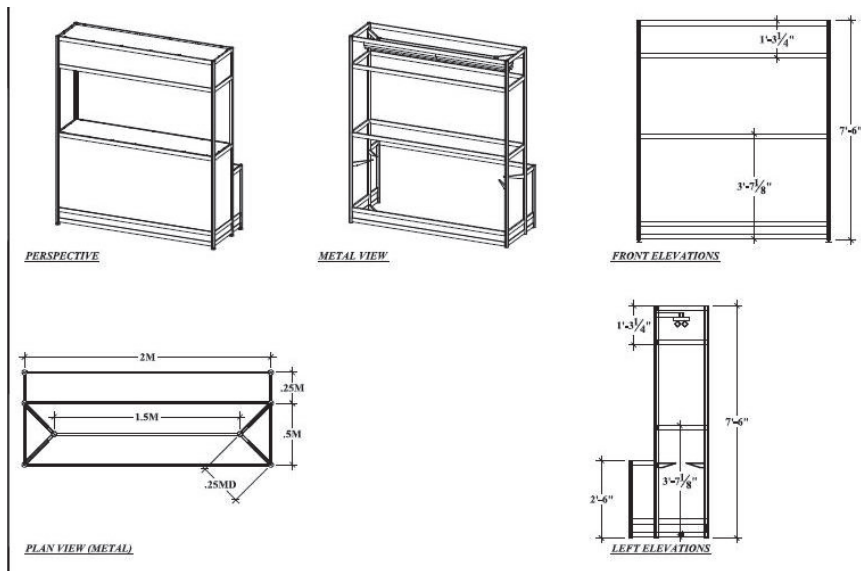


D. Event Decorations - Registration and Booths Scope of Work

REQUIRED: Registration Booths*		Quantity
Available Friday, February 12, 2026 thru Friday, February 19, 2027	Scope of Services: NWA requires six (6) booths. Each booth should seat two (2) people comfortably. The booths should also be outfitted with outlets for computer and printer cables. Each booth should be very clean, structurally sound, professional in appearance, and suited for its proposed use. The booth must have two (2) counters, the leaning counter for customers and lower work desk counter with a width/depth that can accommodate a workstation with a computer, monitor and keyboard and workstation supplies. The lower counter must be high enough for staffer to be able to sit and work from as a desk with enough room for their legs to fit underneath. Booth dimensions should be close to or equal to standard booth dimensions shown in Registration Booth document. A rendering or photo(s) front, back and sides of your booths with dimensions must be submitted with your proposal. All six (6) booths will need signage headers. NWA will provide the language for the signage prior to the event on the date agreed upon with vendor, typically three weeks prior to event start date. All booths that meet these specifications will be considered including: booths that have headers with back lighting and above head lighting, smart booths/counters, flag booths, straight or curved face, booths with front color displays (see photos in Registration Booth docuemnt) and other modern styles. Lighting plugs should be long enough to plug directly into an outlet and if not, vendor is responsible for providing extension cords attached to overhead light cords to plug into an outlet. Extra bulbs should be brought for the move-in in case any bulbs are burnt or damaged during shipment to set up site. Zip ties or appropriate system should also be brought to tie any cords down, connect booths and keep area appearing neat and safe. In addition, the contractor shall provide a kick panel graphic of our company logo(s).	six (6)
Labor and/or Set up and Breakdown fee* Including union labor if required by venue	Quantity or # Hours	# Of Workers
Booth, Signage & Stanchion Set Up - Friday, February 12th at 9:00a.m. (Typically, 2 hours)		
Booth, Signage & Stanchion Break Down - Friday, February 19th at 10:00a.m. (Typically, 2 hours)		
REQUIRED: Graphics & Signage*	Quantity	
Booth Header (lettering)	six (6)	
Kick Panel (company logo)	six (6)	
Stanchion Sign holder ("8.5 X11")	four (4)	
22"x28" Sign Stands (w/no signs)	six (6)	
22"x28" Printed Signs (for insert inside sign stands)	six (6)	
Easels	six (6)	
Please provide pricing for single-side and double-sided printing if available		
Single-Side printing	six (6)	

