U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)

ICE WIDE MANAGEMENT PROCEDURE # 405:143:005
Effective Date: March 28, 2011 - Last Updated: March 28, 2011

ICE Event Planning

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1. **PURPOSE**
   To ensure the most cost efficient management of event planning by all U.S. Immigration and Customs Enforcement (ICE) components.

2. **DESCRIPTION**
   The ICE Event Planning ICEMAP provides specific directions for supporting the ICE Event Planning Directive.

3. **SCOPE**
   This procedure applies to all U.S. Immigration and Customs Enforcement (ICE) components.

4. **EXCEPTIONS**
   Exceptions to these procedures may be necessary given the potential variety and complexity of ICE events. Where needed, exceptions must be approved by the appropriate official.

5. **POLICY REFERENCE**
   This procedure executes ICE Event Planning Directive # (TBD)

6. **DOCUMENT LOCATION**
   This document can be found at the following ICE Intranet location:

   (b)(7)(E)

7. **PROCEDURE OWNER**
   Office of Acquisition Management (OAQ)
   Acquisition Policy
   Phone: (202) 732-[ ]

8. ICE EVENT PLANNING PROCEDURES

The following procedures support the ICE Event Planning process, and shall be followed for all ICE domestic events where the total event cost exceeds $10,000 and ICE international events where the event cost exceeds $20,000. For any event where the total event cost is below those thresholds, ICE Program Offices must consult with OPLA, in writing, when food or beverages; contractor employees, state or local government officials, international attendees, or other non-federal attendees; honorarium or speaker fees; a signed contract to secure facility space; working with a non-federal co-sponsor; and/or use of an Event Planner is included or involved.

The information below is also posted on the ICE Event Planning Support page, under What Needs to be Submitted for Approval.

> **ICE Program Offices must secure approval from the Executive Associate Director Management and Administration (EAD Management and Administration) when scheduling or funding (sponsoring or co-sponsoring) any event where the total event cost exceeds $10,000 domestically and $20,000 internationally.**
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> ICE Program Offices must also ensure that any sponsored or co-sponsored event complies with all applicable Efficiency Initiatives and the ICE Event Planning Directive.
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> **The terms "event" and "event cost" are defined as follows.**
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> **Event**: Any conference, meeting, retreat, seminar, symposium, congressional event, convention, workshop, or training, sponsored or co-sponsored, by a Program Office where ICE funds are funding: food or beverages; facility space; honorariums or speaker fees; printing and distribution costs; audio visual services; services of an event planner; attendance of contractor employees, state and local government officials, international attendees or other non federal attendees; and/or co-sponsorship with a non federal entity.
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> **Total Event Cost**: The combination of all costs directly related to the event. This includes travel and lodging costs for employees, and any costs for interpreters for any hearing impaired participants.

8.1. EAD MANAGEMENT AND ADMINISTRATION EVENT PLANNING APPROVAL

The EAD Management and Administration approval process ensures that all ICE Program Offices are maximizing the use of appropriated funds and serving the best interests of the public. The core activities involved with the Event Planning Approval process are summarized below.

8.1.1. **Event Forecast Data Calls**: Data calls, requesting a forecast summary of events, will go out to all ICE Program Offices. The data call requests will contain directions to access templates and tools needed for the approval package that must be submitted to the EAD Management and Administration.

8.1.2. **Approval Package**: The approval package contains several necessary documents for EAD Management and Administration evaluation of events. The package includes the following:

8.1.2 (a) ICE Program Offices' **Event Forecast**: ICE Program Offices are to use the ICE Event Planning Forecast template to build the summary of all events planned for the next fiscal year. A single ICE Event Planning Forecast file containing a list of all anticipated sponsored/co-sponsored events should be submitted.

8.1.2 (b) **Event Justification Submission**: ICE Program Offices must also complete an ICE Event Justification Workbook for each event listed on the Forecast. The Event Justification Workbook is a single Excel file containing several worksheets. Each worksheet (listed below) contains embedded instructions for the information requested.

- **Approval Request**: The first (blue) tab is the Approval Request worksheet. When the workbook is completed, copy the contents of the Approval Request page to the body of the submission email.

