

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

(This is not an order)
**BID MUST BE MADE ON THIS SHEET
 OR AS OTHERWISE SPECIFIED**

NYS OFFICE OF COURT ADMINISTRATION
 DIVISION OF PROFESSIONAL AND COURT SERVICES
 2500 Pond View, Suite 104
 Castleton-on-Hudson, NY 12033

Direct Inquiries to: Brooke Van Genderen
 E-mail: bvangenderen@nycourts.gov

Price to include delivery to (describe exact location and method of delivery) All prices to be net and inclusive of all services specified herein unless otherwise specified.

Bid Number: RFB# OCA-DPCS-034	Commodity Group:
Issuing Date: 01/10/2025 Due Date: 02/07/2025 at 2:00PM	Commodity Name: UCS 2025 Summer Seminar

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (APRIL 2016) ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities) UCS ATTACHMENT I, III, and IV ATTACHED & INCORPORATED HEREIN.	Bidder's Quotation and Specific Description of Item Offered ALL BID RESPONSES <u>MUST</u> BE ENTERED ON THE ENCLOSED BID RESPONSE FORM UNLESS SPECIFIED OTHERWISE HEREIN.
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NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

BIDS MUST BE SIGNED

Bidder's Firm Name:		Employer's Federal Identification Number:	
Address Street		NYS Vendor ID Number:	
City	State	Zip	
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/Telephone Number	
		Email	

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DOCUMENT ENCLOSURE CHECKLIST

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Attachments

Attachment I:	Standard Request for Bid Clauses & Forms
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Exhibits

Exhibit A:	Pricing Sheet
Exhibit B:	Scope of Services
Exhibit C:	Overnight Lodging Composition

DOCUMENT ENCLOSURE CHECKLIST (2 pages)

The following forms must be fully executed and included in bidder's proposal.

Failure to do so may disqualify bidder's response:

- Pricing Sheet: Exhibit A: Pricing Sheet.
- Overnight Lodging Composition: Exhibit C

- UCS Request for Bid/Proposal Form (rfb1.frm)
- Attachment I - Standard Request for Bid Clauses & Forms
 - p.3 - Non-Collusive Bidding Certificate
 - p.4 – Acknowledgment of Individual or Corporation
- Attachment II - Not Applicable
- Attachment III - Vendor Responsibility Questionnaire (choose one)
 - Questionnaire filed online via OSC VendRep System and certified within 6 months of the bid opening due date, or
 - Paper questionnaire
- Attachment IV - Procurement Lobbying forms
 - Disclosure of Prior Non-Responsibility Determination (UCS 420)
 - Affirmation of Understanding and Agreement (UCS 421)
- One of the following: (i) copies of bidder's certificate(s) of insurance or other adequate proof evidencing the insurance coverages required by the bid specifications; or (ii) correspondence affirming that bidder will supply such certificate(s) or proof upon notification of contract award.
- Proprietary information in separate folder from bid response, if applicable
- List of Three (3) references
- One original complete bid response
- Signed two-page Document Enclosure Checklist

In addition, bidder shall provide:

- Bidder's contact information (Item 5, below)
- Narrative Description – Organizational Experience/Capacity

IMPORTANT:

1. All documents requiring an original signature must bear the BLUE INK signature of the same authorized individual verified in #6 below. Signatory notarization must be that of the person whose signature is affixed to all required documents.
2. All required bidder response items must all have the SAME COMPANY NAME AND TAX ID NUMBER. If a bidder is awarded a contract under this Request for Bid (“RFB”), the company name and associated tax ID number on the bid response forms must match the business entity that the New York State Unified Court System contracts with, in order for a contract to be approved by the NYS Comptroller.
3. **Do not alter this solicitation in any manner. Any changes, deletions, or additions (including the addition of supplemental terms and conditions) to this RFB or to any exhibits or appendices to this RFB, including Exhibit A: Pricing Sheet, may result in the rejection of the bid as non-responsive.**
4. Please note that the terms and conditions of this RFB will form the basis of the contract with the Awarded Contractor (defined below).

