

**ISSUED AUGUST 2, 2017
PROPOSALS DUE AUGUST 24, 2017**

**NYS Unified Court System
Office of Court Administration
Attorney for the Child Conference 2017/2018
Request for Proposal**

Purpose:

The New York State Unified Court System (hereafter "UCS") Office of Court Administration (hereafter "OCA") Division of Professional and Court Services is soliciting sealed bids to provide hotel accommodations for up to 250 guests for one night and conference services, including all meals, for up to 300 attendees at a two-day conference. Single occupancy rooms, meals and meeting space will be required. Transportation will not be required.

Location:

Locations across New York State will be considered.

Seminar Options - Dates:

October 19-20, 2017 (PREFERRED)
OR
October 18-19, 2017
OR
March 8-9, 2018
OR
March 15-16, 2018
OR
March 22-23, 2018

Detailed Specifications:

- There will be up to 300 participants. Up to 250 overnight lodging rooms, single occupancy, will be required for first day of the conference (October 19 preferred).
- Participants will arrive between 10:00 a.m. to 12:00 p.m. on the first day of the conference (Thursday, October 19, 2017 preferred), and depart between 2:00 p.m. and 2:30 p.m. on the second day of the conference (Friday, October 20, 2017 preferred).
- 2:00 p.m. check out is requested for the second day of the conference (Friday, October 20, 2017 preferred).
- **Quality of Facility**
The facility's location, design, furnishings, features, organization of space, cleanliness and professionalism of staff must be of the quality appropriate for professionals at the top corporate executive level.
- **Site Visits**
The UCS/OCA will conduct a site visit as part of its evaluation of bid responses to verify that

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bidder's hotel/facility meets all the requirements stated in the general and detailed specifications. The UCS/OCA may also conduct one or more site visits to the awarded vendor(s) between the award of the purchase order(s) and the beginning of the program to ensure that the quality of services and the physical condition of the hotel/facility shall be the same or better at the time of performance as at the date of award.

- **Right of Cancellation**

The UCS/OCA reserves the right not to hold the program at the awarded vendor's hotel/facility if UCS/OCA determines that the quality of facility has deteriorated between the award of the purchase order and the beginning of the program.

- **Purchase Order/Agreement**

The purchase order/agreement issued to the awarded vendor(s) is subject to the approval of the NYS Office of the Comptroller.

- **Rates and Charges**

All rates are to be quoted on a per unit basis and include any service charge. Bidder may quote for single or double occupancy guest rooms or for both; however the rate for a single occupancy room and a double occupancy room must be the same. Bidder shall quote one rate per meal, except for kosher meals. Bidder shall quote one rate for the rental of all meeting space (Large Meeting Room and breakout rooms) and one rate for audio-visual services for the duration of the program in each CONFERENCE OPTION. Please see Exhibit A/Pricing Sheet. Rates must be net of taxes as the UCS is tax exempt. If there is no charge for any specified items, bidder shall indicate "no charge" or "N/C." The rates that bidder provides on the Exhibit A/Pricing Sheet must include all charges associated with the applicable service. No additional charges will be permitted.

- **Menus and Price Lists**

Bidder must attach to Exhibit A/Pricing Sheet their official menus and price lists reflecting the same rates/prices as those quoted on Exhibit A/Pricing Sheet to the extent that bidder is not extending to the UCS a discount off these prices.

- **Payments**

The awarded vendor(s) must provide a master bill for all charges. Payment will be made by direct bill with payment due thirty (30) business days, not including legal holidays, from receipt of invoice. No payment or deposit of any kind will be made in advance of the event. UCS will not consider any bid responses that require advance payment or a deposit. In the event of late payment by UCS, vendor shall be entitled to interest as specified in Article XI-A of the State Finance Law.

