

**SREA STATEMENT OF WORK 2026-2027**

**BLANKET PURCHASE AGREEMENT (BPA)**

**STATEMENT OF WORK**

**FOR LODGING AND/OR MEETING EVENT SERVICES IN SUPPORT OF THE**

**SCIENTIFIC REVIEW EVALUATION ACTIVITIES (SREA)**

**PROGRAM OF THE CENTER FOR SCIENTIFIC REVIEW (CSR)**

**NATIONAL INSTITUTES OF HEALTH (NIH)**

**DEPARTMENT OF HEALTH AND HUMAN SERVICE (DHHS)**

**WITH**

This Statement of Work (SOW) outlines the needs of the Scientific Review Evaluation Activities Program (SREA) and includes additional Blanket Purchase Agreement (BPA) terms, conditions, provisions, clauses and attachments governing services for NIH Peer Review meetings, is made between the National Institutes of Health (NIH) and its operating Institutes and Centers, and [HOTEL NAME OR CHAIN AFFILIATION] located at:

**Hotel Address:**

**City:**

**State:**

**Zip Code:**

The Hotel contact and authorized government sales representative for purposes of this BPA is:

**Hotel Representative Name:**

**Title:**

**Phone No:**

**Email address:**

The NIH contact and authorized representative for purposes of the BPA is:

<b>NIH Representative Name:</b>	Thanh Ta	Minh Thao Tran
<b>Title:</b>	Senior Program Specialist	Lead Program Specialist
<b>Phone Number:</b>	301-594-8214	301-437-9219
<b>Email Address:</b>	<a href="mailto:Tat@mail.nih.gov">Tat@mail.nih.gov</a>	<a href="mailto:Tranth@mail.nih.gov">Tranth@mail.nih.gov</a>

**SREA STATEMENT OF WORK 2026-2027****INTRODUCTION**

The NIH intends to establish multiple BPAs exclusively for lodging and/or meeting event services to facilitate NIH Peer Review meetings.

For the purpose of assessing capacity and availability of meeting and lodging rooms the following are authorized to contact BPA holders: Scientific Review Officers (SROs), IC Program Administrators, and Extramural Administrative Support Staff.

Only the NIH Contracting Officers are authorized to issue, execute (sign) or modify BPA Calls to acquire meeting and/or lodging rooms and audio-visual equipment and/or services. BPA Calls will be issued on a Government Procurement Award form and incorporate the **Document F “NIH BPA Hotel Contract for NIH Peer Review Meetings 2026-2027”**. A list of authorized Contracting Officers will be provided. The NIH will not be held responsible for obligations or charges incurred by any individuals not listed on the Contracting Officer list.

A BPA Call will be issued for each meeting. Additional terms and conditions governing this agreement, and each BPA Call are also included in **Document E, “2026-2027 NIH SREA BPA Agreement”**.

Competition among BPA holders at the needed location will be conducted for requirements exceeding the micro-purchase threshold. In addition, the Contracting Officers shall make Small Business set aside determinations at the BPA Call level. Maximum Order Limit \$250,000.

**I. RESERVING THE MEETINGS**

The Hotel hereby agrees to provide services in support of NIH Peer Review meetings for dates requested by the NIH, based upon availability of lodging and meeting rooms and will reserve such rooms and/or blocks of lodging rooms, accordingly. “Availability” is defined as necessary meeting space and lodging rooms not yet committed to other groups and guests. For this BPA, the Government is prohibited from placing orders or making payments using government purchase cards; from making advanced payments; and/or from being required to place a deposit to secure the reservation. No communications from the government to the Hotel shall be construed by the Hotel as a binding obligation on the part of the Government unless and until the Hotel receives a signed *Order for Supplies and Services (OF-347)* or other appropriate government issued standard or optional award form, describing the meeting and service requirements.

**II. LODGING ROOM BLOCK**

- A. The NIH will provide reservation rooming lists to the Hotel. The reservation rooming list will identify which guests lodging rooms are to be paid against the BPA Call (non-federal employees) and which will be responsible for paying their lodging bills directly to the Hotel (Federal employees). All listed guests, regardless of payer, shall count toward the room block and guarantees.