5. Bidder Contact Information

Bidder’s Primary Contact for Bid Matters:

Name:		
Street:		
City:	State:	Zip:
Telephone Number:	Email:	

6. Bidder Verification:

The representative who is an authorized signatory for the Bidder must complete and sign below to verify submission of all documents required per the Document Enclosure Checklist. This authorized representative must be the person whose signature is affixed to all required bid documents, including Exhibit A Pricing Sheet.	
COMPANY NAME:	
AUTHORIZED OFFICER’S NAME AND TITLE:	
SIGNATURE:	DATE:

I. OVERVIEW

Purpose and Scope

The New York State Unified Court System (“UCS”), Office of Court Administration (“OCA”) is soliciting sealed bids for the provision of hotel accommodations and conference services for approximately five-hundred and fifty (550) attendees at **each** of two seminars (referred to individually as “Seminar #1” and “Seminar #2,” or collectively as “Seminars”) to be held in either the Capital Region or the Hudson Valley Region as described herein.

The accommodations and conference services are required on the dates below.

Bidder **must** bid on **both** Seminar #1 and Seminar #2.

Bidder must have the capacity to hold the Seminars meeting and dining space at one hotel facility.

Should the bidder’s proposed hotel for the Seminars not have the capacity to meet the total overnight lodging requirement for each day of the Seminars, the bidder may meet the overnight lodging requirement by “partnering” with one or more hotels (“Partner Hotel”). See Article V (Scope of Work) for qualifying details.

Seminar Dates

Seminar #1: Monday, June 23 – Thursday, June 26, 2025 (4 days)

Seminar #2: Tuesday, July 8 – Thursday, July 10, 2025 (3 days)

Overnight Lodging Dates

Seminar #1: Sunday, June 22 – Wednesday, June 25, 2025 (4 nights, check-out June 26, 2025)

Seminar #2: Monday, July 7 – Wednesday, July 9, 2025 (3 nights, check-out July 10, 2025)

**** See ARTICLE V BELOW, SCOPE OF WORK for detailed specifications. ****

Key Bid Dates*

EVENT	DATE
Bid Issue Date	January 10, 2025
Bid Question Due Date	January 24, 2025 at 2:00PM
Bid Submission Deadline Date	February 7, 2025 at 2:00PM
Estimated Contract Start Date	June 20, 2025

***OCA reserves the right to modify any Key Bid Date as it may deem appropriate.**

Designated Contact

The designated contact for this Request for Bid (RFB) is:

Brooke Van Genderen
bvangenderen@nycourts.gov

IMPORTANT: All communication regarding this solicitation must be in writing by email and directed solely to the attention of the above designated person. Contact by any prospective bidder, or any representative thereof, with any other personnel of the UCS in connection with this RFB may violate the Procurement Lobbying Act of 2005 (see Attachment IV), will jeopardize the respective bidder's standing and may cause rejection of its proposal.

Questions

Any and all questions bidders may have in connection with this solicitation are to be directed by email only to the designated contact listed above.

Please indicate in "Subject" field: "RFB# OCA-DPCS-034 - Question(s)."

The deadline to submit questions is January 24, 2025 at 2:00PM. A written response to all submitted questions in the form of a Questions & Answers (Q&A) sheet will be posted on the UCS website at www.nycourts.gov/admin/bids under RFB# OCA-DPCS-034 shortly thereafter.

Pre-Bid Conference

There is no pre-bid conference for this RFB.

II. MINIMUM QUALIFICATIONS

Location

The hotel must be located in New York State in the Capital Region or Hudson Valley Region. For purposes of this RFB, the Capital Region is defined as *Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren, or Washington Counties*. For purposes of this RFB, the Hudson Valley Region is defined as *Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, or Westchester Counties*.