Double-Sided printing	six (6)
CAD drawing - lay-out to scale graphic of space set-up if required by the venue.	one (1)
REQUIRED: Chairs* (10 Chairs will be selected based on option availability and pricing. Please provide pricing for below options or comparable alternatives. Photos requested.)	Quantity
Steno chairs w/arms, lifts, and wheels	sixteen (16)
OR	
Executive Leather Armchairs with lift and wheels	sixteen (16)
Banquet Style Chairs	sixteen (16)
REQUIRED: Additional Set up Items*	Quantity
Stanchions w/ retractable rope/belt	twenty-five (25)
Small waste baskets	ten (10)
Large waste baskets	four (4)
Large recycle baskets	four (4)
6'x30" rectangle tables and floor length table coverings; full wrap around	twenty (20)
OPTIONAL: Vinyl Decals/Wraps if you can provide these items, please submit pricing. If not, it will have no negative impact on your bid submission as they are optional items we are considering.	Quantity
Pipe + Drape	8'H Standard Banjo Drape
Event Décor + Welcome Experience such as:	Quantity
Faux Plant or Greenery Décor	six (6)
Tall Balloon Installations	six (6)

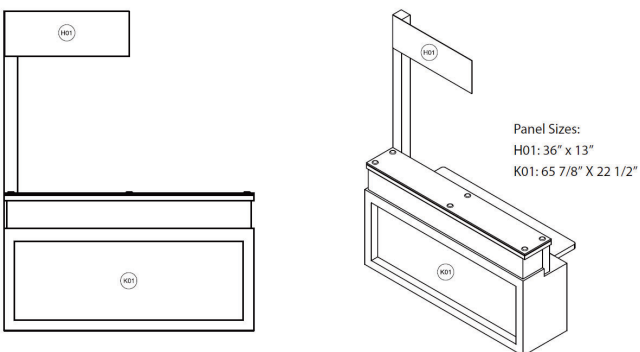
Standard Registration Booth w/Dimensions; Please show all dimensions of *your* booths.



Example display of standard registration booths with back- lit header and kick panel. Our preference is white background with black lettering (with standard or smart booths).

OR SMART BOOTH/COUNTER DESIGNS

Lower work desk counter with a width/depth that can accommodate a workstation with a computer, monitor and keyboard and workstation supplies (please view side view of counter below).



E. Promotional Materials Scope of Work

Custom Branded Promotional Items	Quantity
	Scope of Services: NWA is seeking qualified vendors to provide, customize, produce, package, and deliver branded promotional merchandise for an upcoming event with approximately 1,500 attendees. Vendors should provide product recommendations, branding options, production timelines, unit pricing, and shipping costs for all requested items, if applicable. Vendors must be able to accommodate event branding requirements, provide product samples when requested, and meet established production and delivery deadlines. The selected vendor shall: -Produce high-quality, durable branded merchandise. -Provide digital proofs/mockups for approval prior to production. -Offer multiple product and material options where specified. -Provide itemized pricing, including bulk discounts. -Include branding application methods (screen print, engraving, UV printing, etc.). -Provide estimated production and delivery timelines. -Deliver products to the designated event location. -Ensure products comply with applicable safety and quality standards. -Identify minimum order quantities, setup fees, artwork fees, and shipping costs, if applicable.
Custom Branded Canvas Tote Bags w/pocket(s) (multiple size(s), heavy duty canvas or alternate fabric options)	fifteen-hundred (1500)
Custom Branded Water Bottles (options)	fifteen-hundred (1500)
Custom Branded Hand Sanitizers (options)	fifteen-hundred (1500)
Custom Branded Writing Pens (options)	fifteen-hundred (1500)
Custom Branded Note Pads (options)	fifteen-hundred (1500)
Custom Branded Luggage Tags (options)	fifteen-hundred (1500)
Coqui' Keychain Souvenir (options)	fifteen-hundred (1500)
Custom Branded Sunscreen Packets (options)	fifteen-hundred (1500)

F. Bus Transportation Services – Scope of Work

1. Purpose

NeighborWorks America is seeking qualified vendors to provide bus transportation and shuttle management services in support of the NeighborWorks Training Institute (NTI) in San Juan, Puerto Rico, February 14–19, 2027.

