

**Department of Veterans Affairs  
Center for Minority Veterans'  
Advisory Committee for Minority Veterans Meeting  
Statement of Work  
New York City, New York  
Hotel Sleeping Rooms**

**1.0 Objective**

The Department of Veterans Affairs (VA), Center for Minority Veterans' (CMV) Advisory Committee on Minority Veterans (ACMV) is required by Public Law 103-446, Section 510 to conduct at least 2 meetings per Fiscal Year.

**2.0 Scope**

The VA Center for Minority Veterans had scheduled meetings for the ACMV in December 2013 and April 2014. The ACMV has scheduled their annual site visit from April 29 – May 1, 2014 in New York City, New York.

**3.0 Period of Performance**

The period of performance is April 27, 2014 through May 1, 2014.

**4.0 Type of Contract**

The Government contemplates awarding a Firm Fixed Price Contract

**5.0 Place of Performance**

The place of performance shall be New York City, New York.

**6.0 General Requirements**

The contractor shall provide hotel sleeping rooms only to accommodate sixteen (16) people from April 27, 2014 to May 1, 2014 at the Government per diem rate for New York City, New York. There are a total of 12 members on the Advisory Committee and all 12 members will be attending the site visit along with 4 CMV staff members. A total of 16 members will be scheduled to attend the site visit in New York City, New York.

**7.0 Specific Mandatory Tasks and Associated Deliverables**

The contractor shall provide single/double sleeping rooms at the Government per diem rate in accordance with the Federal Travel Regulations from April 27, 2014 through May 1, 2014.

**8.0 Deliverables and Schedule for Deliverables**

- a. Contractor shall provide hotel sleeping rooms at the number of rooms and the dates identified in the chart below:

DATE	NUMBER OF ROOMS
April 27, 2014 (Sunday Night)	2 rooms
April 28, 2014 (Monday Night)	16 rooms
April 29, 2014 (Tuesday Night)	16 rooms
April 30, 2014 (Wednesday Night)	16 rooms
May 1, 2014 (Thursday Night)	16 rooms

## **8.0 Government Responsibilities**

The Government will provide approved documentation in time to meet the deadlines stated under paragraph 7.0 Specific Mandatory Tasks and Associated Deliverables to avoid loss of services and avoid hotel penalties.