Quality of Hotel

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 accommodations requirements of the Americans with Disabilities Act (ADA), as necessary to provide goods and services to disabled individuals. Internet access must be available in all guest rooms at no additional charge.

Pre-Award Site Visit

The UCS/OCA reserves the right to conduct a site visit as part of its bid response evaluation to verify that bidder's hotel meets all the requirements stated in the RFB specifications.

Post-Award Site Visit(s)

The UCS/OCA reserves the right to conduct one or more site visits to the awarded contractor's hotel between the award of the contract and the beginning of the stay at the hotel to ensure that the quality of services and the physical condition of the hotel/facility shall be the same or better at the time of performance as at the date of award.

Right of Cancellation

The UCS/OCA reserves the right to, at any time, terminate awarded contract and cancel the booking and use of the awarded contractor's hotel, in whole or in part, without the imposition of cancellation fees or any other liability, if the awarded contractor's hotel is not in material compliance with the requirements and specifications set forth herein, including, but not limited to, if UCS/OCA determines that the quality of the hotel has deteriorated between the award of the contract and the beginning of the stay at the hotel.

Right of Room Reduction

UCS/OCA shall have the right to reduce the total number of room nights awarded to any bidder for any reasons or no reason by up to twenty percent (20%) without penalty.

III. AWARD

Term of Award

A single estimated quantity term contract, as well as any related purchase order(s) ("Contract") will be awarded to the successful bidder ("Awarded Contractor") for the following dates:

Seminar #1: Sunday, June 22 – Thursday, June 26, 2025 (5 days, 4 nights)

Seminar #2: Monday, July 7 – Thursday, July 10, 2025 (4 days, 3 nights)

The Contract is subject to the approval of the NYS Comptroller and any other required New York State oversight agencies.

Method of Award

A single contract will be awarded to the lowest dollar cost, responsible bidder determined to be in compliance with the RFB specifications. Lowest dollar cost is defined as the lowest total cost of all estimated services to be performed for the length of the Contract, as indicated in the Exhibit A: Pricing Sheet under Judicial Summer Seminars 2025 Grand Total.

Tie Result

In the event that the lowest dollar cost, responsible bid is a tied result between two or more responsible bidders, UCS reserves the right to make the award based upon location, design, furnishings, features, organization of space, cleanliness and professionalism of staff.

Bid Protest Procedure

The bid protest procedures for this RFB may be found in Attachment I.

IV. PRICING

Bid Submission

All pricing submitted pursuant to the solicitation shall be net f.o.b. destination unless otherwise expressly specified herein.

Other than the pricing submitted on Exhibit A: Pricing Sheet, there shall be no other charge, cost, reimbursement or expense of any kind payable by UCS in connection with or arising from Awarded Contractor's performance of the goods and services set forth herein. Awarded Contractor shall be solely responsible for all costs and expenses incurred in connection with the performance of such services. It is understood that incidentals are to be paid by individual guests (not by UCS) and therefore do not need to be added to the Exhibit A: Pricing Sheet.

Pricing shall be submitted only on, and in the format prescribed by, Exhibit A: Pricing Sheet. Bidder must quote pricing on a cost per unit basis (ex: price per single occupancy overnight guest room) and compute all price extensions listed in Exhibit A: Pricing Sheet. In the event of a bidder's miscalculation, the unit price will prevail. UCS reserves the right to make mathematical corrections based on unit price(s.) Pricing in the awarded contract for amounts in increments not equal to pricing units indicated in the Pricing Sheet will be prorated accordingly.

Bidder must indicate in the Exhibit C: Overnight Lodging Composition the maximum number of rooms it can accommodate for each night throughout the duration of stay. If applicable, the bidder must also indicate in Exhibit C: Overnight Lodging Composition the maximum number of rooms the Partner Hotel can accommodate for each night throughout the duration of stay, which may not exceed 50% of the estimated maximum number of rooms required each night. The bidder (and Partner Hotel, if applicable) must

be able to accommodate each guest for the entirety of their stay in Seminar #1 and must be able to accommodate each guest for the entirety of their stay in Seminar #2. Therefore, the bidder may not propose different room availability in Exhibit C for each day that would result in a guest not having a room.

