



DWS/OSS/BOS-L2008-516845-AS

**WORKFORCE SYSTEMS LETTER NO: 08-02****DATE:** March 17, 2008

<b>EFFECT:</b>	<u><b>ACTION</b></u>	<u><b>INFO</b></u>	<u><b>WITH ATTACHMENTS</b></u>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> SWAs	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> UI Directors	<input checked="" type="checkbox"/>

**SUBJECT: Solicitation of Bids to Host National Unemployment Insurance Benefits and Adjudication Training Forum**

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**1. Purpose.** The U.S. Department of Labor (USDOL) will sponsor a National Unemployment Insurance (UI) Benefits and Adjudication Training Forum in April 2009. The target audience for the forum is state UI Benefits Managers, Adjudication Managers/Supervisors, and other key supervisory or lead adjudication staff. USDOL continues to emphasize performance improvements in key areas of UI Benefits, specifically nonmonetary determinations. This national forum will provide an opportunity for state benefits managers to meet with their peers to discuss common issues and challenges as well as share successful and effective practices and solutions to problem areas. The forum will also provide a vehicle to promote initiatives and performance tools available to states.

**2. Background.** USDOL is soliciting bids from states interested in hosting this national forum. Interested states are invited to submit proposals through their Regional Office. The deadline for proposals to be received at the National Office is May 30, 2008. The application process is outlined below. The host state will be responsible for securing the hotel. All expenses are expected to be paid through registration fees.

The host state will be responsible for:

- 1) Setting a registration fee sufficient to cover all costs of the forum, collecting the fees, and disbursing funds for all costs associated with the forum;
- 2) Securing a hotel and signing/executing hotel and other appropriate contracts;
- 3) Making all logistical arrangements with the hotel and/or other vendors related to food and beverage services, audio-visual equipment, room set up, etc. including:
  - **Hotel Facilities:** Based on registration information from similar previous meetings, attendance for this forum is estimated at 175-200 people; therefore, the selected hotel should be able to accommodate a block of sleeping rooms for 175 people for a minimum of four nights. Meeting space should be classroom style and able to accommodate 200 for the opening and closing plenary sessions, theatre style. Four meeting rooms, seating up to 50 each (classroom style) should be available for workshops. Meeting and lodging space should be accessible for persons with disabilities.

- **Miscellaneous:** The forum will not be used as a vehicle to sell or promote products or services. Vendors / Contractors are not allowed to sponsor breakfast, lunch, dinner, breaks, etc., during this forum. Vendors may attend the forum and purchase booth space. The host state may set separate registration fees for vendors and set fees for booth space.
- 4) Performing all registration activities, such as distribution of registration forms and information, processing of registration forms and fees, and printing and distribution of name badges, programs, and meeting materials;
  - 5) Creating a state-hosted Internet web site to contain registration, agenda, and other forum information; and
  - 6) Providing the necessary staff to carry out the planning and implementation of the forum.

USDOL will be responsible for:

- 1) Actively encouraging participation in the forum by its state partners and potentially other federal agencies;
- 2) Assisting the host state in designing registration and promotional materials;
- 3) Assisting with the coordination of logistical and technical arrangements for the forum;
- 4) Assisting in providing information on forum content and logistical information by answering inquiries and mailing informational materials, as appropriate;
- 5) Planning the forum in cooperation with the host state; developing the forum agenda; identifying speakers, moderators, and recorders, as appropriate;
- 6) Assisting with non-financial aspects of on-site registration and check in;
- 7) Assisting in planning for meeting rooms for plenary and workshop sessions;
- 8) Developing evaluation forms for the forum sessions, encouraging participants to complete forms and analyzing information provided by forum participants; and
- 9) Preparing a report summarizing evaluations by forum attendees.

The criteria for selecting a host state will be based on the following important factors:

- 1) **Transportation:** The ease of travel to the proposed site from all areas of the U.S. and the proximity of the proposed site to a major airport;
- 2) **Cost of Accommodations:** Federal per diem allowances for lodging in the proposed location. The current per diem rates are found at [www.gsa.gov](http://www.gsa.gov);
- 3) **Distance from restaurants, shops and attractions:** Conference registrants should be able to easily access restaurants and evening activities;
- 4) **Registration Activities:** The capability to create (or contract out) and manage an on-line registration process including direct billing with purchase order numbers, credit card transactions, or mail-in checks.

