

Follow Up Q & A RFB# OCA-DPCS-010 Lodging for DV/IDV Conference (2024)

Questions

1. Can you please advise if you require the government per diem rate?

UCS Response: This Request for Bid is not subject to a maximum government per diem rate; however, the NYS Unified Court System encourages bidders to offer competitive rates.

2. Can you please help me understand your bidding process? The only way to make a bid is to physically MAIL you documents? Are you able to accept a signed PDF form at all?

UCS Response: Bids sent to the designated contact on or before the Thursday, September 5, 2024, 3:00 PM ET due date will only be accepted if they are submitted pursuant to the procedure described in Section VII. BID SUBMISSION PROCEDURES on page 10 of the RFB (copied below for convenience).

Electronic submission of bids is not allowed.

As a reminder, the final deadline to ask questions regarding this RFB remains Wednesday, August 21, 2024, at 5:00 PM ET.

Thank you for your attention to this matter.

VII. BID SUBMISSION PROCEDURES

A. SUBMISSION OF PAPER BID PROPOSALS BY MAIL

Packaging, Identifying and Delivering of Bids/Proposals

Bids/Proposals must be clearly addressed and submitted to:

NYS Unified Court System

Division of Professional and Court Services

2500 Pond View, Suite 104

Castleton-on-Hudson, New York 12033

ATTN: Jessica St. Hilaire

All envelopes/cartons must also be labeled with the following information on two sides:

Deliver immediately to **Jessica St. Hilaire**

Sealed bid - Do not open

RFB# OCA-DPCS-010 due **Thursday, September 5, 2024**

Failure to seal and mark the bid/proposal as prescribed may result in non-delivery and/or rejection of the bid/proposal. Please note that bids/proposals must be received by the above-named OCA-designated person by **Thursday, September 5, 2024, at 3:00 PM** at the latest or bids will be declared late bids and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.