Please note that UCS is a tax-exempt governmental entity.

Awarded Contractor's Bid Submission Pricing

Awarded Contractor's bid submission will establish pricing for the Contract.

Awarded Contractor's Payment

The Awarded Contractor must provide a master bill (invoice) for all charges. No payment or deposit of any kind will be made in advance of the hotel stay. UCS will not consider any bid responses that require advance payment or a deposit. In the event of late payment by UCS, Awarded Contractor shall be entitled to interest as specified in Article XI-A of the State Finance Law.

Awarded Contractor shall send the master bill by email to such person or email address as UCS/OCA shall designate.

Payment shall be made within thirty (30) days of receipt and approval by UCS of the master bill satisfactory to UCS and the Office of the New York State Comptroller ("OSC").

Payment for goods delivered/services performed under the Contract shall be conditioned upon the acceptance and approval of such items/services, such that it is sufficiently complete in accordance with the RFB specifications so that UCS can utilize the goods/services for its intended purpose.

V. SCOPE OF WORK

Statement of Work Overview

Awarded Contractor shall provide hotel accommodations and conference services as set forth below and in the summary overview charts in Exhibit B: Scope of Services.

LODGING REQUIREMENTS

A. Dates

For Seminar #1, up to sixty (60) rooms are required for the night of Sunday, June 22, 2025, up to two hundred and seventy five (275) rooms are required for the night of Monday, June 23, 2025, and up to five hundred (500) rooms per night are required for the nights of Tuesday, June 24 and Wednesday, June 25, 2025 with check-out on Thursday, June 26, 2025.

For Seminar #2, up to two hundred and fifty (250) rooms are required for the night of Monday, July 7, 2025 and up to five hundred (500) rooms per night are required for the nights of Tuesday, July 8 and Wednesday, July 9, 2025 with check-out on Thursday, July 10, 2025.

Lodging Nights		
SEMINAR #1		
Sunday, June 22 - Thursday, June 26, 2025		
Day	Date	Est. Maximum Number of Rooms Required
1	6/22/2025	60
2	6/23/2025	275
3	6/24/2025	500
4	6/25/2025	500
5	6/26/2025	(Check-out)
SEMINAR #2		
Monday, July 7 - Thursday, July 10, 2025		
Day	Date	Est. Maximum Number of Rooms Required
1	7/7/2025	250
2	7/8/2025	500
3	7/9/2025	500
4	7/10/2025	(Check-out)

B. Guest Rooms

Awarded Contractor shall hold the guest room block exclusively for the UCS up to any agreed-upon reservation cut-off date that is not earlier than three weeks in advance of each Seminar start date. Guest room rates shall be quoted as one nightly rate per room (same rate for single or double occupancy), inclusive of any service and administrative charges. Internet access must be available in all guest rooms at no additional charge.

C. Partner Hotel

If the bidder’s proposed hotel cannot accommodate the estimated number of guest rooms per day as specified in this RFB, bidder must partner with one or

more hotels of equal or better quality which must be located within reasonably close proximity to the awarded hotel, as determined by UCS in its sole discretion, for UCS approval as a Partner Hotel. Partner Hotel shall be used for overnight accommodations and parking only, must meet the minimum qualifications listed in Article II above, and must be offered on the same terms and conditions (except for the addition of transportation as described below), including pricing, as listed in the RFB's Exhibit A: Pricing Sheet. The Awarded Contractor will be responsible for making all arrangements with the Partner Hotel. The Partner Hotel shall be a subcontractor of the Awarded Contractor and shall be subject to all terms and conditions set forth in the Section VIII, "Subcontracting." The bidder's proposed number of rooms to be provided by the Partner Hotel may not exceed 50% of the estimated maximum number of rooms required for each day.

