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Procurement Bid Form

This form is completed by the NBER employee authorizing the expenditure of federal grant funds in excess of $10,000 for a particular purchase, even if paid through multiple invoices. This form must be approved by the grants administrator prior to sending the accepted bid to the supplier.

Bid Details

Federal Funding Agency:	Office of Financial Research NSF Grant	NBER Project No.:	
PI Name (print):	Angela Garger	Email:	gargera@nber.org
PI Signature:	*Angela Garger*	Date:	December 9, 2025
Supplier Name:	Sonesta Hotels	Cost:	$15,493.90

Description

The meeting title is: Financial Market Frictions and Systemic Risks. Hotel Rooms: 2/18 - 23 rooms; 2/19 - 5 rooms. Meals: Dinner for 29 on 2/8; Breakfast and Lunch for 40 on 2/9. Meeting space and audio visual for 40 on 2/19.

Specification

See attached spreadsheet for itemized cost comparison.

Requests Less Than $250,000 *(check all that apply)*

- ☑ At minimum, three (3) supplier were solicited for a bid/quote
- ☐ MBE/WBE suppliers were solicited for a bid/quote
- ☑ All solicited supplier bid/quotes and other relevant documents are attached to this form
- ☑ Lowest cost accepted
- ☐ Lowest cost not accepted, explanation below:

The overall cost for the Sonesta is lower even though the room rate and some of the meal costs were higher.

Requests Greater Than $250,000 *(check all that apply)*

- ☐ Formal request was created with detailed specifications, evaluation criteria, and other attachments necessary for a supplier to tender a reasonable bid
- ☐ Cost analysis has been performed before receiving bids
- ☐ MBE/WBE suppliers were solicited for a bid/quote
- ☐ Formal request was advertised with a due date, location, and time for submission
- ☐ Bids were evaluated on specification and criteria in formal request, that evaluation is documented and attached

Debarment and Suspension Verification for Requests Greater Than $25,000

- ☑ Supplier has been checked in the System for Award Management (SAM.gov – previously EPLS) website (http://www.sam.gov/) to verify it has not been Debarred or Suspended. A screen print of the Exclusions search is attached.

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Individual Disclosure Form

The following form must be completed for any purchase over $10,000. According to 2 CFR 200.318, no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he/she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employees or is about to employ any of these parties has a financial or other interest in or a tangible personal benefit from the supplier considered. The employees, officers, and agents of NBER may neither solicit nor accept gratuities, favors, or anything of monetary values from suppliers or parties to subcontracts.

Do you, or any member of your family have any financial or other interest in any consultant, contractor, supplier or other entity that will receive payments from a NBER under this Federal award project, or would you receive a tangible benefit from entering into an agreement or issuing a purchase order with any consultant, contractor, supplier or other entity? *If "YES", enter the appropriate information below.*

Yes ☐

No ☑

Supplier Name	Financial or Other Interest and Benefits

Employee Certification

WE / I hereby certify that the information provided in this form is complete and accurate to the best of my knowledge and that I will:

- Adhere to the NBER's Procurement and Standards of Conduct Policy;
- Update the Director of Research & Grants Management if the information or interest of this disclosure should change during the contract;
- Comply with any conditions or restrictions imposed by the NBER to manage, reduce, or eliminate conflicts of interest.

We / I also certify that no other NBER employee participated in the development of this proposal or solicitation, nor provided advice to a bidding supplier other than routine administration recommendations.

Employee Name	Signature	Date
Angela Garger	Angela Garger	December 9, 2025

FMFs26

Hyatt Hotels

	# of ppl	Cost	Total
Room Rental			No Charge
sleeping rooms	28	$169.00	$4,732.00
continental breakfast	40	$45.00	$1,800.00
AM Break	40	$9.00	$360.00
PM Break	40	$9.00	$360.00
lunch	40	$62.00	$2,480.00
dinner	29	$87.00	$2,523.00
Audio Visual			$7,013.71
Total Estimated Costrs			$19,268.71

Food and beverage mininimum $6,500

Room Rental Fee waived if F&B minimum is met

Sonesta

	# of ppl	Cost	Total
Room Rental			No Charge
sleeping rooms	28	$189.00	$5,292.00
continental breakfast	40	$38.00	$1,520.00
AM Break	40	$11.00	$440.00
PM Break	40	$11.00	$440.00
lunch	40	$65.00	$2,600.00
dinner	29	$88.00	$2,552.00
Audio Visual			$2,649.90
Total Estimated Costrs			$15,493.90

Food and Beverage minimum $6,900.00

Kimpton Marlowe

	# of ppl	Cost	no charge
Room Rental			$500.00
sleeping rooms	28	$209.00	$5,852.00
continental breakfast	40	$38.00	$1,520.00
All Day Beverage (AM & PM Break)	40	$32.00	$1,280.00
lunch	40	$69.00	$2,760.00
dinner	29	$88.00	$2,552.00
Audio Visual			$6,177.00
Total Estimated Costrs			$20,141.00

Food and Beverage minimum $4,500.00