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The Hotel shall provide reservation confirmation numbers for each guest no later than two (2) weeks prior to the start date of a meeting, unless lodging room reservations are made less than two (2) weeks prior to the start date of such meeting. In these cases, reservation confirmation numbers should be provided as soon as possible. Changes to the number of lodging rooms shall be made only by modification to the original BPA Call on the form **SF-30 *Amendment of Solicitation/Modification of Contract***.

- B. All meeting-related lodging rooms listed on the rooming list will be counted in the room block. If no rooming list is received by the due date (21 days prior to the meeting), the hotel will send a courtesy email to NIH. Both NIH and the hotel will make good faith efforts to ensure that all guests, including those with late reservations, are counted in the room block. The block of lodging rooms requested may or may not be associated with a meeting held in the Hotel.
- C. The number of meeting attendees is not contingent on the number of lodging rooms or lodging room block.

**III. LODGING ROOM RATES**

- A. The Hotel shall offer lodging rooms at no higher than the prevailing government per diem rate, based on the date of the meeting. The prevailing government per diem rates established by the General Services Administration (GSA) are subject to adjustment by GSA but are generally reissued annually on October 1. These rates are non-commissionable.
- B. The Federal Government is exempt from Federal and State taxes on rental of lodging or meeting rooms (and audio-visual equipment rentals). Local, city, occupancy or other tourism taxes may apply but no other fees or surcharges shall be authorized or added to this rate without the expressed written approval of the NIH. Such allowable taxes or fees are applied only to occupied rooms and are not billable for no shows or unoccupied lodging rooms.
- C. The above rates will apply at least one (1) day prior to and one (1) day after the meeting dates based on a request from the NIH and room availability. Such lodging rooms shall be counted in the room block and invoiced pursuant to BPA Agreement instructions.

**IV. LODGING RESERVATIONS AND ATTRITION**

- A. NIH will provide reservation rooming lists to the Hotel as soon as possible but no less than twenty-one (21) calendar days prior to the start date of the meeting. NIH will be responsible for charges for unassigned rooms to the extent that they exceed attrition allowances. Additions, subtractions, and changes to the rooming lists will be through modifications to the BPA Call. Modifications will be treated as advanced reservations. Additions to reservation rooming lists will be accepted by the Hotel on a space availability basis, at no more than the prevailing government lodging per diem rate and will be credited to the room block. Cancellations for meeting room space received by the Hotel prior to the established BPA Call termination schedule will be honored as specified under section VII. **“Cancellation of Meeting Room Rental”** in this Statement of Work.

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- B.** The Hotel shall guarantee reservations based on previously submitted reservation rooming lists. Guaranteed reservations shall be held until at least 7 a.m. the morning following the arrival date. The Hotel will allow name changes without penalty.
- C.** Check-in time for NIH guests is 4:00pm. Check-out time for NIH guests is 12:00 p.m. Guests are permitted to check-in earlier or check-out later subject to room availability.
- D.** Attrition allowances for lodging rooms shall be at no less than 20% of the room block.
- E.** Requests for lodging rooms at the prevailing government per diem rate may or may not include a request for meeting room space.
- F.** Hotel guests with an existing reservation shall not be moved or “walked”. The NIH guests will be protected from overbooking and negative impacts of other hotel events that would reduce the availability of reserved rooms. In special situations as is described in **VIII. “Obligations of the Hotel”**, addressing construction or renovations, the Hotel shall notify the NIH immediately and upon approval from the NIH, provide comparable arrangements at another facility at no additional cost to the NIH.

**V. AMENITY**

- A.** The Hotel shall describe amenities available to meeting attendees on the form **Document B “NIH BPA Meeting Package Rates 2026-2027”** in the Hotel Application Tool (HAT). The minimum amenities required are purchase of continuous coffee service, availability of break service stations near meeting space, hotel restaurants or restaurants located within a quarter-mile radius, availability for purchase by guests or meeting attendees of pre-packaged or boxed meals. Other amenities available but not required may be listed on Document B (e.g. availability of complimentary continental breakfast or coffee for all hotel guests, grab & go cafes, shuttle service, etc.)

In accordance with NIH and HHS Efficient Spending Policy, beverage or food are not to be charged to the BPA Order/Call. Any beverages or food provided by the Hotel or made available specifically to the NIH meeting attendees must be purchased by the meeting attendees and shall not be charged to the BPA Order/Call.