- **Subcontracting**

Subcontracting and any other transfer of any duties or obligation to be performed hereunder will be permitted only with the prior written consent of UCS to the proposed subcontractors. In the event that bidder proposes to use one or more subcontractors, the specific subcontractors and the services proposed to be performed by such subcontractors, must be listed in bidder's proposal. If a bidder that proposes to use one or more subcontractors in awarded the contract, the award will

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OFFICE OF COURT ADMINISTRATION (OCA)
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constitute the prior written approval of UCS to the subcontractors named in the bidder's proposal. Vendor will be the prime contractor and will be responsible for all services required by this RFB/RFP. The UCS will communicate only with Vendor and Vendor shall remain wholly liable for the performance by and payment to any such subcontractors, their employees, agents, consultants or representatives.

Scope of Services:

Conference Scope of Services:	First Day of Conference	Second Day of Conference
Lodging Rooms	250	No
Breakfast	No	300
Lunch	300	300
AM Coffee Break	No	300
PM Coffee Break	300	No
Dinner – ppl. (includes 20 kosher meals)	300	No
One Small Meeting Room for 25 ppl.	Yes	No
One Large Meeting Room for 300 ppl.	Yes	Yes
Six breakouts for 50 ppl.	Yes	Yes
Public Space for Registration with 6-8 ft. tables, chairs, electrical outlets for computers, and internet access	Yes	No
One Storage Area (lockable and secure, approx.. 100 sq. f.)	Yes	Yes (am only)
Audio-visual equipment and services	Yes	Yes
Free Internet/WIFI (including meeting rooms)	Yes	Yes
Photocopying Services	Yes	Yes
Printing	Yes	Yes

Day One (Thursday, October 19, 2017 preferred):

- One private meeting space for Management Roundtable discussion for up to 25 attendees to be provided from 9:00 a.m. to 11:00 am.
- Registration table to be provided in main lobby from 10:00 a.m. to 12:00 p.m.

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- One large meeting space for up to 300 attendees to be provided from 12:00 – 5:00 p.m., set up banquet style, with a podium, microphone, audio-visual capabilities and internet access.
- Six breakout meeting spaces for up to 50 attendees each to be provided from 1:30 – 5:00 p.m., set up classroom style, with a podium, microphone, audio-visual capabilities and internet access.
- Lunch is to be provided in the large meeting space from 12:00 p.m. – 12:45 p.m. on attendee arrival. Dining space reserved for the exclusive use of UCS is required. Include separate pricing for 20 kosher meals. **The price per person shall also include non-alcoholic beverages.**
- A Break is to be provided from 3:15 p.m. – 3:30 p.m., with water, coffee, soda and light fare/snacks.
- Dinner is to be provided for up to 300 people from 5:30 p.m. – 8:00 p.m. Dining space reserved for the exclusive use of UCS with a minimum of three dinner selections is required. Include separate pricing for 20 kosher meals. A podium and microphone must be provided. In addition, audio-visual capabilities and internet access must be available. **The price per person shall also include non-alcoholic beverages.**

Day Two (Friday, October 20, 2017 preferred):

- One large meeting space for up to 300 attendees to be provided from 8:00 a.m. to 2:00 p.m., set up banquet style, with a podium, microphone, audio-visual capabilities and internet access.
- Full hot breakfast is to be provided from 8:00 a.m. to 8:30 a.m. for up to 300 people in the large meeting space. Dining space reserved for the exclusive use of UCS is required. Include separate pricing for 20 kosher meals. **This price per person must also include non-alcoholic beverages.**
- Six breakout meeting spaces for up to 50 attendees each to be provided from 9:30 a.m. – 12:30 p.m., set up classroom style, with a podium, microphone, audio-visual capabilities and internet access.
- Break is to be provided from 9:30 a.m. to 9:45 a.m. and refreshed for 11:00 a.m. – 11:15 a.m. break, with water, coffee, soda and light fare/snacks.
- Lunch is to be provided in the large meeting space from 12:45 – 2:00 p.m. Dining space reserved for the exclusive use of UCS is required. Include separate pricing for 20 kosher meals. **This price per person must also include non-alcoholic beverages.**

Additional requirements:

- Guaranteed on-site parking.

