

New York State Unified Court System
Procurement Notification
RFB# OCA-DPCS-010 – Lodging for DV/IDV Conference (2024)
Issued on 08/15/2024

The New York State Unified Court System (“UCS”), Office of Court Administration (“OCA”), Division of Professional and Court Services (DPCS) is issuing this notification to clarify what appears to be bidder confusion regarding the acceptable bid submission procedure for the above RFB.

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.