

Bid Submission:

Question #1: Is there any option of filling this out online?

*Answer #1: No, there is no online option. Please submit a sealed hard copy of your bid response. See RFB for instructions.*

Dates:

Question #2: Will you be bidding on all three dates provided or just two?

*Answer #2: We are planning to hold two 4-day seminars on any two of the three Seminar Options dates specified in the RFB under Purpose and Scope. We will select the lowest dollar cost, responsible bidder(s) for any two of the three Seminar Options (see Method of Award.)*

Question #3: We can only offer the week of 7/9-7/13. Will the hotel be considered if we can only accommodate one program?

*Answer #3: Paragraph Method of Award, p. 7, states that bidder may bid on two Seminar Options, or on all three. Bidders may not bid on one Seminar Option dates only.*

Question #4: The only full weeks that I can offer are 7/9-7/13 and 8/20-8/24 due to other groups already contracted. Would the August dates work? Do you need the same hotel for both weeks?

*Answer #4: Please refer to paragraph Purpose and Scope, p.5 of the bid specifications. Bidders must bid on the specified dates; so August dates will not work. Paragraph Method of Award, p. 7, states that bidder may bid on two seminar options, or on all three. We will select the lowest dollar cost, responsible bidder(s) for any two of the three Seminar Options (see Method of Award, p.7.) Depending on bid results, we could be choosing two different hotels.*

Room Overflow:

Question #5: I have reviewed the needs of the program and not one hotel in the Westchester area can accommodate the entire group. Are you looking to split the room accommodations between two properties?

*Answer #5: Room overflow is allowed. Please see paragraph Guest Rooms and Room Overflow, page 11.*

Question #6: The only other property able to accommodate space and half the overnight accommodations would be the Hilton Westchester. Have you sent the bid to them? If so, I can connect with them to work together. I have reviewed the needs of the program and not one hotel in the Westchester area can accommodate the entire group. Are you looking to split the room accommodations between two properties?

*Answer #6: Yes, the Hilton is on our bidders list. The bid specifications allow for overflow of guests only, not for space. Meeting space must be held in one hotel only, not split between two different hotels. As*

*far as guest rooms overflow, bidders are free to make arrangements with any hotels, pursuant to paragraph Guest Rooms and Room Overflow on p. 11.*

Question #7: Our hotel cannot accommodate 500 rooms, I will have to use overflow hotels (Tarrytown Courtyard and Springhill Suites or Sheraton) within ¼ mile. Is this acceptable?

*Answer #7: An overflow hotel or hotels are acceptable. See paragraph Guest Rooms and Room Overflow, page 11 of the bid specifications.*

Meeting Space:

Question #8: Are you flexible with the meeting space sets. We would have to do General Session in Rounds and then accommodate the meals in the same room. (Otherwise, we would need to rent a tent)

*Answer #8: Yes, we are flexible and agreeable to the large meeting room being set up in rounds and also accommodating the meals.*

Location:

Question #9: I represent all of the NYC hotels, would you consider any of those or just Westchester?

*Answer #9: We need hotels located in Westchester, including any overflow facility. See pages 5, 9, and 11 of the bid specifications.*