

RFP 030 Q&A

1. Can this group meeting be held in a Native Casino on Sovereign land?
This solicitation is for a conference to be held in New York state. To the extent that such a venue is within the borders of the state, a proposal may be submitted.
2. Would this group prefer that the breakfast and lunch be served in a separate ballroom or would they be okay with the meals being setup buffet style outside of the main meeting room? Then, they could bring their food back to their seats in the room or just dine in the pre-function space. Please note, you would have the entire floor so it would be secluded to just your group.
Private dining space is required, but it is at the discretion of the applicant how to propose its configuration.
3. for the dinner, would it again be okay to serve dinner in the same ballroom where the group met earlier in the day or would the group prefer a different ballroom
Private dining space is required, but it is at the discretion of the applicant how to propose its configuration. UCS does not have a preference for the same or a different ballroom.
4. Group requested for 250 guestrooms at single occupancy, can some of the guestrooms be double occupancy? Our facility has 232 overnight rooms.
No, single occupancy only. The RFP asks that proposers submit the number of single occupancy rooms they will be able to provide. It is acceptable for the proposer to submit a number that is less than the maximum required.
5. Audio visual requirement for microphones: 24 microphones (5 handheld mics on table top, 14 wireless mic and 6 wired mic set on podium). Can we provide handheld wireless mic's without table stands? Does the group require an audio visual technician throughout the whole of event? Can we supply an a/v technician for the beginning of their event each day and on standby the duration of the event?
Technical assistance for the conference should be made available on an as-needed basis throughout the event. Handheld wireless mics need not be provided with a table, but a surface on which to place them is required.
6. The [...] Hotel has 2 of the 5 dates available for the above RFP however, we will be having some renovations going on at that time (March 2018) and can only offer 84 of our 124 rooms. If you think the decision makers would entertain a bid with that few rooms, I would be glad to go through the process. If that number of rooms is too small, then I may have to decline this time.
There is no minimum number of overnight rooms that the RFP requires. It is acceptable for the proposer to submit a number that is less than the maximum required.

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7. Attachment IV I am having issues with page 5 what do I need to complete?
*The specifications note that this attachment has two components:
UCS 420: Disclosure of Prior Non-Responsibility Determinations; and
UCS 421: Affirmation of Understanding and Agreement.
Both of these forms must be completed. Page 5 of the PDF is page 2 of UCS 420 and includes the Yes/No question “Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information?” and the certification by the bidder/vendor “that all information provided to the NYS Unified Court System with respect to disclosure required by State Finance Law §139-k is complete, true and accurate.”*
8. can you please share what your contract/PO is?
The contract number is not yet determined. Proposers may leave this blank or write “TBD.”
9. Can you please assist us with the:
USERNAME AND PASSWORD FOR THE [vendor name]
TO LOGIN AND ANSWER QUESTIONNAIRE
We have been unable to log in
If you are referring to the vendor responsibility website: UCS cannot set up credentials for that site, but you may enroll in the system by visiting the VendRep website at <http://www.osc.state.ny.us/vendrep/enroll.htm>. You may also file the questionnaire as a hard copy attachment to your application (forms here: http://www.osc.state.ny.us/vendrep/forms_vendor.htm).
10. In order to price out the meals appropriately, I need to confirm if the group would like Plated or Buffet style for the lunch and dinner? Also, for breakfast, does the group want a continental breakfast, full breakfast buffet or a plated breakfast?
While bidders are welcome to file multiple bids with different options, the specifications are silent on the style of service for meals.
11. after dropping off our bid to you, I learned that the new Federal Per Diem rate for [our] County for 2018 has changed from \$116.00 to \$115.00 per room, per night. We will obviously be offering you the newer rate of \$115.00. How should I amend this so that you have the corrected room rate?
You may file an addendum to your proposal up to the date of the bid opening.
12. On Attachment 1 can you clarify what is the Page 5, and Page 6 I need to further understand what the RFB/Item/Bid Opening # are as well what goes under the WORK and SUBCONTRACTOR : Name, Address, Phone
Only pages 3 and 4 from Attachment I are required.

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13. Did you need attachment III and IV?

Yes, both of those Attachments are required.