

## **Proposal for Management of SFA Training Meetings**

Presented by Meeting Management Services

1201 New Jersey Ave. NW

Washington, DC 20001

Phone: 202-624-1777 - Fax: 202-624-1766

### **Scope of Work**

#### ***Site Selection/Contract Negotiation***

Develop specs for hotel space, catering, A/V

Distribute specs to hotels in regional office locations

Obtain bids from hotels based on availability

Recommend sites based on bids from hotels

Negotiate contracts with selected hotels. (Accenture to sign contracts with hotels.)

#### ***Meeting Operations***

Develop summary of logistics for each meeting, to be given to Accenture staff person who will check logistics on site.

Provide a project manager to be available by phone the day prior to and the day of each meeting, to handle questions that might arise on site.

Review final bills from hotels; make adjustments and corrections as necessary.

#### ***Registration***

Receive registrations by fax, mail, or online.

Email confirmation of registration.

Email reminder shortly before the meeting.

Print name badges, check-in lists, etc. to be provided to Accenture staff person who will be responsible for distributing them on site

If necessary, provide final attendance reports based on check-in information received from Accenture staff person.

#### ***Fees for Services***

MMS will provide all services indicated above for the following fees:

Base management fee                      \$10,000.00

Fee per meeting                              \$1,750.00

(Assumes 20 – 25 meetings in ten cities)

In addition, MMS will be reimbursed for all direct expenses at actual cost to MMS.

Should a site visit be necessary to any city, MMS will charge an additional fee of \$850.00 for labor costs of one project manager to make one site visit including one night out of town. MMS will be reimbursed for all travel costs including hotel, airfare, ground transportation, meals, etc.