Complimentary twice-daily (a.m. and p.m.) transportation must also be provided to and from the Seminars at the awarded hotel for UCS guests staying at the Partner Hotel.

While bidders may propose use of more than one Partner Hotel, the use of such Partner Hotels should be minimized. If a Partner Hotel has not been designated and approved by UCS, the Awarded Contractor must lodge all guests with confirmed reservations at the awarded hotel or an Overflow Hotel as detailed below. If a Partner Hotel has been designated and approved by UCS, all guests with confirmed reservations must be lodged at either the awarded hotel, the Partner Hotel, or an Overflow Hotel as detailed below. The Awarded Contractor is prohibited from lodging any guest with a confirmed reservation at any other hotel.

The bidder, alone or acting with a subcontractor, must be able to accommodate each guest for the entirety of their stay. Therefore, the bidder may not propose different room availability for each day that would result in a guest not having a room or having to change hotels during their stay.

D. Overflow Hotel

If the bidder's proposed hotel and their Partner Hotel cannot accommodate the estimated number of guest rooms specified in this RFB due to an unforeseeable circumstance beyond the reasonable control of the bidder, or if the actual number of overnight guests exceeds the estimated number of guest rooms specified in this RFB and bidder and their Partner Hotel cannot provide lodging for the additional overnight guests, bidder shall designate one or more hotels, which must be located within reasonably close proximity to the awarded hotel, as determined by UCS in its sole discretion, for UCS approval as an overflow hotel ("Overflow Hotel").

Overflow Hotel shall be used for overnight accommodations and parking only, must meet the minimum qualifications listed in Article II above, and must be offered on the same terms and conditions (except for the addition of transportation as described below), including price, as listed in the RFB's Exhibit A: Pricing Sheet. The Awarded Contractor will be responsible for making all arrangements with the Overflow Hotel. The Overflow Hotel shall be a subcontractor of the Awarded Contractor and shall be subject to all terms and conditions set forth in the Section VIII, "Subcontracting." Complimentary twice-daily (a.m. and p.m.) transportation must also be provided to and from the awarded hotel for UCS guests staying at the Overflow Hotel. While bidders may propose use of more than one Overflow Hotel, the use of such Overflow Hotels should be minimized. If an Overflow Hotel has not been designated and approved by UCS, the Awarded Contractor must lodge all guests with confirmed reservations at the awarded hotel or a Partner Hotel. If an Overflow Hotel has been designated and approved by UCS, all guests with confirmed reservations must be lodged at either the awarded hotel, a Partner Hotel, or the Overflow Hotel. The Awarded Contractor is prohibited from lodging any guest with a confirmed reservation at any other hotel.

DINING REQUIREMENTS

A. General Food & Beverage Service

Awarded Contractor shall provide a banquet order to confirm arrangements two weeks in advance of the Seminars.

1. Breakfast

A full, hot breakfast shall be provided, as well as hot and cold beverages including coffee, tea and brewed decaf coffee and assorted juices.

2. Morning Coffee Break

An assortment of breakfast breads, pastries, and sliced fruit shall be provided including coffee, tea, brewed decaf coffee, assorted sodas, water, and juices.

3. Lunch

Hot and cold buffet (or plated meal), vegetarian and Kosher meal options shall be provided as well as hot and cold beverages including coffee, tea and brewed decaf coffee, assorted sodas, water, juices, and an assortment of desserts.

4. Afternoon Coffee Break

An assortment of cookies and fruit shall be provided as well as hot and cold beverages including coffee, tea, brewed decaf coffee, assorted sodas, water, and juices.

5. Dinner

Hot, plated “standard”, vegetarian and Kosher meal options shall be provided as well as non-alcoholic beverage service including coffee, tea, brewed decaf coffee, assorted sodas, water, juices, and an assortment of desserts.

