

OCA-DGCP-059 Hotel Lodging for UCS January 2026 Seminar

Questions and Responses

The New York State Unified Court System (“UCS”) thanks the vendors that submitted the questions below concerning a Request for Bids (“RFB”) known as OCA-DGCP-059 Hotel Lodging for UCS January 2026 Seminar that was issued on October 6, 2025.

Below are responses to the questions UCS received in connection with this RFB.

Question #1

Which hotel is this for?

UCS Response

As indicated in the Location section of Article II (Minimum Qualifications) of the RFB, UCS is seeking lodging at a hotel that must be no more than six (6) miles from the Seminar that its guests will be attending. The Seminar is located at the New York State Judicial Institute, 84 North Broadway, White Plains, New York, 10603.

Question #2

Confirming transportation is not being requested?

UCS Response

Transportation is not a requirement for this RFB and should not be included in Exhibit A/Pricing Sheet.

Question #3

I have a pending change request (see below). We are in the process of changing our vendor information from XYZ to ABC. When submitting my bid, shall I continue to use XYZ? What if approval happens after I submit the bid? Will that cause confusion? I don’t want to risk potentially losing the bid because of it.

UCS Response

The business entity entered in the bid response documents must match the business entity in any resulting contract. Please include your current vendor information and indicate any pending changes in a separate memo with your bid submission.

Question #4

We are a little outside the 6 mile radius, what are the biggest decision factors for this group?

UCS Response

As indicated in the Location section of Article II (Minimum Qualifications) of the RFB, the hotel must be no more than six (6) miles from the Seminar that its guests will be attending. The Seminar is located at the New York State Judicial Institute, 84 North Broadway, White Plains, New York, 10603. Hotels that are further than six (6) miles from the Seminar will be disqualified and will not be eligible for award under this RFB.

Question #5

Are third-party travel management companies permitted to respond to this request?

UCS Response

Third-party travel management companies are not excluded from responding to the RFB.

Question #6

Is it permissible to submit more than one hotel to support this group?

UCS Response

A bidder may propose multiple hotels, provided that: (1) the bidder submits a separate bid for each hotel it proposes; (2) each proposed hotel meets the minimum required number of overnight guest rooms as provided in the RFB; and (3) each proposed hotel must be able to accommodate each guest for the entirety of their stay.

Question #7

Can you clarify room types? Please specify quantity of each room types below:

1. Singles?
2. Doubles?
3. ADA Rooms?

UCS Response

All rooms in the estimated quantities are single occupancy. There may be a small amount of those rooms required to be ADA compliant, however, the exact number of guests requiring ADA

rooms will not be determined until the overnight guest requiring ADA accommodations makes the reservation with the hotel.

Question #8

Will a tax-exempt form be provided?

UCS Response

Yes.

Question #9

Is there a hotel class required for this group? 3 AAA Diamond certified? 3-star or higher?

UCS Response

There is no specific hotel class or certification required, however, as indicated in the RFB, the hotel must meet the following minimum quality standards: *The location, design, furnishings, features, organization of space, cleanliness and professionalism of staff of the bidder's hotel must be of the quality appropriate for professionals at the top corporate executive level. Hotel shall be in full compliance with all applicable governmental laws and regulations during the specified dates, including but not limited to, all applicable fire, health and safety codes and regulations. Hotel shall be in full compliance with all public accommodation requirements of the Americans with Disabilities Act ("ADA"), as necessary to provide goods and services to disabled individuals.*

UCS also reserves the right to conduct site visits prior to and subsequent to making an award, as indicated in Article II (Minimum Qualifications) of the RFB.

Question #10

Is there an estimate of the required number of parking spaces?

UCS Response

As indicated in Exhibit B (Scope of Work) of the RFB in the Summary Overview Chart, the estimated quantities of parking for guests are required to match the number of overnight guest rooms per day.

Question #11

Are interior room corridors required? Will exterior room corridors be acceptable?

UCS Response

There is no requirement for the location of the overnight rooms within the hotel.

Question #12

Is there any wiggle room to extend the 6 miles radius to 10 miles radius?

UCS Response

No. As indicated in the Location section of Article II (Minimum Qualifications) of the RFB, the hotel must be no more than six (6) miles from the Seminar that its guests will be attending. The Seminar is located at the New York State Judicial Institute, 84 North Broadway, White Plains, New York, 10603. Hotels that are further than six (6) miles from the Seminar will be disqualified and will not be eligible for award under this RFB.

Question #13

Will this group require a shuttle service or transportation?

UCS Response

Transportation or shuttle service is not a requirement for this RFB and should not be included in Exhibit A/Pricing Sheet.

Question #14

Do you have a target date or date range for the final award decision?

UCS Response

The bid due date is Tuesday, October 28, 2025 and an award is anticipated to be made on or soon after that date.