

# CONFERENCE & MEETING

SUPPORT SERVICES

17 JULY 2025







# Our Family

## CAPE FOX CORPORATION & CAPE FOX FEDERAL CONTRACTING GROUP

**Cape Fox Corporation** (CFC) is an Alaska Native Corporation (ANC) that supports 367 Tlingit Shareholders living in rural Southeast areas of Alaska near Ketchikan.

**Cape Fox Federal Contracting Group** (CF FCG) consists of 12 subsidiaries which provide services to the Federal government through an agile employee and corporate culture that deliver Professional Services, Information Technology, Cyber Security, Logistics Support, Medical Services, and Construction to Federal Government Agencies.



[CapeFoxFCG.com](https://www.CapeFoxFCG.com)

THE SOLUTION TO GOVERNMENT PROCUREMENT





## Exceptional Overall Contract Performance

In reliability, accuracy,  
timeliness, quality,  
customer support,  
and responsiveness –  
time after time.

# Cape Fox Event Management

- **Experienced Events Provider:** Delivery of large and small-scale events held in various CONUS and OCONUS locations , including Senior Government Executive participation (POTUS, VP, Attorney General) – Execute more than 80 events annually with more than 25,000 combined attendees.
- **Proven Conference Planners:** Our 18 Full time conference planners include Certified Government Meeting Professionals (CGMP) & Certified Meeting Professionals (CMP) with experience on conferences and events of all sizes and scopes.
- **Full Scope Event Support:** Experience delivering full-service support including coordinating venues, conference content, agendas and speakers, lodging, travel and reimbursement, registration, publications and marketing, booth production, and Audio/Visual Services.
- **Award Winning Services:** Event management, website development, registration and security capabilities providing on and off-site logistical support.
- **Solutions for High-Volume and Flexible Events:** We work closely with government partners to design and develop flexible event solutions that achieve desired outcomes cost effectively and with high impact while managing simultaneous events.

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# Event Management Process

- 1] Define event scope and requirements with client
- 2] Assign Lead Planner and distribute responsibilities
- 3] Develop detailed plans for logistics, AV, travel, speaker coordination, agendas, etc.
- 4] Coordinate stakeholder and planning meetings
- 5] Provide on-site execution and post-event reconciliation

# Management Approach

**Certified & Experienced Team:** Full-time staff includes Certified Meeting Planners, Outreach Coordinators, Communications Specialists, and Visual Media Designers with experience supporting federal agencies.

**Flexible, Scalable Staffing Model:** Dedicated core team ensures consistency and institutional knowledge; surge support available with similarly qualified personnel, many with active security clearances.

**Client-Centered & Cost-Efficient:** Services are tailored to the scope and budget of each event, avoiding unnecessary overhead and enabling rapid response to short-notice requirements.

**Structured Planning Process:** Complete life-cycle management of event from identifying scope and requirements, assign personnel, develop detailed event plans, coordinate stakeholder and meetings, on-site execution, and post-event reconciliation.

**Proven Track Record:** Experience managing conferences for the Department of State, Department of Justice, and other federal agencies.

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# Organizational Structure

## Conference & Event Support

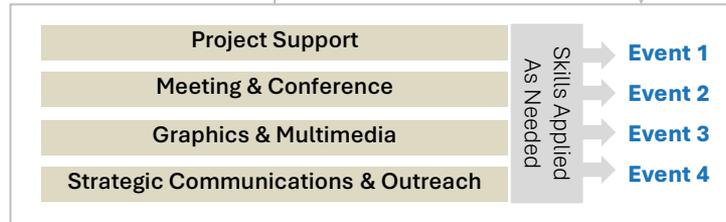


CO  
COR  
AFC  
OCC  
OHS  
CFFD

**SaxmanOne**  
Leadership

Director of Operations  
*Tim Cullen*

Quality Assurance and  
Performance Standards



**CAPEFOX ECG**  
Corporate Support

- Accounting
- Human Resources
- Finance
- Legal
- Recruiting
- Security
- Subcontracting
- Training
- Reachback COEs