B. Food & Beverage Service – Seminar #1 (6/22/25 – 6/26/25)

Day 1: 6/22/25

No Food & Beverage Service Required

Day 2: 6/23/25

1. **Breakfast:** One hundred and twenty-five (125)
2. **Morning Coffee Break:** Ninety (90)
3. **Lunch:** One hundred and ten (110)
4. **Afternoon Coffee Break:** Ninety (90)
5. **Dinner:** Ninety (90)

Days 3 & 4: 6/24/25-6/25/25

1. **Breakfast:** Five hundred (500)
2. **Morning Coffee Break:** Four hundred and fifty (450)
3. **Lunch:** Five hundred and fifty (550)
4. **Afternoon Coffee Break:** Four hundred and fifty (450)
5. **Dinner:** Four hundred (400)

Day 5: 6/26/25

1. **Breakfast:** Five hundred (500)
2. **Morning Coffee Break:** Four hundred and fifty (450)
3. **Lunch:** Five hundred and fifty (550)
4. **Afternoon Coffee Break:** Four hundred and fifty (450)
5. **Dinner:** Not required

C. Food & Beverage Service – Seminar #2 (7/7/25 – 7/10/25)

Day 1: 7/7/25

No Food & Beverage Service Required

Days 2 & 3: 7/8/25-7/9/25

1. **Breakfast:** Five hundred (500)

2. **Morning Coffee Break:** Four hundred and fifty (450)
3. **Lunch:** Five hundred and fifty (550)
4. **Afternoon Coffee Break:** Four hundred and fifty (450)
5. **Dinner:** Four hundred (400)

Day 4: 7/10/25

1. **Breakfast:** Five hundred (500)
2. **Morning Coffee Break:** Four hundred and fifty (450)
3. **Lunch:** Five hundred and fifty (550)
4. **Afternoon Coffee Break:** Four hundred and fifty (450)
5. **Dinner:** Not required

DINING SPACE

One space designated for dining only shall be provided with sufficient room to comfortably hold the required number of people as described above, seated at round dining tables for breakfast, lunch and dinner. If the space provided is not private, walls and folding dividers shall be provided for sound suppression.

Morning and afternoon coffee breaks shall be held in the public space/registration area.

CONFERENCE SPACE AVAILABILITY

Bidder must offer a daily rate for each day of each Seminar for the required meeting space.

Unless specified otherwise below, all required meeting spaces must be available for the full day on the dates indicated below, with exclusive access to the UCS staff, personnel, and invited guests.

1. Registration Space

A public space in reasonably close proximity to the meeting space described below shall be provided as a registration area, with six (6) six-foot (6 ft.) tables and ten (10) chairs, with electrical outlets for computers and phones and WIFI. The registration area shall be available to UCS staff for set-up on 6/22/25, 6/23/25 and 7/7/25, and available for use from Noon – 6:00 p.m. on 6/23/25 and 7/7/25 and 7:30 a.m. – 6:00 p.m. on 6/24/25-6/26/25 and 7/8/25-7/10/25.

2. Large Meeting Room, 550 seat capacity

One (1) large space shall be provided with sufficient room to comfortably hold five hundred and fifty (550) people seated at 3–4-foot round dining tables or 3-4 foot rectangular pods or classroom style for a plenary session. A raised platform set up for a panel of six (6) to ten (10) presenters, and separate, designated tables for display of seminar materials. An auditorium with sufficient seating is also acceptable for this space. **This room is needed on 6/24/25-6/26/25 and 7/8/25-7/10/25.**

3. “Breakout” Rooms

The following “breakout” rooms (smaller meeting spaces) shall be provided with sufficient room to comfortably hold the number of people described below seated at 3-4 foot round dining tables or 3-4 foot rectangular pods or classroom style.