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A/V Equipment and Services for 2 Days

For the large meeting room:

1 podium with mic per day
2 projection package(s) per day
2 standard wireless mic system per day
5 handheld/tabletop mics per day
6 wireless lavalier mics per day
Technician(s), sound system, patches, and mixers, per day

For each of the six (6) breakout rooms:

1 podium with mic
1 standard wireless mic systems
1 projection packages
Technician(s), sound system, patches, and mixers in each room

Three (3) additional standard wireless mic systems per day must be included in the price quoted in Exhibit A.

Catering

Bidder shall serve full breakfast, morning and afternoon coffee breaks, lunch and dinner. Lunch and dinner must offer a choice of hot and cold buffet or plated lunch/dinner, as well as vegetarian and kosher dishes, and include beverages and desserts. The morning coffee break, each day, will consist of assorted breakfast breads, sliced fruit, coffee, tea, and brewed decaf coffee. The afternoon break will consist of hot and cold beverages as well as an assortment of cookies and fruit.

Meeting Space

The meeting space (the Large Meeting Room and the breakout rooms) must be available for the full day each day, with exclusive access to the UCS judges, personnel, and invited guests.

Small Meeting Room

- Bidder shall provide one small meeting space (“Small Meeting Room”) with sufficient space to comfortably hold up to twenty-five (25) people for a management roundtable discussion. The Small Meeting Room shall be set in a rectangle. AV equipment and services shall be provided during the this meeting.

Large Meeting Room

- Bidder shall provide one large meeting room/ballroom (“Large Meeting Room”) with sufficient space to comfortably hold three hundred (300) people for a plenary session. The Large Meeting Room shall be set in rounds and it shall provide space for a dais. It shall provide enough space for a panel of six (6) to ten (10) presenters. AV equipment and services shall be provided during the plenary session as well as during lunch and dinner.

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A public space outside the Large Meeting Room, must be available for a registration set up of three (3) six-foot (6 ft.) tables and 5 (5) chairs; This registration table set-up must be available from 10:00 am to 12:00 pm the first day of the conference.

Breakout Rooms

Bidder shall provide six (6) separate breakout rooms with seating for 50 people each. The six (6) breakout rooms may include the Large Meeting Room as a breakout.

Walls and folding dividers between meeting rooms shall provide sound suppression. Free internet access must be available at registration and in all meeting rooms. Facilities shall be accessible to people with disabilities.

Program Coordination

Bidder shall designate one professional from the hotels convention services department to handle and oversee all aspects of the program. Bidder shall provide a banquet order to confirm arrangements two weeks in advance of the seminars.

Printing/Photocopying

Bidder shall provide large volume printing and photocopying services on an emergency basis. Bidder shall quote its printing rate and its photocopying rate on a per copy basis.

Storage

Bidder shall provide the UCS/OCA with the exclusive use of a lockable and secure storage space for storing and sorting of seminar materials and storing any equipment one full day in advance of the program and for the duration of the program. This storage space shall be approximately 100 square feet.

Security

Awarded vendor shall provide access to UCS security personnel before and during the program.

Proposal Response Submission:

Bidder's Response Must Include:

- Pricing sheet (Exhibit A)
- A brochure describing facilities and room accommodations, as well as a description of the conference spaces to be made available for the Conference.
- Menu and/or menu selections for all meals. Indicate what is included in dinner, i.e. appetizer, salad, soup, dessert, coffee, selection of non-alcoholic beverages, etc.
- Any other items/facilities that may be provided as part of the conference package at no additional cost.
- UCS Attachment I: Standard Request for Bid Clauses and Forms, pp. 3-4
- UCS Attachment III: Vendor Responsibility Questionnaire
 - Questionnaire filed online via OSC VendRep System and certified within 6 months of the bid opening due date, or

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- Paper questionnaire
- UCS Attachment IV: Procurement Lobbying forms
 - Disclosure of Prior Non-Responsibility Determination (UCS 420)
 - Affirmation of Understanding and Agreement (UCS 421)
- Adequate proof of insurance (see p. 14)

Bidder's Contact Name and Required Information

Bidder shall designate, in its bid response, a staff member as primary contact for all questions UCS/OCA may have regarding bidder's bid/proposal response. Bidder shall include in its bid/proposal response all forms, documents and information required herein.