- B.** Incidental expenses shall not be charged to the BPA Order/Call. Individual guests will be responsible for all incidental expenses including but not limited to food/beverage service for meetings, room service, lodging room internet connection fees, cleaning service, phone calls from lodging room, etc., upgrades, or extensions of stay. Beverages or food that are routinely provided gratis to all hotel guests may be offered to NIH meeting attendees free of charge the same as other hotel guests.

**VI. FACILITIES AND SERVICES**

- A.** The Hotel shall provide meeting space appropriate to accommodate two attendees per 3x6 foot

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table for the total number of meeting attendees, regardless of the number of lodging rooms reserved in the room block. Meeting room shall be set-up as Hollow Square with two chairs 3x6foot table. The meeting room occupancy shall comply with state fire codes, ADA requirements, and comply with Hotel and Motel Fire Safety Act of 1990 (P.L. 101- 391), see **Document E, SREA BPA Agreement**. The meeting room should be large enough to accommodate the meeting tables, perimeter seating, and allow for social distancing if necessary. The meeting room set-up should be free from obstructed views, such as pillars or room dividers.

- B.** The Hotel shall propose rates for the two calendar years, 2026 and 2027 for the following categories:
- **Meeting Package Rate—Full Day:** A per-person, per-day meeting package rate, based on the number of attendees and meeting type.
  - **Meeting Package Rate—One-Half Day:** A half day, per person, per day rate for rental of the meeting room (4 hours or less) for one of the meeting types based on the number of attendees.
  - **Audio Visual (A/V) Equipment Standard Package(s):** A per day, flat bundle rate for the standard NIH A/V Equipment Package(s), inclusive of set-up/strike fees, service fees and any taxes that may apply based on meeting type.
  - **Audio Visual (A/V) equipment—a la carte:** A per day, rate for additional a la carte A/V equipment not included in the standard NIH A/V Equipment Package.
  - **Hybrid A/V Package:** All services and equipment included in the ‘Wired Microphones Standard A/V Equipment Package, two 75” or larger 4K TV cart mounted monitors and NIH staff will have access to the meeting room starting at 5:00 AM on the day of the meeting or earlier.
- C.** Meeting room rate, per person, per day: The per person, per day rate is for rental of the meeting room, inclusive of the complimentary items listed in each meeting type, set-up, and service fees.
- D.** The Hotel shall submit a quote for at least one of the six types of meeting sizes on **Document B “NIH BPA Meeting Package Rates 2026-2027”**. Meeting package rates are based on a calendar year. Actual number of attendees will be confirmed by NIH 30 days prior to the start of the meeting. After receipt of a BPA Call and 30 days prior to the event, the Hotel shall submit an Event Order Confirmation to the NIH meeting planner for review and acceptance. The Event Order Confirmation will describe all planned requirements including but not limited to the number of attendees, room set-up, A/V equipment, etc. Final billing of the event shall be based on the actual number of attendees and services provided.
- E.** Listed below are the types of NIH peer review meetings based on the number of attendees. The estimated number of attendees listed for each type is provided only for planning purposes, including estimating the size of the room required and does not represent a guarantee of the exact number of attendees for any given meeting.

**Type 1 Meeting Room (12 or fewer attendees) inclusive of the following complimentary items, set-up and 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

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- 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.

**Type 2 Meeting Room (13 to 20 attendees) 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.

**Type 3 Meeting Room (21 to 30 attendees) 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.

**Type 4 Meeting Room (31 to 40 attendees) 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.

**Type 5 Meeting Room (41 to 50 attendees) inclusive of the following complimentary items, set-up, and service fees**

- Hollow square configuration with tablecloth/vanity panel

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- 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.
- F.** The Hotel shall provide a website (URL/link) with descriptive floor plans of actual meeting rooms with dimensions and square footage of each room and include the placement of any obstructions such as columns or pillars, (etc.) that may restrict placement of meeting tables.
- G.** There shall be no additional charge for set-up of meeting rooms and there shall be no charge for adjustment if the meeting room is not set-up properly and/or needs to be re-arranged. The Hotel shall not charge for providing typical hotel incidentals to meeting activities (e.g., water, tablets, pens, mints, etc.). The Hotel shall not charge for storing meeting materials and publications for up to two days prior to the start of the meeting and up to two days after the meeting ends; the Hotel shall not charge a fee for receipt, storage, or movement of meeting materials to the meeting room.