# Full Scope Event Planning & Support

## Planning & Kickoff

- Define event requirements, and confirm process for approval
- Budgets, Burn rates, ODCs, government tasks, subcontractor tasks
- Assign Lead Planner to oversee all aspects of the event: staff, budget, communications, etc.
- Site election, negotiation, and contracts
- Coordinate necessary vendors
- Conduct meetings with key stakeholders to include total program overview and details

## Pre-Conference Logistics

- Room Block Management
- Agenda/Program Development
- Arrangements for a System of Payments and Pre-Registration
- Create Websites to include Registration
- Virtual/Hybrid
- Coordinate attendee and speaker invitations, domestic and International Travel
- Secure Speakers/Trainers
- Scholarship or Sponsorship Opportunities
- Make A/V Arrangements
- Mobile App Development
- Design Marketing Materials- Graphic and Badging Supplies
- Translation Services

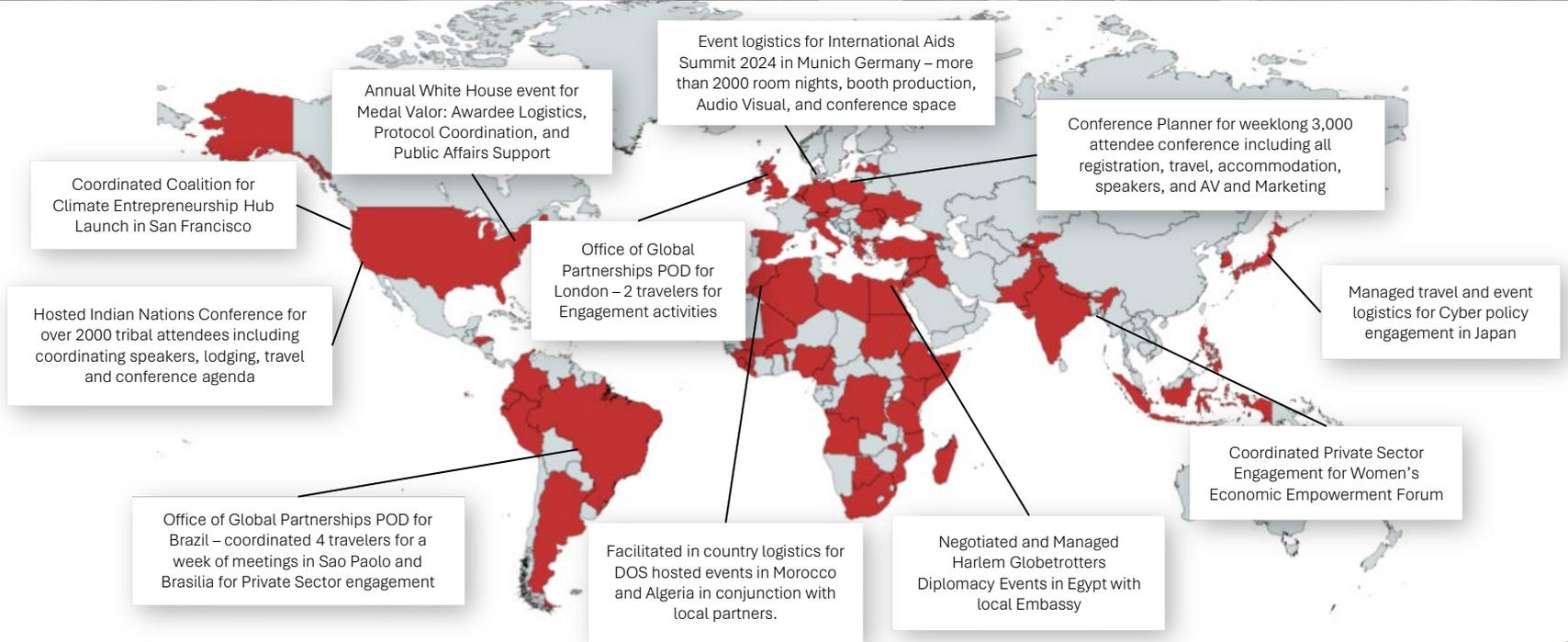
## Event Execution On-Site Support

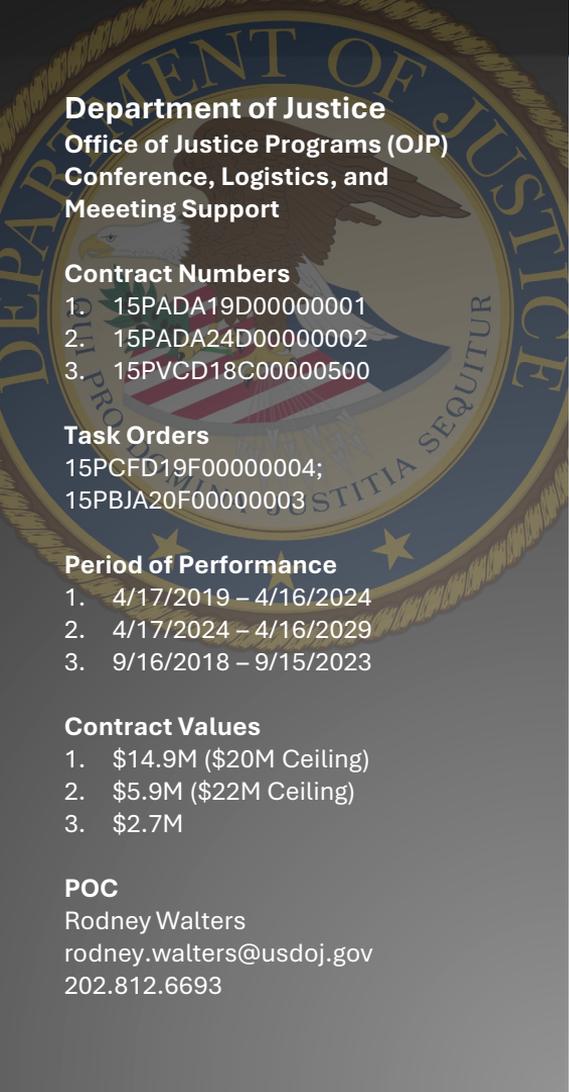
- On-site support for all aspects
- On-site Registration and Information Desk
- Facilitate Exhibits/Exhibitors, Poster Sessions, Venue set up
- Speaker Assistance
- Meeting Room Monitoring
- Recording, Webcasting, and Transcription of Sessions
- Coordinate outside vendors
- Coordinate Presentations and Electronic Data
- Provide A/V Support