- **Event Justification**: The second (black) tab is the Event Justification. Enter a detailed reasoning for the purpose of the event, a brief description of the targeted attendees, and supporting information about the location selected.

- **Location Cost Comparison**: The third (green) tab is the Location Cost Comparison. Enter cost estimate information using the links to FedTravel and GSA City Pairs included in the worksheet. Use the section to the right of each location matrix to identify *Other Event Expenses* involving the facility and related costs.

  NOTE: The minimum number of locations to submit is *four* (Washington, DC, or the metropolitan DC area (e.g., Alexandria, VA) plus three other locations). The tables are pre-built, and all that will be needed is accurate cost data.

- **Event Agenda Form**: The fourth (maroon) tab is for Event Agenda information. If an agenda already exists in another format, this tool does not have to be used. Simply delete the tab before submitting. If a separate agenda is used, please be sure to attach the agenda as part of the submission email.

8.1.3. **Submitting Approval Documents**: Submit the single ICE Program Offices' ICE Event Planning Forecast, ICE Event Justification Workbook, and agenda, if contained in a separate document, to: ICE Event (b)(7)(E) @dhs.gov. You will be contacted if any corrective action is required. EAD Management and Administration review is initiated once the approval package is complete.

8.1.4. **Obtaining Approval Confirmation**: A representative from the EAD Management and Administration office will contact the respective ICE Program Office with a decision. If the event is approved, the approval itself becomes a required element of a completed event package.

8.2. OPLA REVIEW PACKAGE

After the EAD Management and Administration approves the event, the next required step is an OPLA review. An OPLA review package consists of : (1) EAD approval confirmation; (2) the ICE Event Attendee Information worksheet which addresses the classification of attendees, co-sponsor involvement, any food services provided, and the use of event support contractors; (3) all the documents from the EAD approval package referenced in 8.1.2; (4) ICE Form G-514; (5) identification of any speaker fee or honorarium; and (6) a copy of any hotel or facility rental agreements obtained during market research. Send the OPLA review package to the Deputy Chief for Contract and Fiscal Law, Commercial and Administrative Law Division, OPLA and OPLA Tasking.

8.3. OAQ PROCESSING

After the OPLA review, a completed Event Planning Package must be submitted to OAQ before the event can be processed. Use the Contents of a Complete Event Planning Package - Checklist to ensure that the necessary documents are included. The event request and fully funded requisition must be cleared through all approvals and received in OAQ timely. To determine when Event Planning Packages must be submitted to OAQ, ICE Program Offices should consult OAQ's Standard Procurement Administrative Lead Times (PALT) memorandum which establishes lead times for OAQ to process certain requisitions after the receipt of a complete package. The memorandum is available at (b)(7)(E) under the Director's Hot Topics section. Additionally, strong coordination and early communication with OAQ is encouraged.

ICE Program Offices will be notified by their OAQ service provider once the procurement action is finalized.

8.3.1. **Statement of Work (SOW)**
Event requirements may need to be captured in a Statement of Work. Contact OAQ with questions.

8.3.2. **Market Research**

Coordinate with OAQ as *early as possible* to determine the type and extent of market research required to satisfy the prospective requirement. This is crucial because some events with a total event cost over $25,000 may require posting to a Government Point of Entry (GPE), such as FedBizOpps, for soliciting in accordance with Federal Acquisition Regulation (FAR).

Government-owned or government-provided facilities should be considered first and used to the maximum extent possible. Please refer to the support page for an updated list of government facilities to consider. If none are available, commercial sources may be pursued as long as they appear on the approved accommodations list located at http://www.usfa.fema.gov/hotel/index.htm.

NOTE: Obtaining market research information does not constitute a binding commitment, and does not imply any commitment from the Government. It is also not meant to specify the use of a particular vendor. Although ICE Program Offices may obtain hotel agreements as part of their market research, **under no circumstances should they negotiate or sign these agreements with the facility. This also includes signing agreements to block rooms.** Only ICE contract documents (purchase orders and/or contracts) will be used, and hotel agreements and/or contracts may be incorporated only after OPLA and OAQ review.

