



MEMORANDUM

To: Deborah J. Jeffrey, Inspector General

From: Barbara Stewart, Chief Executive Officer

Barbara Stewart

Date: January 19, 2021

Cc: Fara Damelin, Deputy Inspector General
Scott Hefter, Chief Operating Officer
Lisa Guccione, Acting Chief of Staff
Helen Serassio, Acting General Counsel
Erin Dahlin, Acting Chief of Program Operations
Malena Brookshire, Chief Financial Officer
Rachel Turner, Audits and Investigations Manager

Subject: 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 (FY) on their website by January 31 each year. Due to the coronavirus pandemic, AmeriCorps only sponsored one conference in FY 2020 that cost \$20,000 or more to advance or implement our mission - the AmeriCorps State and National Symposium.

This chart below will be familiar to you because you participated in this virtual meeting. You have seen first-hand how important the AmeriCorps State and National Symposium is to expand national service and build the expertise of our grantees. We appreciate your feedback, and we look forward to continuing to work together to make this event and others as productive and cost effective as possible.

Name of Event	AmeriCorps State and National Virtual Symposium Actual Costs	Contract Awarded Cost Estimate for in-person Symposium
Dates	September 14 -17, 2020	September 2020
Location	Online	In-person
Number of Participants	530	450
Total Cost	140,215.76	218,284.49
Food and Beverage	0	0
Audio Visual	47,237.01	43,062.50
Meeting Room	0	0
Materials	5,300	22,939.90
Logistics and Support	\$79,898.75	79,898.75
Sponsored Travel	0	34,745.28





Employee Travel	0	0
Contractor Travel	0	0
Contractor Handling/G&A	3,030	7,052.34
Other	4,750	30,585.72

Description of the Contracting Procedures Used: A procurement 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 were financed via a Firm Fixed Price contract awarded to HB & C on November 27, 2019. The costs included an increased cost in a/v services in the amount of \$4,174.51, and a decrease in travel, materials, G&A, and other related costs in the amount of \$82,242.75. Due to this award being a fixed price award, the full amount that would have been expended for a face-to-face event (\$218,284.49) was awarded to the vendor, even though we had to pivot to a virtual event for which we expended \$140,215.76.