- Troubleshoot issues
- Manage Last Minute Arrangements

## Close-Out Activities Post Meeting Action

- Provide "Thank you" notes to attendees, speakers, etc.
- Pay Bills and Complete All Expenditures
- Provide Surveys
- Collect and Analyze Metrics
- Prepare Financial Report
- Gather recordings, slides, materials
- 508 Complaint
- Update Website
- Lessons Learned
- Debrief Meeting

# Select Worldwide Event Support Experience





**Department of Justice**  
**Office of Justice Programs (OJP)**  
**Conference, Logistics, and**  
**Meeting Support**

**Contract Numbers**

1. 15PADA19D00000001
2. 15PADA24D00000002
3. 15PVCD18C00000500

**Task Orders**

- 15PCFD19F00000004;  
15PBJA20F00000003

**Period of Performance**

1. 4/17/2019 – 4/16/2024
2. 4/17/2024 – 4/16/2029
3. 9/16/2018 – 9/15/2023

**Contract Values**

1. \$14.9M (\$20M Ceiling)
2. \$5.9M (\$22M Ceiling)
3. \$2.7M

**POC**

Rodney Walters  
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202.812.6693

# Select Past Performances

## Indian Nations Conference

- Full Scope Conference Planning and facilitation with ~2000 Tribal attendees for 2022 & 2024 Conferences
- 150+ Exhibits @ Tribal Nations Market Place
- Coordinated all vendors including Hotel, Audio Visual Services, Catering, and Printing
- Pre-conference institutes included Tribal Consultations, both directly with OVC as well as avenue for sister agencies (OVW)