The selected vendor will be responsible for providing safe, reliable, and professionally managed transportation between designated event venues and other locations identified by NeighborWorks America. Final passenger counts, routes, destinations, and accessibility requirements will be provided as event planning is finalized.

Proposals should clearly identify available vehicle types and capacities, applicable minimums and hourly/day rates, onsite coordination costs, fuel surcharges, parking or permit charges, gratuities, overtime or overage rates, and any other fees that may affect the total cost.

2. Vehicle and Service Requirements

Transportation services may include:

- Daily attendee shuttle service between designated NTI hotels, the Puerto Rico Convention Center, and/or other event venues.
- Transportation for course site visits, special events, or other scheduled program activities.
- ADA-accessible transportation, as required.
- Mini-coach or similar vehicles where route conditions, passenger counts, or venue access make smaller vehicles preferable.
- Full-size motorcoaches for primary attendee shuttle movements.
- Vehicle staging, dispatch, route management, and coordination with designated venue contacts.
- Contingency vehicles and/or replacement transportation in the event of vehicle breakdown, service disruption, or other operational issues.

Vehicles should be clean, well maintained, appropriately licensed and insured, and equipped with a working microphone. Where available and appropriate, full-size motorcoaches should also include a working DVD/video system. Mini-coaches are not required to have DVD/video systems.

Vehicles must be capable of safely navigating the routes and streets required for the final transportation plan. NeighborWorks America may request smaller vehicles where access or maneuverability is limited.

3. Anticipated Transportation Schedule

The anticipated transportation schedule is shown below. Pickup and drop-off locations will be finalized by NeighborWorks America. Quantities may be adjusted as final registration, housing, routing, and program requirements are confirmed.

Service	Date(s)	Start	End	Vehicle Type / Capacity	Qty.	Locations
Event Shuttles	Sunday, February 14, 2027	2:30 PM	8:00 PM	25-passenger ADA mini-bus	1	TBD
Event Shuttles	Sunday, February 14, 2027	2:30 PM	8:00 PM	50–55 passenger coach bus	6	TBD
Event Shuttles	February 15–18, 2027	6:00 AM	8:00 PM	25-passenger ADA mini-bus	1/day	TBD

Service	Date(s)	Start	End	Vehicle Type / Capacity	Qty.	Locations
Event Shuttles	February 15–18, 2027	6:00 AM	8:00 PM	50–55 passenger coach bus	6/day	TBD
Course Site Visit	Tuesday, February 16, 2027	1:00 PM	4:00 PM	Approx. 30-passenger mini-bus	1	TBD
Event Shuttles	Friday, February 19, 2027	6:00 AM	3:00 PM	25-passenger ADA mini-bus	1	TBD
Event Shuttles	Friday, February 19, 2027	6:00 AM	3:00 PM	50–55 passenger coach bus	6	TBD

4. Onsite Transportation Coordination

The selected vendor should provide sufficient onsite transportation management and coordination throughout the service period so that NeighborWorks America staff are not required to manage routine shuttle operations.

NeighborWorks America anticipates requiring two onsite transportation coordinators/supervisors from February 14 through February 19, 2027. The vendor should identify the proposed staffing level and pricing for onsite coordination.

