



ANNUAL CONFERENCE REPORT FISCAL YEAR 2019

As part of the government-wide effort to expend resources more efficiently and effectively, Executive Order 13589 “Promoting Efficient Spending” directs federal agencies to publish a report on major conference activities for the previous Fiscal Year (FY) on their website by January 31 each year.

Below you will find the list of FY 2019 convenings for which CNCS incurred expenses of \$100,000 or more to advance or implement our mission.

Name of Event: AmeriCorps VISTA Sponsor Convening

Purpose: The 2019 AmeriCorps VISTA Sponsor Convening is the national conference for VISTA sponsors across the U.S. Participants attended workshops and plenary presentations on core elements of VISTA project development and member management, research and evaluation, the role of the Office of Inspector General, and criminal history checks.

Dates: July 29-31, 2019

Location: Orlando, FL

Number of Participants: 568 stakeholders and 26 CNCS staff

Total Cost: \$736,611

Food and Beverage: \$67,000

Audio Visual: \$18,000

Meeting Room: \$2,500

Materials: \$7,472

Logistics and Support: \$124,792

Sponsored Travel (air/rail/lodging/ground transportation for VISTA sponsors): \$418,000

Employee Travel (air/rail/lodging/ground transportation for CNCS staff): \$39,000

Contractor Travel: \$18,392

Contractor handling/G&A: \$41,455

Description of the Contracting Procedures Used: The AFYA, Inc. training logistics contract was secured via a call against a Blanket Purchase Agreement that was awarded on a competitive basis using standard procurement operating procedures. A review was conducted by the Office of Procurement Services to evaluate the costs before the award was made. The Education Northwest training facilitation contract was awarded on a competitive basis using standard procurement operating procedures. A review was conducted by the Office of Procurement Services to evaluate the costs before the award was made.

Methodology used to determine which costs relate to the conference: The costs above were financed via two Firm Fixed Price contracts, awarded to AFYA, Inc. (logistics) on November 18,

2019 and Education Northwest (training facilitation) on February 28, 2019.

Name of Event: Office of Research and Evaluation 2019 Research Summit

Purpose: Advance scholarship and evidence within, and connections among organizations and institutions focused on national service, social innovation, non-profit capacity, volunteering, and civic engagement.

Dates: September 16-17, 2019

Location: Crystal City, VA

Number of Participants: 233 stakeholders and 20 CNCS staff

Total Cost: \$298,683

Food and Beverage: Included in cost of room

Audio Visual: \$61,130

Meeting Room: \$31,625

Materials: \$31,210

Logistics and Support: \$104,710

Sponsored Travel: \$60,770

Employee Travel: \$0

Contractor Travel: \$0

Contractor handling/G&A: \$9,238

Description of the Contracting Procedures Used: A procurement was awarded on a competitive basis using standard procurement operating procedures. A review was conducted by the Office of Procurement Services to evaluate the costs before the award was made.

Methodology used to determine which costs relate to the conference: The costs above were financed via a Firm Fixed Price contract awarded to Kauffman and Associates, Inc. on April 25, 2019.

Name of Event: 2019 AmeriCorps State and National Symposium

Purpose: The AmeriCorps State and National Symposium is the annual required meeting for AmeriCorps State and National direct program and commission grantees. The meeting includes business meetings, affinity group meetings, workshops, plenary presentations, and networking opportunities. The content is focused on core elements of AmeriCorps grant management, including, but not limited to, compliance and monitoring, financial management, research and evaluation, program and member development, rules and regulations (e.g., National Service Criminal History Check Requirements), and CNCS focus areas and agency-wide priorities (e.g., disability inclusion, disaster response).

Dates: September 18-20, 2019

Location: Crystal City, VA

Number of Participants: 370 stakeholders and 63 CNCS staff

Total Cost: \$215,007

Food and Beverage: \$25,236

Audio Visual: \$43,062

Meeting Room: \$0

Materials (includes online and printed materials): \$19,290

Logistics and Support: \$77,950

Sponsored Travel: \$34,064

Employee Travel: \$0

Contractor Travel: \$0

Contractor Handling/G&A: \$7,005

Other (Honoraria, Sign Language Interpreter): \$8,400

Description of the Contracting Procedures Used: A procurement was awarded on a competitive basis using standard procurement operating procedures. A review was conducted by the Office of Procurement Services to evaluate the costs before the award was made.

Methodology Used to Determine Which Costs Relate to the Conference: The costs were financed via a Firm Fixed Price contract awarded to HB & Company Inc. on May 3, 2019.