## Medal of Valor Ceremony

- Annual Event hosted at White House, for Public Safety Office Medal of Valor – coordinate awardee travel and event logistics

## National Victims of Crime Week

- Coordinate a candlelight vigil on the National Mall with 1000+ attendees and Attorney General Participation

## Office of the Chief Financial Officer

- Monthly grant training for all Office of Justice Programs grantees; In-person, hybrid, and virtual events
- 1000+ Attendees

## White House Commissions / Presidential Commissions

- Not Invisible Act Commission (NIAC) - Joint Presidential Commission between DOJ & DOI of which we were the logistics contracting managing all facets of the 7 Hearings and 2 FACA meetings with Secretary level participation
- Law Enforcement Commission – full scope FACA logistics support as well as report writing.

## Office of Assistant Attorney General Working Groups

- Missing & Murdered Black Women & Girls (MMBWG), Restorative Justice (RJ), and Safety & Justice - full scope logistics for roundtables bringing together experts, those with lived experience, Federal Partners, and TTA providers.



**Department of State  
Conference and Event Management  
IDIQ**

**Contract Number**  
19AQMM23D0009

**Task Orders**  
19AQMM23F0037;  
19AQMM23F3395;  
19AQMM24F0606;  
19AQMM24F0651;  
19AQMM24F0727

**Period of Performance**  
9/24/2023 – 9/30/2026

**Contract Value**  
\$13.9M (\$18.6M Ceiling)

**POC**  
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# Select Past Performances

## Cyberspace and Digital Policy Bureau

- Coordinated Travel and Logistics Support for Events in Morocco, Algeria, Indonesia, Dallas, Venice, Trinidad, Japan, and Ghana with more than 1500 participants
- Developed full lifecycle event support for CPD Tech Challenge and Global Forum on Cyber Expertise participation under the Digital Connectivity and Cybersecurity Partnership

## Office of Global Partnerships

- Developed event materials and provided logistics and photography support for Global Diplomacy Fair, Climate Entrepreneurship Showcase, Ukrainian Delegation Visit to San Francisco, CCE Hub Launch, Near East Foundation event, and Foreign Affairs Magazine global diplomacy event
- Coordinated Travel and Logistics Support for Partnership Opportunity Delegations to Brazil and London

## U.S. President's Emergency Plan for AIDS Relief (PEPFAR)

- Facilitated worldwide Travel and Logistics for 35 to Washington DC for 2024 Scientific Advisory Board Meeting
- Coordinated lodging and conference logistics for 300+ travelers from worldwide locations and multiple federal agencies to participate in the International Aid Summit 2024 in Munich Germany. Coordinating conference logistics and booth production.

## U.S. Embassy Cairo

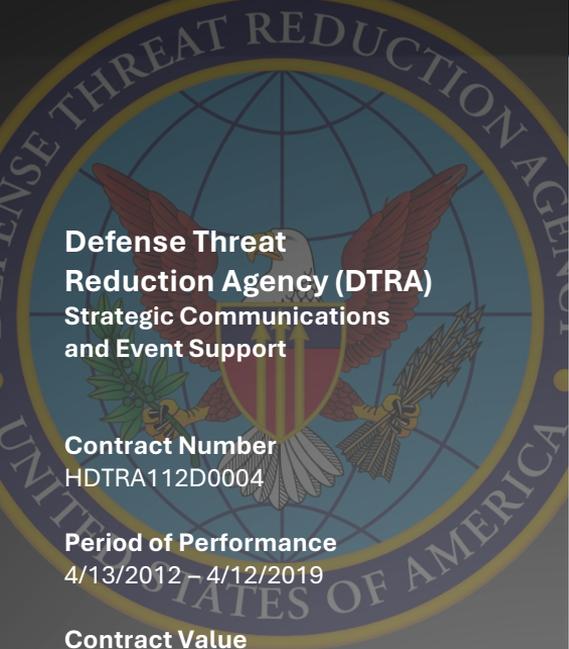
- Coordinated travel and engagement of Harlem Globetrotters for diplomacy tour with three performances in Egypt

## Consular Affairs Acceptance Facility Oversight

- Facilitated conference logistics for CA/AFO workshop in Kansas City and Norfolk, VA for 45 attendees.
- Facilitated conferences logistics and on-site support for a 5-week training course in 5 different cities with over 50 attendees in each city.