Onsite transportation coordination responsibilities may include:

- Serving as the primary onsite point of contact for transportation operations.
- Coordinating drivers, vehicles, staging areas, and scheduled departures.
- Monitoring shuttle routes and passenger flow.
- Communicating with NeighborWorks America and designated venue contacts regarding transportation status.
- Responding to delays, route changes, vehicle issues, passenger needs, and other operational concerns.
- Maintaining direct communication with drivers and dispatch personnel.
- Coordinating replacement vehicles or other contingency transportation when required.
- Providing timely updates regarding significant delays, incidents, or service disruptions.

5. ADA Accessibility

ADA-accessible transportation may be required. Vendors should identify available ADA-accessible vehicle types, passenger and mobility-device capacity, lift or ramp capabilities, advance-notice requirements, and any additional charges.

Final ADA requirements will be provided as soon as practicable and may be adjusted based on registered attendee needs.

6. Route Planning and Final Service Details

NeighborWorks America will provide final passenger counts, designated pickup and drop-off locations, route requirements, and known ADA needs approximately three weeks before the event, where practicable.

The selected vendor will work with NeighborWorks America to finalize routes, staging locations, departure schedules, vehicle assignments, and contingency plans. The vendor should identify any route, street-access, permitting, staging, or vehicle-size limitations that could affect the proposed service.

7. Pricing Requirements

Vendors should provide transparent, unit-based pricing that allows NeighborWorks America to evaluate individual transportation components and adjust quantities as final requirements are confirmed.

Pricing should identify, as applicable:

- Vehicle type and passenger capacity.
- Minimum service period and minimum charge for each vehicle type.
- Hourly rate for each vehicle type.
- Day rate for each vehicle type and the number of hours included in the day rate.
- Overage or overtime hourly rates for service beyond the included day-rate hours.
- Onsite transportation coordinator/supervisor hourly or daily rates.
- Fuel surcharges, including the basis or method used to calculate the surcharge.
- Driver gratuities and whether they are included or excluded.
- Parking, tolls, permits, staging fees, airport fees, or other location-specific charges.
- ADA vehicle premiums or other accessibility-related charges, if any.
- Cancellation or change fees.
- Taxes, administrative fees, management fees, or other surcharges.
- Any other charge that could affect the total cost.

Any fuel surcharge must be separately identified and should state whether it is fixed, percentage-based, mileage-based, indexed to fuel prices, or calculated using another method. Vendors should disclose the calculation methodology and when the surcharge becomes applicable.

No fee, surcharge, or other charge not identified in the proposal may be invoiced without prior written approval from NeighborWorks America.

8. Vendor Response Requirements

To support consistent evaluation, vendors should provide:

- Available vehicle types, capacities, and ADA-accessible options.
- Proposed approach to providing the anticipated transportation schedule.
- Applicable vehicle minimums, hourly rates, day rates, and overage rates.
- Proposed onsite transportation coordination staffing and pricing.
- Fuel surcharge methodology and all other applicable fees or surcharges.
- Driver gratuity policy.
- Parking, permit, toll, staging, or other anticipated location-specific charges.
- Dispatch and driver communication procedures.
- Contingency plan for vehicle breakdowns, driver shortages, delays, or other service disruptions.
- Experience providing transportation services for conferences, conventions, training programs, or comparable multi-day events.
- Experience providing transportation services in San Juan and/or at the Puerto Rico Convention Center.
- Primary planning contact and onsite/emergency contact information.
- Any assumptions, exclusions, minimums, or limitations associated with the proposal.

9. Changes to Service Requirements

The transportation schedule and vehicle quantities are planning estimates and may change as registration, hotel assignments, routes, site visits, and event requirements are finalized. NeighborWorks America reserves the

right to add, remove, or modify transportation services. Vendors should identify applicable deadlines, cancellation terms, and pricing implications for changes in vehicle quantities or service hours.

G. Freight/Shipping Services – Scope of Work

1. Purpose

NeighborWorks America is seeking qualified vendors to provide freight/shipping services in support of an upcoming event in San Juan, Puerto Rico.

The selected vendor(s) may be responsible for providing freight and shipping support for event materials. Vendors should have the capacity, experience, and local resources necessary to support event-related production and logistics in Puerto Rico.