8.3.3. **Estimating Event Costs:**

For events *above* $150,000, an Independent Government Cost Estimate (IGCE) may need to accompany the Statement of Work (SOW) and ICE Form G-514. (See section 8.3.5 for information on the G-514.) For guidance on creating an IGCE, please refer to OAQ's Program Guidebook to Acquisition, or contact OAQ for assistance. The guidebook is available at [(b)(7)(E)] under the Quick Links section. For events *under* $150,000, an IGCE is not necessary.

In fulfilling market research, ICE Program Offices may obtain estimates and availability information from prospective vendors using the Worksheet for Estimating Events Costs. These estimates are not considered formal quotations.

Under no circumstances should ICE Program Office officials negotiate with prospective vendors to adjust estimates received. Therefore, even though an ICE Program Office is in receipt of a hotel agreement, and has received review of their package from OPLA, OAQ will still have to validate that the required market research has been performed in accordance with the requirements of the FAR. Additionally, OAQ must ensure that proper competition procedures are employed. Therefore, ICE Program Offices should not assume that their choice of vendor will be automatically upheld. Contact OAQ for guidance if there are any

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questions.

8.3.4. Competition of Requirement

All procurement actions should provide for competition to the maximum extent practicable. Any desire to limit the number of sources who may submit an offer requires written justification explaining why only one or a limited number of sources are reasonably available.

ICE Program Offices should consult with OAQ for assistance in writing any necessary justifications.

Please note: failure to conduct adequate advance planning and end of year fiscal year deadlines are not valid reasons to preclude competition.

8.3.5. G-514

ICE Form G-514 is a requisition form required to initiate procurement actions and services as the certified funding document. It is produced in the Federal Financial Management Systems (FFMS) and is electronically signed by the Program Office and by the ICE funds certifying official. Additional information and instructions for creating the G-514 in FFMS are located in OAQ's Program Guidebook to Acquisition.

Two separate G-514s, based on market research, should accompany event packages submitted to OPLA and OAQ. One G-514 should reflect funding for the event, and the other should reflect funding for any possible cancellation costs. A G-514 for cancellation costs must be received by OAQ by the time the hotel contract is signed. OAQ will not process any event packages without funding.

8.4. EVENT COMMUNICATIONS – Sample Email

It is important to distribute complete information about your event to attendees. Use the content in the Event Communications – Sample Email, to develop an event announcement.

IMPORTANT: Do not finalize or distribute any event-related material or attempt to make hotel reservations until OAQ has a fully executed contract in place. In the interim, you may provide a save-the-date announcement to prospective attendees and begin developing draft correspondence.

9. DEFINITIONS

9.1. Contract: A mutually binding legal relationship that obligates the seller to furnish supplies or services and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. Only an ICE

warranted contracting officer may sign any event-related contract.

9.2. Estimate: To judge tentatively or approximately the value, worth, or significance. To make a rough determination or calculation.

9.3. Quotation: To state the current exact information, or price for which the quoting vendor is willing to furnish a service or product. A quotation is not an offer.

Contents of a Complete Event Planning Package – Checklist

Below is a summary of what a complete **Event Planning Package** must include to be processed by the Office of Acquisition (OAQ). Use this list as your checklist for building a complete package.

☐ **EAD Management and Administration Approval Package** – All Documents submitted to the EAD for approval.

☐ **EAD Approval Confirmation** – Received as a result of an event being approved by the EAD.

☐ **OPLA Review Package** – Includes the following documents:

* EAD approval confirmation

* The ICE Event Attendee Information worksheet which addresses the classification of attendees, co-sponsor involvement, any food services provided, and the use of event support contractors

* All the documents from the EAD approval package

* A copy of the identification of any speaker fee or honorarium

* A copy of any hotel or facility rental agreements obtained during market research, including an IGCE if applicable.

☐ **Statement of Work (SOW)** – Detailed description of the specific event requirements a vendor must support under a contract.

☐ **Cost Estimate Information** – For Event Planning purposes, this refers to the cost estimates obtained from potential vendors broken out into individual line items. The format of your cost estimates will vary based on the total event cost.

☐ **Completed G-514** – The G-514 is produced in the Federal Financial Management System (FFMS) and must be signed, electronically approved, and certified in FFMS by the appropriate program and budget officials to validate the requirement and the availability of funds. Specific instructions will be provided below.