It is acceptable for bidders to offer the subdivision of any space to create the “breakout” rooms described below. If subdivision is required, bidder must provide a description of the subdivision of any space used to create required meeting spaces including, but not limited to, how many breakout rooms will result from such subdivision as well as how many of the breakout rooms will be separate rooms. (see Article VI. Bid Response Documents, A6). If any space provided is not private, walls and folding dividers shall be provided for sound suppression.

“Breakout” rooms listed below (a1), (a2), (a3) & (a4) require audio-visual equipment & services packages described below in the section labeled AUDIO-VISUAL EQUIPMENT & SERVICES.

a. “Breakout” Rooms Capacity and Availability Requirements:

1. Two (2) rooms for up to two hundred (200) people each on 6/24/25-6/26/25 and 7/8/25-7/10/25.
2. Two (2) rooms for up to one hundred twenty-five (125) people each on 6/24/25-6/26/25 and 7/8/25-7/10/25.
3. Four (4) rooms for up to seventy-five (75) people each on 6/24/25-6/26/25 and 7/8/25-7/10/25. Two (2) of these rooms must also be available on 6/23/25 for up to seventy-five (75) people each, with one (1) room for meeting and one (1) room for meals.
4. Three (3) rooms with wiring for computer/networking utilization for up to thirty (30) people each on 6/24/25-6/26/25 and 7/8/25-7/10/25.

5. Executive Conference Room - One (1) executive conference room shall be provided to accommodate tables and seating for up to twenty (20) people on 6/24/25-6/26/25 and 7/8/25-7/10/25. This office must have WIFI and electrical outlets.
6. Private Consultation Rooms - Three (3) private meeting rooms shall be provided to accommodate tables and seating for up to twenty (20) people each on 6/24/25-6/26/25 and 7/8/25-7/10/25. These rooms must have WIFI and electrical outlets.

SECURE/LOCKABLE STORAGE and OFFICE SPACE/PHOTOCOPYING

Bidder must offer a daily rate for each day indicated below for all storage, office space and photocopying/printing services required in this section.

A. Storage Space

A lockable and secure storage space of approximately one hundred (100) square feet shall be exclusively provided for storing and sorting seminar materials and equipment on 6/23/25-6/26/25 and 7/7/25-7/10/25.

B. Office Space

A lockable and secure office space of approximately two hundred and eighty (280) square feet shall be provided to accommodate tables and seating for twenty (20) people on 6/23/25-6/26/25 and 7/7/25-7/10/25. This office must have WIFI and electrical outlets for six (6) computers and printers.

C. Security Office

A lockable and secure office space of approximately two hundred (200) square feet shall be provided to accommodate ten (10) people 6/23/25-6/26/25 and 7/7/25-7/10/25. This office must have WIFI and electrical outlets for charging security and medical equipment.

AUDIO-VISUAL EQUIPMENT & SERVICES

Bidder must offer a daily rate for all audio-visual equipment & services required in this section.

Each Seminar will require audio-visual equipment & services (see below and Exhibit B: Scope of Services). The requirements vary by day and meeting space.

The following audio-visual equipment & services shall be provided for each meeting space below.

A. Large Meeting Room (up to 550 people):

1. One (1) podium with microphone,
2. Two (2) projection packages,
3. Two (2) standard wireless microphone systems,
4. Five (5) handheld/tabletop microphones,
5. Six (6) wireless lavalier microphones,
6. Sound system, patches, mixers and a sufficient number of technicians to operate the equipment for the duration.

B. “Breakout” Rooms, designated above as (a1), (a2), (a3), and (a4) :

1. One (1) podium with microphone per room
2. One (1) projection package per room
3. One (1) standard wireless microphone system per room (with up to three (3) additional if needed)
4. Sound system, patches, mixers and a sufficient number of technicians to operate the equipment per room for the duration.

MISCELLANEOUS REQUIREMENTS

A. Hotel Access for UCS Security Personnel

Access shall be provided to UCS security personnel for the duration of Seminar #1 and Seminar #2.