Proposals should clearly identify the services the vendor is able to provide, the geographic areas served, anticipated turnaround times, and a detailed pricing structure that will allow NeighborWorks America to evaluate and compare costs.

2. Freight and Shipping Services

NeighborWorks America is seeking freight and shipping support for the transportation of event materials to and from Puerto Rico.

The anticipated requirement may involve either:

Option A – End-to-End Freight Service:

The vendor provides transportation of materials from the mainland United States to Puerto Rico and provides local delivery to the event venues, and return shipping support.

Option B – Puerto Rico Receiving and Local Delivery:

NeighborWorks America uses its existing contracted freight provider or another mainland shipping provider to transport materials to Puerto Rico. The selected vendor would then receive the shipment on the island and provide local transportation, delivery, pickup, and return-shipping support.

Vendors should indicate which option(s) they are capable of providing.

3.1 Mainland-to-Puerto Rico Freight

For vendors providing end-to-end freight services, services may include:

- Pickup of event materials from a designated mainland location.
- Transportation of materials to Puerto Rico.
- Freight forwarding and/or coordination of transportation to the island.
- Customs-related coordination, if applicable.

- Tracking of shipments.
- Delivery to a designated receiving location or directly to an event venue.
- Return transportation from Puerto Rico to the mainland following the event.

Vendors should identify any limitations or requirements associated with shipping materials between the mainland United States and Puerto Rico.

3.2 Puerto Rico Receiving and Local Freight Services

If NeighborWorks America uses its existing contracted freight provider or another mainland carrier, the selected vendor should be capable of receiving freight shipments after they arrive in Puerto Rico.

The vendor should provide:

- A secure receiving location in or near San Juan capable of accepting event-related freight.
- Advance notification of shipment arrival.
- Confirmation of receipt.
- Temporary storage of event materials, if required.
- Handling of boxes, pallets, and other freight.
- Inventory or shipment tracking.
- Transportation from the receiving location to each of the three event venues.
- Pickup of materials from each venue following the event.
- Consolidation and preparation of materials for return shipment.
- Coordination with the designated mainland freight carrier for return transportation.

The vendor should identify its warehouse/receiving location, available storage capacity, receiving hours, and any restrictions on the size, weight, or quantity of shipments it can accept.

4. Delivery to Three Event Venues

The selected freight/local logistics provider must be capable of coordinating deliveries to **three** separate event venues in the San Juan area.

Services may include:

- Scheduling deliveries with each venue.
- Coordinating loading dock or designated receiving-area requirements.
- Delivering materials to the appropriate venue.
- Unloading and moving materials to the designated receiving or event area.
- Inside delivery.
- Providing delivery confirmation.
- Coordinating pickup from each venue following the event.
- Consolidating materials for return shipment.

The vendor should provide pricing that clearly identifies the cost of delivery and pickup for each venue.

NeighborWorks America will provide the final venue information, delivery schedules, shipment quantities, and material specifications once event planning is finalized.

5. Freight Receiving, Storage, and Handling

If required, the selected vendor may provide short-term storage for event materials between arrival in Puerto Rico and delivery to the event venues.

Storage services may include:

- Receiving and checking shipments.
- Secure storage.
- Palletized and boxed freight storage.
- Loading and unloading.
- Inventory management.
- Sorting materials by destination.
- Preparation of materials for delivery.
- Preparation of materials for return shipment.

Vendors should provide pricing for storage and handling separately from transportation costs.

Pricing should identify, as applicable:

- Per-pallet storage.
- Per-carton storage.
- Per-day or per-week storage.
- Receiving fees.
- Handling fees.
- Loading/unloading labor.
- Equipment charges.
- Delivery charges.
- Pickup charges.
- Return shipment preparation.

6. Event Freight and Logistics Coordination

The selected vendor will coordinate with NeighborWorks America and designated event contacts to ensure materials are received and delivered according to the established event production schedule.