Packaging, Identifying and Delivering of Proposals

Proposals must be clearly addressed and submitted to:

Amelia Hershberger
New York State Unified Court System
Office of Court Administration
Division of Professional and Court Services
2500 Pond View, Suite 104
Castleton-on-Hudson, NY 12033

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

Delivery immediately to Amelia Hershberger
Sealed proposal – Do not open
RFP# 030 due Thursday, August 24, 2017 at 5:00 p.m.

Failure to seal and mark the proposal as described may result in non-delivery and/or rejection of the proposal. Please note that proposals must be received by the above named designated person by Thursday, August 24th, 2017 at 5:00 p.m. at the latest or proposals will be declared late proposals and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline. Do not bind or staple your proposal response in any manner. Clips and rubber bands are the only acceptable methods of securing proposals.

Questions:

All questions bidders may have in connection with this solicitation are to be directed by email only to:

Amelia Hershberger
ahershbe@nycourts.gov

Please indicate in "Subject" field: RFP# 030 - Question(s).

The deadline to submit questions is Thursday, August 17th, 2017 before 5:00 p.m. No questions will be entertained after this deadline. A written Questions & Answers (Q&A) listing all questions received and their answers will be posted on the UCS website at www.nycourts.gov/admin/bids in the

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Addenda column for the appropriate solicitation and mailed to the bidders list promptly after this deadline.

IMPORTANT: All questions regarding this solicitation must be in writing by email and directed solely to the attention of the above designated person. Contact by any prospective bidder, or any representative thereof, with any other personnel of the UCS in connection with this RFP may violate the Procurement Lobbying Act of 2005 (see Attachment IV), will jeopardize the respective bidder's standing and may cause rejection of its proposal.

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Review & Selection Process: “Method of Award”

Bidder may bid on one Seminar Option Dates, or on multiple Seminar Options Dates.

This contract will be awarded based on the following components:

- Financial evaluation - 50%: Low bidder will receive the maximum number of points. All others will receive a reduced number of points based upon a comparative cost analysis.
- Formula is: $(L1/L2) * 50 = \text{points for L2}$, where L1 is the lowest \$ cost, L2 is the second lowest dollar cost, etc. (Ex: $\$100/\$125) * 50 = 0.8 * 50 = 40$. L2 = 40 points.
- Date availability – 5%
5 points will be awarded to any bid for the dates October 19-20, 2017
- Lodging Facilities - 20%:
Facilities will be evaluated on the quality of:
 - Size (5%)
 - Cleanliness (5%)
 - Security (5%)
 - Modernity (5%)
- Meeting Facilities – 25%:
Facilities will be evaluated on the quality of:
 - Privacy and adequateness of dining facilities to accommodate a working environment (5%)
 - Menu selection (5%)
 - Spaciousness of seating arrangement (5%)
 - Proximity of meeting room to restrooms and other facilities (5%)
 - Audio-visual, internet capability, etc. (5%)

The RFB/RFP Process: General Specifications

Note to those submitting proposals:

Attachment I - Standard Request for Bid Clauses & Forms and Attachment IV

Procurement Lobbying Law required forms:

In addition to such other specifications and criteria as are presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, and Attachment IV - Disclosure of Prior Non-Responsibility Determination (UCS 420) and Affirmation of Understanding and Agreement (UCS 421) pursuant to the Procurement Lobbying Act, which must be downloaded or printed from the UCS Contract & Procurement website under “Addenda” for the appropriate solicitation, are incorporated and made a part of this solicitation.