## Bureau of Medical Services

- Coordinated lodging and conference logistics for 150+ travelers from worldwide locations to participate in the training conference for Administrative Assistants in Northern Virginia.



**Defense Threat  
Reduction Agency (DTRA)  
Strategic Communications  
and Event Support**

**Contract Number**  
HDTRA112D0004

**Period of Performance**  
4/13/2012 – 4/12/2019

**Contract Value**  
\$25.7M

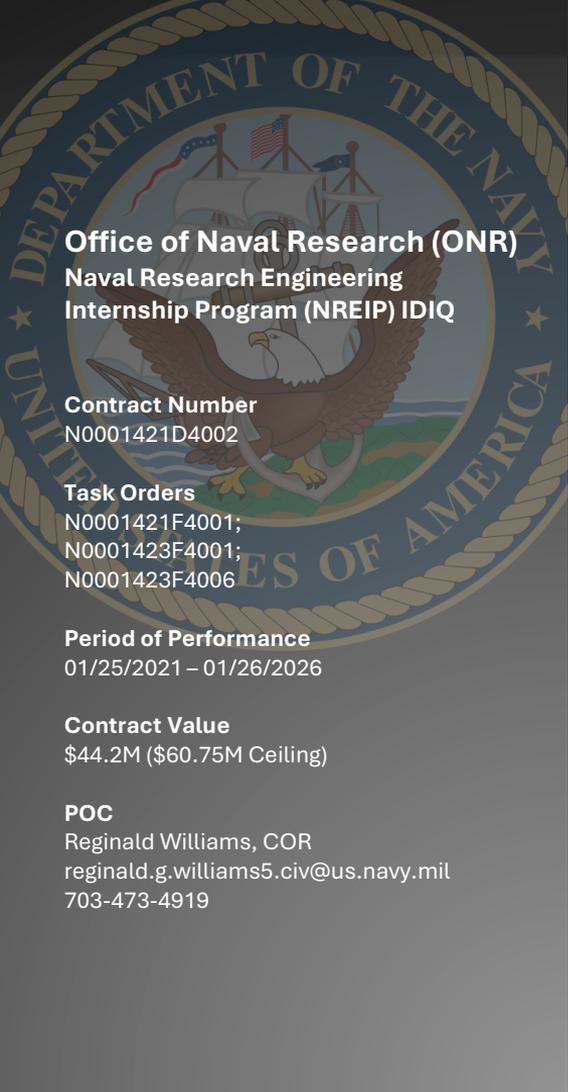
**POC**  
Carl R. Brown, Sr.  
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571.616.6055

# Select Past Performances

## **Chemical and Biological Defense (CBD) Science & Technology (S&T) Conferences**

- Biennial events
- Varied US locations and Germany
- 3 – 5 days each with more than 3,000 attendees
- Provided all conference planning, coordination, and facilitation
- Coordinated all speakers and participants as well as conference agendas
- Provided registration sites and room blocks for attendees
- Coordinated all conference vendors including hotels, audio visual services, booth production, catering, etc.
- Over 800 presentations between oral and poster, and 30+ exhibits and displays
- High security level, and classification concerns
- Included additional communications, marketing, and website development support

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**Office of Naval Research (ONR)**  
Naval Research Engineering  
Internship Program (NREIP) IDIQ