The vendor should provide a primary point of contact responsible for coordinating:

- Shipment tracking.
- Freight receipt.
- Storage.
- Delivery scheduling.
- Venue coordination.
- Pickup.
- Return shipment.
- Resolution of freight or delivery issues.

The vendor should be able to provide timely status updates and notify NeighborWorks America of any shipment delays, damage, shortages, delivery issues, or other concerns that could affect event operations.

7. Return Freight and Post-Event Services

Following the event, the vendor may be responsible for collecting materials from all three venues and preparing them for return shipment.

Services may include:

- Pickup from each venue.
- Consolidation of materials.
- Packing and palletizing, as necessary.
- Shrink wrapping or securing freight.
- Temporary storage prior to return shipment.
- Coordination with the mainland freight carrier.
- Loading freight for return transportation.
- Shipment tracking and confirmation of pickup.

Vendors should provide separate pricing for post-event pickup and return-shipment preparation.

8. Vendor Response Requirements

To ensure proposals can be evaluated consistently, vendors should clearly identify:

1. Freight/Shipping Capabilities

- Mainland-to-Puerto Rico transportation capabilities.
- Puerto Rico receiving capabilities.
- Warehouse/storage capabilities.
- Local transportation capabilities.
- Ability to deliver to three separate venues.

- Venue pickup capabilities.
- Return freight coordination.
- Freight tracking capabilities.

2. Pricing

- Freight rates.
- Receiving fees.
- Storage fees.
- Handling fees.
- Transportation/delivery rates.
- Pickup rates.
- Labor rates.
- Rush/after-hours fees.
- Fuel or other surcharges.
- Any minimum charges or additional fees.

3. Local Operations

- Location of facilities in Puerto Rico.
- Hours of operation.
- Availability during evenings and weekends.
- Primary contact information.
- Emergency/after-hours contact procedures.

4. Experience

- Experience supporting conferences, training programs, or similar events.
 - Experience providing services to multiple event venues.
 - Experience receiving mainland freight in Puerto Rico.
 - Experience coordinating event freight and local deliveries.
-

9. Pricing Structure

Vendors should provide a transparent pricing structure that allows NeighborWorks America to determine the cost of individual services as well as the overall cost of the required services.

Where possible, vendors should provide unit-based pricing rather than a single lump-sum estimate. This will allow NeighborWorks America to adjust quantities and service requirements as event details are finalized.

Vendors should clearly identify all additional charges, fees, surcharges, minimums, taxes, or other costs that may apply.

Specific shipment details

The shipment for an NTI consists of approximately 300 individual boxes of materials and administrative supplies (mostly 12x12x12 in diameter and weighing up to 30 lbs. each), office equipment, hand carts and rolling crates of A/V equipment, stage and event furniture, supplemental training tools, and other supplies. The overall shipment is *estimated at 18,000 lbs. Actual may vary.*

The NTI shipment includes supplemental pickups and deliveries of signage, and training props to and from local NeighborWorks service partners and incorporation of items into the main event shipment. For this large event, a significant portion of supplies are needed from the signage vendor and offsite storage providers. This portion of the shipment is estimated at 25 pieces of signage (tall boxes, exhibit cases and rolling cases) and 1,000 lbs. and 10 pallets from offsite storage and 5,000 lbs. *Actual may vary.*

H. Signage Scope of Work and Requirements

The selected vendor may be required to provide event signage to support wayfinding, event communications, session identification, and general attendee information within the event venue in Puerto Rico.

Signage needs may include, but are not limited to:

- 18" x 24" signs that may be used outside meeting rooms to identify session titles, course names, or other room-specific information.
- 24" x 36" poster-style signs for directional, informational, registration, meeting, or event-related messaging.
- 33" x 80" floor-standing signs that may be used for directional, informational, branding, or high-visibility messaging.
- Additional signage sizes or formats may be requested based on final venue layouts and event requirements.
- Signage may be placed throughout meeting spaces, registration areas, common areas, hallways, entrances, and other designated locations within the venue.
- The vendor may be required to print and produce signage using event-provided artwork, templates, branding, or content.
- Services may include delivery to the venue, organization or labeling of signage by location, and coordination with event staff regarding placement and distribution.
- Replacement, reprinting, or production of additional signage may be required onsite or immediately prior to the event based on program changes or operational needs.