States interested in hosting this forum will need to complete the attached Bid Form.

**3. Action Required.** Bid Forms transmitting the state's proposal must be completed and submitted electronically to: [styczynski.anita@dol.gov](mailto:styczynski.anita@dol.gov). The deadline for proposals to the USDOL Regional Office is no later than **close of business, Friday, May 23, 2008.**

All supporting documentation that can not be sent electronically with the bid proposal must be **Express Mailed** to:

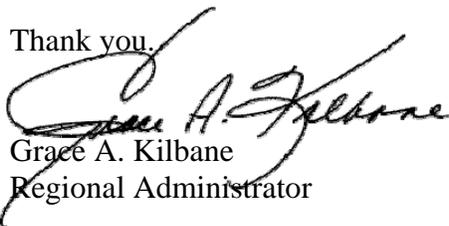
**U.S. Department of Labor  
Office of Workforce Security, Room S-4231  
ATTN: UI Benefits Forum – Brian Langley  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210**

The supporting documentation materials will not be returned unless a state requests the return of the items in writing with mailing instructions and a self-addressed shipping label is provided.

All timely proposals will be considered. Proposals will be reviewed and scored by a panel of USDOL National Office staff on the four factors listed above along with Regional Office input on why the state would be an ideal location and host state for the forum. The host state announcement will be made by June 20, 2008.

**4. Inquiries.** If you have questions or need additional information, please direct inquiries to Anita Styczynski by telephone at (617) 788-0119 or by email at [styczynski.anita@dol.gov](mailto:styczynski.anita@dol.gov).

Thank you.

  
Grace A. Kilbane  
Regional Administrator

**UNEMPLOYMENT INSURANCE  
BENEFITS & ADJUDICATION TRAINING FORUM**

**Bid Information**

<b>Dates:</b>	<b>Preferred dates are in April, 2009</b>
<b>Format:</b>	<b>The forum is expected to follow the format below:</b>

<b>Pre-Forum Reception/Registration</b>	<b>1:00 PM – 5:00 PM</b>
<b>Day 1</b>	
<b>Plenary Session</b>	<b>8:30 AM – 12:00 PM</b>
<b>Lunch</b>	<b>12:00 PM – 1:30 PM</b>
<b>2 sets of 4 Workshops</b>	<b>1:30 PM – 5:00 PM</b>
<b>Day 2</b>	
<b>2 sets of 4 Workshops</b>	<b>8:00 AM – 10:00 AM</b>
<b>Lunch</b>	<b>12:00 PM – 1:30 PM</b>
<b>2 sets of 4 Workshops</b>	<b>1:30 PM – 5:00 PM</b>
<b>Day 3</b>	
<b>2 Sets of 4 Workshops</b>	<b>8:00 AM – 10:00 AM</b>
<b>Lunch</b>	<b>12:00 PM – 1:30 PM</b>
<b>4 Workshops</b>	<b>1:30 PM – 3:00 PM</b>
<b>Closing Plenary</b>	<b>3:00 PM – 5:00 PM</b>

Flexibility will exist in planning this forum. The forum is generally expected to last 3 days; day one (1) may start on a Tuesday and day three (3) may end on a Thursday to allow for two travel days (Monday and Friday).

Holidays and observations in April 2009 to consider when discussing dates with potential hotel sites:

- April 5, 2009 – Palm Sunday
- April 9, 2009 – First Day of Passover
- April 10, 2009 - Good Friday
- April 12, 2009 – Easter Sunday

**UNEMPLOYMENT INSURANCE  
BENEFITS & ADJUDICATION TRAINING FORUM**

***BID FORM***

State:	
State Contact:	Name: Title: Phone number: E-mail:
City:	

Hotel:
Hotel Website:
Dates Available:
Sleeping Room Rates:
Distance from major airport:
Cost of Hotel-to-Airport transportation:

Distance from Restaurants, major attractions:
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Able to host Internet site for conference/registration information? Yes  No

Other Information:
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