Attachment III - Vendor Responsibility Questionnaire:

The NYS Unified Court System (UCS) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The required Vendor

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Responsibility Questionnaire is designed to provide information to assist UCS in assessing a vendor's responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective contractor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

The UCS recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. However, vendors may choose to complete a paper questionnaire and submit it with their proposal.

Online Questionnaire: To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <http://www.osc.state.ny.us/vendrep/index.htm> or go directly to the VendRep System online at <https://portal.osc.state.ny.us/Enrollment/login>. Vendors must provide their New York State Vendor Identification Number when enrolling (see paragraph headed "New York State Vendor File Registration" for instructions on obtaining a Vendor Identification Number.) For VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ITServiceDesk@osc.state.ny.us.

Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to checkmark the appropriate box on the Document Enclosure Checklist. Please note that online submissions must be certified and dated/updated not more than six (6) months prior to the bid opening date of this RFP. Bidders' authorized signature of the RFP form will serve as confirmation that bidders have knowingly filed their questionnaire online if the paper questionnaire is not included with the bidder's submission.

Paper Questionnaire: Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep/forms_vendor.htm or may contact the UCS or the Office of the State Comptroller's Help Desk for a copy of the paper form.

New York State Vendor File Registration:

Prior to being awarded a contract pursuant to this solicitation, the bidder(s) must be registered in the New York State Vendor File (Vendor File) administered by the OSC.

This is a central registry for all vendors who do business with New York State agencies and the registration must be initiated by a State agency. Following the initial registration, a unique New York State ten-digit vendor identification number (Vendor ID) will be assigned to vendors for usage on all future transactions with New York State. Additionally, the Vendor File enables vendors to use the Vendor Self-Service application to manage certain vendor information in one central location for all transactions related to the State of New York.

If the bidder is already registered in the Vendor File, the vendor must enter the vendor's ten-digit Vendor ID on the first page of this bid document.

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If the bidder is not currently registered in the Vendor File, upon award of a contract the Bidder must complete the OSC Substitute W-9 Form (http://www.osc.state.ny.us/vendors/forms/ac3237s_fe.pdf) and submit the form to UCS.

The UCS will initiate the vendor registration process for the awarded contractor. Once the process is initiated, awarded contractor will receive an e-mail identifying their unique ten-digit Vendor ID and instructions on how to enroll in the online Vendor Self-Service application. For more information on the Vendor File please visit the following website: http://www.osc.state.ny.us/vendor_management/.

Online RFB/RFP Package - Disclaimer:

Bidders accessing any UCS/UCS/OCA solicitations and related documents from the New York State UCS website www.nycourts.gov/admin/bids under "Current Solicitations" shall remain solely and wholly responsible for reviewing the respective solicitation and bid documents on the internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

Bid Response/Proposal - Original and Copies:

Bidders shall submit all the following required **original RFB/RFP documents**: Bid/Proposal; Executed RFB/RFP Form; Attachment I - pages 3, 4, of 10; Attachment III - Vendor Responsibility Questionnaire (questionnaire may be filed electronically with OSC); Attachment IV - Disclosure of Prior Non-Responsibility Determinations UCS 420 and Affirmation of Understanding and Agreement UCS 421; proof of Workers' Compensation and Disability Benefits insurance coverage (See "Insurance Requirements"); and any other required documentation, brochures, etc. referenced herein. Complete the paperwork on the forms provided with this solicitation unless otherwise requested. Do not retype or amend any portion of this solicitation. Failure to provide all original documents and the requested number of copies may result in disqualification of a bidder's response.