Final quantities, furniture selections, layouts, delivery schedules, setup requirements, and locations will be determined as event planning progresses.

I. Production Temporary Services – Scope of Work

Associates are needed to assist Curriculum Production in organizing training supplies and spaces.

There may be some periods of downtime as candidates await assignments or access to work areas. Temporary associates are responsible for their own transportation, parking, and meals. Associates should dress casually, neatly, professionally, and comfortably.

Note: jeans are okay, but no holes in pants, and no shorts.

For safety reasons, shoes should be closed-toed and comfortable, as the assignment may include a lot of walking between office spaces.

Scope of Work

Deliverable: Resource for Temp Help Services

- Move boxes to assist with the organization of supplies and materials for the Curriculum Production group.
- Inventory supplies and equipment, if applicable.
- Duties may include work in venue loading docks.
- Must be able to lift boxes up to 25 lbs., use push/pull handcarts and freight elevators to transport materials between the storage area and designated office areas.
- Assist in the organization of supplies; the construction of boxes or rolling cages is needed for storage, testing office equipment (LCDs), and other light miscellaneous office tasks.

Primary duties are as follows:

- Unpack and inventory surplus course materials, training supplies, and other items from the event shipment or supply purchases, and help unpack and organize items in office storage spaces
- Assist or perform inventory of training equipment, materials, and supplies.
- Organize surplus supplies or materials for reuse or storage.
- Collect or organize materials such as training binders or event materials as needed.
- Assist in the packing and preparation of materials and supplies for items returning to NeighborWorks America after the event concludes.

Date	Number of Temps Needed	Duration
Friday, February 12, 2027	7	8:00 am to 4:00 pm Local Time
Saturday, February 13, 2027	7	8:00 am to 4:00 pm Local Time
Sunday, February 14, 2027	7	8:00 am to 4:00 pm Local Time
Monday, February 15, 2027	1	8:00 am to 12:00 pm Local Time
Friday, February 19, 2027	7	9:00 am to 5:00 pm Local Time

Work shall be conducted on-site in San Juan, Puerto Rico, at the assigned venues.

Security: Resources selected by the contractor for this performance work statement must be able to pass an agreed-upon standard background investigation as agreed upon with the contractor and NeighborWorks America.

J. Printing Services – Scope of Work

1. Purpose

NeighborWorks America is seeking qualified vendors to provide printing services in support of an upcoming event in San Juan, Puerto Rico.

The selected vendor(s) may be responsible for providing large-scale printing services for event materials. Vendors should have the capacity, experience, and local resources necessary to support event-related production and logistics in Puerto Rico.

Proposals should clearly identify the services the vendor is able to provide, the geographic areas served, anticipated turnaround times, and a detailed pricing structure that will allow NeighborWorks America to evaluate and compare costs.

2. Printing Services

NeighborWorks America is seeking a vendor capable of producing larger-volume and event-related print materials for the San Juan event.

Printing requirements may include, but are not limited to:

- Course binders and other training materials.
- Large-volume course materials.
- Event signage.
- Posters and other large-format printed materials.
- Directional signage.
- Meeting room signage.
- Name tents, table signs, easel signs, or similar event materials.
- Other large printing projects identified during event planning.

The selected vendor may be provided with electronic production-ready files and will be responsible for printing the materials according to specifications provided by NeighborWorks America.

Printing Requirements

The vendor should be able to provide:

- High-volume black-and-white and color printing.
- Large-format printing, as applicable.
- Printing on a variety of standard paper stocks and other appropriate materials.
- Collating and assembly of printed materials.
- Binding services, including binder assembly, as applicable.
- Cutting, folding, stapling, and other standard finishing services.
- Production of signage in various sizes and formats.
- Packaging of completed materials for delivery and/or pickup.
- Delivery of printed materials to designated locations in the San Juan area.