**Contract Number**  
N0001421D4002

**Task Orders**  
N0001421F4001;  
N0001423F4001;  
N0001423F4006

**Period of Performance**  
01/25/2021 – 01/26/2026

**Contract Value**  
\$44.2M (\$60.75M Ceiling)

**POC**  
Reginald Williams, COR  
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703-473-4919

# Select Past Performances

## Website Development and Outreach Support

- Develop and maintain custom-built program websites in partnership with dedicated web design team:
  - <https://navalstem.us/>
  - <https://www.navalsteminterns.us/nreip/>
  - <https://www.navalsteminterns.us/seap/>
- Full lifecycle management of four of the Office of Naval Research’s national student programs
- Process approximately 700 T3 security clearances each cycle
- Execute comprehensive outreach strategy aimed at broadening program visibility and applicant reach
- Create newsletters and social media campaigns to increase engagement
- Design, ship, and manage inventory for all branded outreach materials, conference booths, and event collateral
- Develop and manage four independent application systems, each tailored to program-specific workflows, user experience, and eligibility criteria
- Process nearly 13,000 submitted applications annually
- Provide customized instructional materials, process walkthroughs, and webinars for participants and lab sponsors
- Support onboarding, communications, and stipend management for more than 1,200 interns each summer in coordination with 67 Navy laboratories across the country
- Provide dedicated participant and public support via program-specific inboxes and centralized phone line

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# What Our Clients Say Testimonials

## Not Invisible Act Commission

“Under **EXTREME CONDITIONS**, the contractor provided **EXTRAORDINARY** service to the Commission... **COORDINATING** across two Federal agencies and over 40 Commissioners. Issues were addressed **PROMPTLY** and **PROFESSIONALLY**.”

Eileen Garry, COR  
Not Invisible Act Commission (DOJ)

## Juvenile Justice and Delinquency Prevention

“The contractor brought **STRONG** leadership, organizational discipline, and a collaborative spirit... Their performance reflects a **HIGH LEVEL** of competence in project management and makes them a **VALUABLE** partner in future events.”

Jill Molter, COR  
Office of Juvenile Justice and Delinquency  
Prevention National Conference (DOJ)

## Project Safe Neighborhoods

“Without the contractor’s **EXPERTISE**, the government could not have facilitated a conference of this **MAGNITUDE**. Their **ABOVE-and-BEYOND** work secured a **COMPLIANT** venue and **COORDINATED** all participants on a tight timeline.”

Michelle Martin, COR  
Project Safe Neighborhoods  
Conference (DOJ)



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**Federal Transit  
Administration**

**Contract Number**  
69319521A000005

**Period of Performance**  
1/6/2021 – 1/5/2026

**Contract Value**  
\$1.0M

**POC**  
Ariel Bourdeau  
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202.366.7379

# Select Past Performances

## Office of Communications and Congressional Affairs Event Planning and Logistics

- Coordination of the Administrator and Deputy Administrator in Regional Transportation Events (50+ Events Annually)
- In-person and virtual event support
- Coordination of travel and event logistics
- Manage development of run of show, speeches, talking points, and participant biographies
- Speechwriting and coordination
- Facilitate vendor plans and coordination for selection and support for events for participation
- Alignment of engagements and talking with White House priorities

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**Department of Justice**  
**Office for Victims of Crime**  
**Conference Support Services**

**Contract Number**  
15PVCD18C00000500

**Period of Performance**  
9/16/2018 – 9/15/2023

**Contract Value**  
\$2.7M

**POC**  
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# Select Past Performances

## Office of Victims of Crime

- Provide conference and meeting support for OVC events, including the National Crime Victims' Service Awards Ceremony and Welcome Orientation for the award recipients, and several Tribal Consultations with OVC Listening Sessions in Alaska and Michigan
- Supported the 2019 Anti-Human Trafficking Summit by providing traditional and virtual meeting support services: registration (including on-line registration), printing services, on-site support, and budget tracking
- Court reporter consultation sessions with the final deliverable of Consultation transcripts
- Logistical support, identify meeting spaces, online and onsite registration, travel coordination for attendees and speakers,
- coordinate reimbursements for allowable expenditures
- Conference administrative and management services: budget tracking, initial planning activities, meeting agenda development, conference material development
- Design, produce, and print event materials: signs and programs following OVC Publishing Guidelines and Style Guide
- Designed and developed layouts, creating press-ready files and web-optimized accessible versions for National Crime Victims' Rights Week (NCVRW) Ad Campaign