NYS OGS General Specifications:

New York State Office of General Services (NYS OGS) General Specifications (May 2015) are incorporated herein by reference, except to the extent any provision thereof is not applicable to UCS. Any reference in the NYS OGS General Specifications to 'Commissioner' shall be deemed to refer to the Chief Administrator of the Courts or the designee of the Chief Administrator. In the event of any conflict or express or implied ambiguity between this solicitation document, including attachments hereto, and the NYS OGS General Specifications, this solicitation document shall take precedence. The NYS OGS General Specifications are available at: <http://www.ogs.ny.gov/purchase/spg/pdfdocs/CL815.pdf>.

Binding Nature of Bid/Proposal on Bidders

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All bids/proposals shall remain binding on bidders until such time as UCS/OCA provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

Estimated Quantities:

Any quantities specified in this solicitation constitute estimates only, and accordingly no commitment or guarantee to reach any specified volume of business is made or implied.

Compliance with Laws:

Awarded contractor(s) must comply with all applicable federal, state and local laws rules and regulations, including but not limited to, fire, health and safety codes, prior to and during the provision of all services under the contract resulting from this RFP.

Independent Contractor Status:

It is expressly understood and agreed that the awarded contractor's status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or State of New York. The awarded contractor shall be solely responsible for the work, assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or State of New York to persons, firms, consultants or corporations employed or engaged by the awarded contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, unemployment and Workers' Compensation insurance of the awarded contractor or any of its employees or subcontractors.

Rejected and Unacceptable Bids/Proposals:

UCS reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, UCS may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or performance of any contract; or who have previously defaulted on any contractual obligations, (as contracting party, surety or otherwise), or on any obligation to the State of New York; or who have been declared not responsible or disqualified by any agency of the State of New York, who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts, whose proposal is incomplete or otherwise non-responsive in any material respect, or who are found to be non-responsible based on any of the criteria specified in the section headed "Responsible Bidder".

UCS also reserves the right to reject any bidder: (i) whose facilities and/or resources are, in the opinion of OCA, inadequate, too remote from the UCS locations to render services in a timely manner in accordance with all requirements of this solicitation; (ii) who does not provide references in accordance with the bid specifications, or whose references report significant failure to comply with specifications; or (iii) who are otherwise, in the opinion of OCA, unable to meet specifications.

Responsible Bidder:

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A bidder shall be defined as “responsible” in accordance with, but not limited to, references, past performance history, financial stability, the criteria set forth in paragraph 2 of the General Specifications (Attachment III-Vendor Responsibility Questionnaire), and the criteria set forth in the paragraph headed “Rejected and Unacceptable Bids/Proposals” as well as any other criteria necessary and reasonable to establish the bidder’s responsibility.

Clarification/Correction of Bids/Proposals:

In addition to any rights articulated elsewhere in this solicitation, UCS reserves the right to require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidder’s proposal and/or to determine a bidder’s compliance with the requirements of this solicitation. This clarifying information, if required in writing by UCS, must be submitted by the bidder, in accordance with formats as prescribed by UCS at the time said information is requested and, if received by the due date set forth in UCS’s request for clarification, shall be included as a formal part of the bidder’s proposal. Clarifying information, if any, whether provided orally, visually or in writing will be considered in the evaluation process. Failure to provide required information by its associated due date may result in rejection of the bidder’s proposal. Nothing in the foregoing shall mean or imply that it is obligatory upon UCS to seek or allow clarifications or corrections as provided for herein.

Indemnity:

Awarded contractor shall indemnify, defend and hold harmless UCS, its officers and employees from and against any and all claims, causes of action, damages, costs, liabilities and expenses of any kind (including reasonable attorney’s fees and the cost of legal defense) which UCS may incur by reason of: (i) awarded contractor’s breach of any term, provision, covenant representation or warranty contained in the contract awarded as a result of this bid; (ii) any act, omission, negligence or intentional misconduct of awarded contractor or its employees, subcontractors, agents, volunteers or of other persons under its direction and control; (iii) awarded contractor’s performance or failure to perform under the contract; and (iv) enforcement by UCS of the awarded contract or any provisions thereof.