Vendors should identify their available printing capabilities, including equipment, maximum print sizes, finishing capabilities, and anticipated production capacity.

On-Island and/or On-Site Printing

Vendors should identify whether they have:

- A printing facility located in Puerto Rico.
- A printing facility located in or near San Juan.
- The ability to provide onsite printing at an event venue.
- The ability to accommodate rush or last-minute printing requests during the event.
- Delivery services for completed print materials.

If onsite printing is available, vendors should describe the equipment and services that can be provided onsite, applicable space/power requirements, staffing requirements, turnaround times, and associated costs.

Printing Pricing

Vendors should provide pricing that allows NeighborWorks America to estimate costs based on anticipated quantities and specifications.

Pricing should identify, as applicable:

- Per-page printing costs.
 - Black-and-white printing.
 - Color printing.
 - Large-format printing.
 - Paper/material costs.
 - Binding costs.
 - Finishing/assembly costs.
 - Signage production costs.
 - Packaging costs.
 - Delivery charges.
 - Rush or expedited production charges.
 - Any minimum order requirements or additional fees.
-

3. Vendor Response Requirements

To ensure proposals can be evaluated consistently, vendors should clearly identify:

1. Printing Capabilities

- Types of printing offered.
- Maximum print sizes.
- Large-format capabilities.
- Binding and finishing capabilities.
- Production capacity.
- Standard turnaround times.
- Rush/same-day capabilities.
- San Juan/Puerto Rico facility location.
- Onsite printing capabilities, if available.
- capabilities.

2. Pricing

- Printing rates.
- Any minimum charges or additional fees.

3. Local Operations

- Location of facilities in Puerto Rico.
- Hours of operation.
- Availability during evenings and weekends.
- Primary contact information.
- Emergency/after-hours contact procedures.

4. Experience

- Experience supporting conferences, training programs, or similar events.
- Experience providing services to multiple event venues.

9. Pricing Structure

Vendors should provide a transparent pricing structure that allows NeighborWorks America to determine the cost of individual services as well as the overall cost of the required services.

Where possible, vendors should provide unit-based pricing rather than a single lump-sum estimate. This will allow NeighborWorks America to adjust quantities and service requirements as event details are finalized.

Vendors should clearly identify all additional charges, fees, surcharges, minimums, taxes, or other costs that may apply.

K. Furniture Scope of Work and Requirements

The selected vendor may be required to provide rental furniture and related décor elements to support stage sets, meeting spaces, support areas, and public areas within the event venue.

Furniture and décor needs may include, but are not limited to:

- Soft seating for stage sets to accommodate approximately six to eight individuals.
- A combination of individual lounge chairs, loveseats, sofas, or other soft-seating configurations based on the final stage design and program requirements.
- Side tables, occasional tables, coffee tables, or similar accent furniture to complement stage seating arrangements.
- Greenery and decorative elements, which may include live or artificial plants, hedges, planters, or similar items to enhance the overall appearance of the stage or other designated event areas.
- Conference-style rolling chairs or other functional seating that may be required for meeting rooms, offices, workspaces, or support areas.
- Tables, chairs, lounge furniture, or other furnishings that may be required to support staff offices, speaker-ready areas, registration areas, attendee spaces, or other operational needs.
- Furniture or décor for public areas of the venue, which may include lounges, networking areas, gathering spaces, or other designated locations.
- Additional furniture, accessories, or décor items may be requested based on final venue layouts, program requirements, and event needs.

The vendor may also be required to provide delivery, setup, placement, relocation, breakdown, and removal of furniture and décor in coordination with event staff and venue requirements.

Final quantities, furniture selections, layouts, delivery schedules, setup requirements, and locations will be determined as event planning progresses.