

OCA-DGCP-062

UCS 2026 Summer Seminar, Hotel Accommodations and Conference Services, Hudson Valley Region

Question & Answer (second and final Q&A)

The New York State Unified Court System (UCS) thanks the vendor that submitted the question below concerning the UCS 2026 Summer Seminar, Hotel Accommodations and Conference Services, Hudson Valley Region Request for Bid (RFB) issued on November 24, 2025.

Below is the response to the additional question UCS received in connection with this RFB after the initial period to ask questions ended on Monday, December 15, 2025 (2:00PM Eastern time).

Question 1:

We are looking at the number of breakout sessions requested and would you be able to provide an agenda from your past meeting? We are assuming that all breakouts do not need to be available at the same time as they are not concurrent sessions.

UCS Response:

Exhibit C (Summary Overview Chart) outlines the number of breakout rooms required for each day of the Seminars. Except with respect to the Large Meeting room as described below, the breakout rooms identified for a given day must be fully set and available at the start of that day and remain configured as indicated in the RFB. Breakout rooms may not be reconfigured throughout the day to accommodate session changes.

To avoid confusion, we will not be providing an agenda from a prior meeting. The breakout sessions planned for this year differ from previous years, and a prior agenda would not accurately reflect the current meeting structure or requirements.

With respect to the Large Meeting room for approximately 550 attendees, this space is required for general sessions/plenaries on the days outlined in Exhibit C for both Seminar 1 and Seminar 2. If this room is converted into breakout rooms following a general session, it must be converted back to a single large configuration as needed for subsequent general or plenary sessions.