Unified Court System Self-Insurance:

UCS, a New York State governmental entity, is self-retained for risk of loss and liability.

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Insurance Requirements:

Awarded contractor shall be required to maintain during the term of the contract, including any renewal terms, at their own cost and expense:

1. Workers' compensation and disability benefit insurance coverage as required under NYS law. Each vendor must provide with its proposal proof of such workers' compensation and disability benefits insurance coverage or, if it is legally exempt from such coverage, proof of exemption. Vendor must obtain the appropriate Workers' Compensation Board forms from its insurance carrier or licensed agent, or must follow the procedures set forth by the Workers' Compensation Board for obtaining an exemption from coverage. See Workers' Compensation

Board website at <http://www.wcb.ny.gov> under "Forms" for a manual listing required forms and procedures. Any questions regarding workers' compensation coverage requirements or debarments should be directed to:

Workers' Compensation Board
Bureau of Compliance
(518) 462-8882
(866) 298-7830

Only the following forms will be accepted:

Proof of Workers' Compensation Coverage

- **Form C-105.2** - Certificate of Workers' Compensation Insurance issued by private insurance carriers; or
- **Form U-26.3** issued by the State Insurance Fund; or
- **Form SI-12** - Certificate of Workers' Compensation Self-Insurance; or
- **Form GSI-105.2** - Certificate of Participation in Workers' Compensation Seminar Option Self-Insurance; or
- **Form CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

Proof of Disability Benefits Coverage

- **Form DB-120.1** - Certificate of Disability Benefits Insurance, or
- **Form DB-155** - Certificate of Disability Benefits Self-Insurance; or
- **Form CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

On forms that have a space for a certificate holder to be listed, the carrier must enter:

NYS Unified Court System
Office of Court Administration
25 Beaver Street, Room 850

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New York, NY 10004

The insurance carrier will notify the certificate holder if a policy is canceled. Please note: An ACORD Certificate of Insurance is not acceptable proof of NYS workers' compensation or disability benefits insurance coverage.

For additional information regarding worker's compensation and disability benefits requirements, please refer to the New York State Workers' Compensation Board website at: <http://www.wcb.ny.gov> under "Employers/Businesses."

2. Commercial General Liability Insurance (bodily injury and property damage on an occurrence basis), contractual and products/completed operations liability coverage, and auto liability with minimum limits as follows:

- Bodily Injury and Property Damage: \$1 million, per occurrence; \$2million, aggregate
- Personal Injury and Advertising: \$1 million aggregate
- Contractual and Products/Completed Operations: \$2 million aggregate
- Auto Liability, Combined single limits: \$1 million

Commercial General Liability insurance coverage shall be obtained from commercial insurance carriers licensed to do business in the State of New York.

Confidentiality:

Bidder acknowledges that any and all information, records, files, documents or reports contained in any media format provided to the bidder by the court, or which may be otherwise encountered by bidder shall be considered extremely confidential and shall be handled accordingly at all times.

Neither the bidder nor any of its employees, servants, contractors, agents or volunteers shall at any time be permitted to utilize such confidential information for any purpose outside the scope of any resulting agreement without the express prior written authorization of UCS. Any breach of this confidentiality by the bidder or by any of its employees, servants, subcontractors, agents, or volunteers may result in the immediate termination of any resulting agreement by UCS and may subject the bidder to further penalties.

Awarded contractor shall use, and require its employees and authorized agents to use, at least the degree of care a reasonably prudent person would use to protect and prevent improper access to the records.

