting Started ▾

How To Apply ▾

BPA Documents ▾

Hotel Profile Change
for Returning Hotel ▾



➔ Sign in - Returning Hotels

Sign in

[Forgot your username or password?](#)

➔ Register - New Hotels

Create Account

Forgot / Reset Password

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

Instructions:

1. Enter UEI Number, EIN Number
2. Choose to Reset or Retrieve Username / Password
3. Click "Submit"
4. If you still have any issues to Reset/Retrieve password, [Click here](#)



Unique Entity Identifier

Choose One:

Retrieve Username / Password

Reset Username / Password

If you choose to reset username and password, wait and this part below will appear.

Reset UserName and Password

Create a username

Create a password

Confirm your password

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

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

Submit



Forgot / Reset Password

**Reset Password done. click [here](#) to go
back to the SREA Home Page and log-in.**

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

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"/> - <input type="text"/> - <input type="text"/>
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"/> - <input type="text"/> - <input type="text"/>
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"/> - <input type="text"/> - <input type="text"/>

STEP 1:
Hotel Contact Information



STEP 2:
Hotel Profile

Step 3:
SAM Registration

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(Doc B)

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

STEP 8:
Submit Application

Communications & Award Status

Award Docs & Templates

Log Out

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

**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.

Previous

Next



Center for
Scientific Research

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

666666669

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 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



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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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 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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STEP 4 OF 8

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

Upload

Remove

Previous

Next

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:

CertificationThe offeror does does not certify I acknowledge and accept all terms and conditions

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Next

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

Browse

Upload

Remove

Previous

Next

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

psampson9DocBsignuploadDocB.pdf

Browse

Upload

Remove

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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 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

[psampson9DocCsignupuploadDocC.pdf](#)

Previous

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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 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:

4/30/2025

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





STEP 8:
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

Previous


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:
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 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
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

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 \(Document H\)](#)



Summary

Ensure the following information in your bid proposal matches your SAM Registration:

- **Doing Business As (DBA)** name (as entered in Mailing Address Line 1 in SAM)
- **Tax ID Number (EIN/TIN)**
- **UEI Number**
- **Legal Business Name (LBN)**

Important Note: If your SAM registration is expired or will expire within the next 30–45 days, renew it as soon as possible at SAM.gov to avoid application denial.

Summary

Register your entity in System Award Management (SAM) at <https://www.sam.gov/SAM>

- UEI (Unique Entity Identification) Number
- Taxpayer Identification Number (TIN)
- Taxpayer Name associated with your TIN
- Bank's routing number
- Bank's account number
- Bank account type

Summary

- All required documents are signed and dated before uploading to the HAT.
- Meeting package rates are listed as a per person, per day rate.
- AV package rates are a daily flat rate.



Contact Us

SREA Office:

Email: csrsreabpahat@mail.nih.gov

Bid Proposal Due Date: **August 25th, 2025**

SREA HAT 2026-2027 Link: <https://www.csr.nih.gov/bpahat>



