



FY 2018 Annual Conference Report

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 on their website by January 31 each year.

Below you will find the list of Fiscal Year (FY) 2018 convenings for which CNCS incurred expenses in excess of \$100,000 to advance or implement our mission.

Name of Event: 2018 National Senior Corps Convening

Purpose: This event provided high-quality training that is relevant to grantees’ daily work and provided opportunities for them to meet and learn from other grantees from across the country.

Dates: July 16-18, 2018

Location: Hyatt Regency, Crystal City, Virginia

Number of Participants: 797 including 41 CNCS staff

Total Cost: \$242,340

Food and Beverage: \$29,750

Audio Visual: \$26,235

Meeting Room: \$1,000

Materials (includes online and printed materials): \$16,595

Logistics and Support: \$153,118

Sponsored Travel (invited speakers and guests): \$1,998

Employee Travel: \$12,051

Contractor Travel: \$0

Contractor Handling/G&A: \$1,593

Description of the Contracting Procedures Used: A procurement was awarded on a competitive basis against a Blanket Purchase Order using standard procurement operating procedures.

Methodology Used to Determine Which Costs Relate to the Conference: The majority of the costs above (\$226,039.69) were financed via a Firm Fixed Price contract and awarded to Guardians of Honor on July 28, 2017. The costs above also include two purchase card orders used to secure additional A/V materials for the event, invitational travel for two speakers and staff travel for CNCS employees that directly participated in the event.

Name of Event: 2018 AmeriCorps State and National Symposium

Purpose: The AmeriCorps State and National Symposium is the annual meeting for AmeriCorps State and National direct program and commission grantees. The meeting included sessions on research and evaluation, the role of the Office of Inspector General, criminal history checks, marketing and recruitment, member support, and financial management.

Dates: September 11-13, 2018 (included three optional pre-conference meetings; the event was shortened by one day to avoid the impact of Hurricane Florence)

Location: Hilton Crystal City, 2399 Jefferson Davis Highway, Arlington, VA 22202

Number of Participants: 414 including 57 CNCS staff

Awarded Contract (this is a Firm Fixed Price contract): \$159,632

Total Cost: \$159,632

Food and Beverage: \$12,000

Audio Visual: \$41,632

Meeting Room: \$0

Materials (includes online and printed materials): \$18,500

Logistics and Support: \$81,000

Sponsored Travel: \$0

Employee Travel: \$0

Contractor Travel: \$0

Contractor Handling/G&A: \$6,500

Description of the Contracting Procedures Used: A call against a Blanket Purchase Agreement 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 and awarded to Guardians of Honor on February 7, 2018.