Confidential/Proprietary Information:

If applicable, bidders should specifically identify those portions of the proposal deemed to contain confidential or proprietary information or trade secrets, and must provide justification why such material, upon request, should not be disclosed to parties other than UCS. Bidders are advised that any material deemed confidential by bidder may still be subject to disclosure in connection with any governmental or judicial proceeding or inquiry or as may be required by

**ISSUED AUGUST 2, 2017
PROPOSALS DUE AUGUST 24, 2017**

applicable law, including but not limited to Article 6 of the New York Public Officers Law (Freedom of Information Law). Such confidential/proprietary information must be easily separable from the non-confidential sections of the proposal.

Financial Stability:

Upon request by UCS, bidder shall provide its audited financial statements prepared in accordance with GAAP-Generally Accepted Accounting Principles for the past three (3) consecutive years and a copy of its last three (3) annual reports.

Termination:

Early termination of the contract for cause may result in, among other consequences, all remedies available to UCS and New York State, the awarded contractor both being declared no responsible by the UCS/UCS/OCA, pursuant to the UCS and Office of the State Comptroller's guidelines on vendor responsibility and in the contractor's removal from the UCS/UCS/OCA's bidders list for future solicitations.

Implied Requirements:

Products and services that are not specifically requested in this solicitation, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer except as specified herein.

Silence of the Specifications:

The apparent silence of the specifications contained as part of this package as to an detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

EXHIBIT A: PRICING SHEET

Conference dates - please check one **per pricing sheet**.
 If bidding for multiple dates, complete a pricing sheet for each date.

<input type="checkbox"/> October 18-19, 2017
<input type="checkbox"/> October 19-20, 2017
<input type="checkbox"/> March 8-9, 2018
<input type="checkbox"/> March 15-16, 2018
<input type="checkbox"/> March 22-23, 2018

PLEASE NOTE:

All amounts are per person.
QUOTED PRICES MUST INCLUDE GRATUITY AND SERVICE CHARGES, BUT NO SALES OR OCCUPANCY TAX.
Meal prices must include non-alcoholic beverages.

When bidder does not charge for any specified item, it shall indicate "N/C" or "No charge" on the appropriate line. The UCS will not pay for any charges that are not included in bidder's rate. Unit price will prevail.

Lodging: single occupancy rooms

Night of (check one)	# of rooms available	Single occupancy rate	Total lodging cost
<input type="checkbox"/> October 18 <input type="checkbox"/> October 19 <input type="checkbox"/> March 8 <input type="checkbox"/> March 15 <input type="checkbox"/> March 22			

Meals

Meals, Day 1	Cost per person	Estimated number of attendees	Total Cost

EXHIBIT A: PRICING SHEET

Lunch		280	
Lunch (Kosher)		20	
Afternoon Break		300	
Dinner		280	
Dinner (Kosher)		20	
Total Meal Costs, Day 1			

Meals, Day 2	Cost per person	Estimated number of attendees	Total Cost
Breakfast		280	
Breakfast (Kosher)		20	
Morning Break		300	
Lunch		280	
Lunch (Kosher)		20	
Total Meals, Day 2			
Total Meals, Both Days			

Facilities

Facilities, Day 1	Cost
One (1) Small meeting space, capacity 25, 9am-11am	
One (1) Large meeting space, capacity 300, 12pm-5pm	
One (1) private dining space (Dinner), capacity 300, 5:30pm-8pm	

EXHIBIT A: PRICING SHEET

Six (6) breakout meeting spaces, minimum capacity 50, 1:30pm-5pm	
Total Facilities Costs, Day 1	

Facilities, Day 2	Cost
One (1) Large meeting space, capacity 300, 8am-2pm	
Six (6) breakout meeting spaces, minimum capacity 50, 9:30am-12:30pm	
Total Facility Costs, Day 2	
Total Facility Costs, Both Days	

Audio/Visual	Cost
Audio/Visual Equipment and Services, both days	

Miscellaneous Services	Price per page	Cost
Printing (100 pages)		
Photocopying (100 pages)		
Total Miscellaneous Services Costs		

Total Meals, Facilities, Audio/Visual and Miscellaneous Costs, Both Days	
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