**H. WIRELESS INTERNET CONNECTION**

Individual-meeting-dedicated secured wireless internet access in the meeting rooms should have bandwidth exclusively available to the meeting participants at a minimum of 100 megabits per second on the backend, granting uninterrupted access and no lag time during the entire length of the meeting (generally from 7:00 a.m. to 7:00 p.m.) for all meeting attendees.

**I. STANDARD A/V EQUIPMENT PACKAGES**

The Hotel shall provide a bundled per day flat rate for A/V equipment listed below inclusive of set-up, strike down, and/or service fees and taxes that may apply based on each meeting type. The bundle per day flat rate, shall be submitted on **Document C “NIH BPA A/V Equipment Package Rates 2026-2027”**. The Hotel assumes responsibility ensuring provision of A/V equipment and services and honoring rates quoted.

Section 889 is applicable, and Hotels must certify in the System for Award Management (SAM.gov) 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (AUG 2020) (Section 889(a)(1)(A) of Pub. L. 115-232).

**Wired Microphones Standard A/V Equipment Package** (inclusive of the following):

- 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)

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- 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.

**Hybrid A/V Package** (inclusive of the following):

- All services and equipment included in the ‘Wired Microphones Standard 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.
- J.** A/V equipment not included in the standard A/V equipment package shall be offered à la carte and quoted on **Document C “NIH BPA A/V Equipment Package Rates 2026-2027”**.
- K.** All NIH documents are to be submitted using the SREA BPA Hotel Application Tool (HAT).

**VII. CANCELLATION OF MEETING ROOM RENTAL**

- A.** NIH may cancel or reduce the meeting room rental days without penalty upon written notice to the Hotel, via email, at least 60 days prior to the date of the meeting.
- B.** NIH may amend the number of meeting attendees without penalty upon written notice to the Hotel at least 60 days prior to the start of the meeting.
- C.** In the unlikely event that the NIH should cancel the entire meeting room rental or amend after the execution of the contract less than 60 days before the start date of the meeting, at a maximum, the NIH is liable for liquidated damages for the rental of meeting room revenue as follows:

<b>Date of Cancellation</b>	<b>Meeting Room Penalty Fee</b>
59-30 days prior to the meeting	50%
29-0 days prior to the meeting	100%

Should NIH cancel the meeting at the Hotel, the Hotel shall undertake efforts to resell the meeting rooms. NIH will not be charged a fee for liquidated damages if the meeting rooms can be resold. However, upon agreement by both NIH and the Hotel, if NIH agrees to a non-financial alternative, such as booking another meeting no more than six months from the date of the cancelled meeting, the cancellation fee shall be waived.

- D.** In the event an NIH peer review meeting is cancelled by the Hotel, without limiting the NIH’s rights and

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remedies under law or in equity, the Hotel shall be held responsible, at its own expense, for securing equivalent meeting accommodations for the same period at the same rates and, if necessary, provide ground transportation to alternate hotel meeting site.

- E.** In the event an NIH peer review meeting requires cancellation, as the result of a government wide shut down or funding hiatus, weather related or catastrophic event or other force majeure (i.e., storms, closure of airports, hurricanes, floods, national and state emergencies, etc.), the Hotel shall waive cancellation fees.
- F.** The Hotel shall not change contracted meeting room unless pre-approved in writing, a minimum of four weeks prior to the meeting start date. If NIH agrees to move to a smaller meeting room from what was originally contracted, the Hotel will reduce the rental rate of the meeting room space by 50% of the contracted rate or pre-negotiated rate for the larger room, whichever is less. If through no fault of the NIH, a meeting must be moved to a larger meeting room, the NIH will not be charged for the larger room.
- G.** If the Hotel fails to notify NIH at the minimum of four weeks prior to the meeting start date, of a change to the original assigned meeting room location as listed on the signed Hotel contract, 100% of the rental cost of the meeting room will be waived by the Hotel and no cost to the government will be invoiced.
- H.** Should NIH fail to notify the Hotel of its intention to cancel the planned meeting at least 48 hours prior to the meeting start time, NIH shall be liable for the A/V charges for the first day of the meeting, provided none of the excepted circumstances listed above for the meeting room rental apply.

**VIII. OBLIGATIONS OF THE HOTEL**

The Hotel shall provide meeting space that is free of excessive noise, have adequate lighting, and that will not be affected by hotel equipment noises (i.e., laundry machines, swimming pools, catering kitchens, HVAC maintenance rooms, building renovations, etc.) or loud adjacent meetings. The Hotel agrees to notify the NIH of any construction or remodeling to be performed in the Hotel thirty days prior to the meeting which might be expected to generate or involve significant noise, dust, dirt, detours, or other disruption that may interfere with the meeting or the lodging rooms for the attending guests. In the case of unacceptable disruptions, construction, or remodeling, the Hotel shall provide satisfactory equivalent alternate space for NIH to conduct the meeting and/or for accommodations of attending guests at no cost. The Hotel will also cover any expenses (e.g. announcement, re-prints, approved transportation) related to the change.

**IX. MISCELLANEOUS**

- A.** The Hotel agrees to use the following NIH forms and templates:
  - Document F, “NIH BPA Hotel Contract for NIH Peer Review Meetings 2026-2027
  - Document G, “NIH BPA Hotel Invoice for Peer Review Meetings 2026-2027
  - Document H, “Amendment to NIH BPA Hotel Contract 2026-2027”.

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- B.** All documents referenced herein, can be obtained from the SREA Hotel Application Tool (HAT) and will be provided to the Hotel prior to or after BPA Establishment.
- C.** The government reserves the right, at any point during the BPA ordering period, to require the Hotel to submit a detailed, room-level and/or guest-level invoice data into an electronic system to which the Hotel points of contact will be granted access by the government, at no additional cost to the government. This would be for reporting and analysis purposes and not replace the existing invoice submission process detailed elsewhere in this solicitation. The government will provide written notice to the Hotels of such requirement 60 days prior to the requirement taking effect.
- D.** The government reserves the right, at any point during the BPA ordering period, to implement an online ordering system, to which the Hotel points of contact would be granted access. The Hotel may be required to use such system to view the government's requirements for individual BPA Calls and to submit quotes for such orders. Such an online ordering system may include a "reverse auction" feature, wherein the Hotel would be permitted to submit multiple, increasingly competitive bids for the same requirement within a specified period of time. The Hotel must use such system at no additional cost to the government.

**E. EIT Accessibility Standards**

Pursuant to Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998, all electronic and information technology (EIT) products and services developed, acquired, maintained, and/or used under this contract/order must comply with the "Electronic and Information Technology Accessibility Provisions" set forth by the Architectural and Transportation Barriers Compliance Board (also referred to as the "Access Board") in 36 CFR part 1194. Information about Section 508 provisions is available at <https://www.access-board.gov/ict/>

**F. Information Security & Privacy**

The Contractor shall deliver all Information Security and Privacy Reporting Requirements as defined in, Section B– Reporting Requirements/Deliverables for specific security & privacy tasks as well as reporting deadlines.

Duplication, eavesdropping or wiretapping of any data from the audio devices is prohibited. **Contractor Non-Disclosure Agreement (NDA)** – Each A/V employee/contractor/subcontractor who may have access to non-public information under this agreement must sign this form: Commitment to Protect Non-Public Information – Contractor Agreement. For NIH contractors who are NOT registered in the NED system:

- The NDA form shall be used-Document D
- The printed copy of the form must be signed and submitted with your proposal to your Project Officer prior to performing any work on the contract. Other copies are retained and/or submitted as stated in the Agreement.

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**SIGNATURE PAGE FOR DOCUMENT A**

**The following Hotel Manager authorizes the proposed bid rates, meeting package rates A/V package rates, and the hotel agrees to adhere to the rates submitted by the Hotel Manager following the terms and conditions as set forth in the 2026-2027 Statement of Work to provide hotel lodging and/or meeting room support services to the National Institutes of Health, Department of Health and Human Services (DHHS). The NIH is the DHHS awarding agency under this agreement and individual BPA Order/Call s will be issued only in support of the NIH Scientific Review Evaluation Activity (SREA) Peer Review Meetings.**

\_\_\_\_\_  
Name of Hotel

\_\_\_\_\_  
City

\_\_\_\_\_  
Handwritten Signature of Authorized Hotel Individual

\_\_\_\_\_  
Date

**Name, e-mail address, and telephone number of the signed authorized Hotel Individual**

<b>Hotel Representative Name:</b>	
<b>Title:</b>	
<b>Email Address:</b>	
<b>Phone:</b>	