B. Parking

Parking shall be provided for all UCS guests with confirmed reservations and for UCS attendees, faculty, security and staff for the days of each Seminar indicated below. Bidder must offer a per parking spot rate for the required parking spots for each day of each Seminar as set forth below and in the summary overview charts in Exhibit B: Scope of Services.

1. Seminar #1 (6/22/25 – 6/26/25)

Day 1 (6/22/25) - 100 total parking spaces:

Day 2 (6/23/25) – 200 total parking spaces

Days 3-5 (6/24/25-6/26/25) - 500 total parking spaces:

2. Seminar #2 (7/7/25 – 7/10/25)

Day 1 (7/7/25) - 200 total parking spaces:

Days 2-4 (7/8/25-7/10/25) - 500 total parking spaces:

C. Complimentary Luggage Storage

Complimentary early check-in and/or late check-out luggage storage shall be provided for all UCS guests for the duration of each Seminar.

D. Internet service

Complimentary Internet/WIFI service shall be provided to the UCS throughout the hotel, including guest rooms, for the duration of each Seminar. Guest lodging WIFI access will be different than conference/meeting room WIFI access.

E. Hotel Program Coordination

Awarded Contractor shall designate one professional from the hotel's convention services department to handle and oversee all aspects of the Seminars. The UCS shall be always provided radio contact with the convention services department professional or designee during the Seminars.

F. Pre-Event Meeting

A pre-event meeting will be held prior to each Seminar (date TBD) and must include the heads of all appropriate hotel departments that would be involved in the Seminars.

VI. BID RESPONSE DOCUMENTS

General Requirements

All documentation must be submitted on prescribed forms, without alteration. To facilitate photocopying, do not permanently bind documents.

Bidders must submit every document listed in sections A and B, below. Failure to provide all documents in the manner required – including the number of requested copies - may result in disqualification of a bid response. Any changes, deletions, or additions

(including the addition of supplemental terms and conditions) to this RFB or to any exhibits or appendices to this RFB, including Exhibit A: Pricing Sheet, may result in the rejection of the bid as non-responsive.

A. REQUIRED BID DOCUMENTS

1. Narrative Description-Organizational Experience/Capacity

- a. Bidders must submit, with their bid response, a narrative which demonstrates their capacity and experience to meet the minimum qualifications listed in Article II above (Minimum Qualifications), including a description of its capability to produce and deliver similar quantities of materials or services required hereunder on an as-needed basis.
- b. Bidders must also submit in writing the legal name of the Partner Hotel and/or Overflow Hotel, if applicable.

2. Exhibits

Bidder must submit Exhibit A: Pricing Sheet and Exhibit C: Overnight Lodging Composition.

3. Bidder Contact Information

Bidder shall designate, where specified in the Document Enclosure Checklist, a person as primary contact for all questions OCA may have regarding bidder's bid response.

4. References

Each bidder must submit three (3) references, other than UCS, including the company/agency name, complete address, contact name, title, telephone number and email address, for whom the bidder has provided similar services at any time during the past three (3) years.

5. Food & Beverage Descriptions

Bidder must provide a description of the meals proposed to be provided where noted on the Exhibit A: Pricing Sheet.

6. "Breakout Room" Space Subdivision (only if applicable)

Bidder must provide a description of the subdivision of any space used to create required meeting spaces including, but not limited to, how many breakout rooms will result from such subdivision as well as how many of the breakout rooms will be separate rooms.

B. NYS BID FORMS

1. Attachment I - Standard Request for Bid Clauses & Forms and Attachment IV- Procurement Lobbying Law required forms

In addition to such other specifications and criteria as are presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, and Attachment IV - Disclosure of Prior Non-Responsibility Determination (UCS 420) and Affirmation of Understanding and Agreement (UCS 421) pursuant to the Procurement Lobbying Act, which must be downloaded or printed from the UCS Contract & Procurement website under “Addenda” for the appropriate solicitation, are incorporated and made a part of this solicitation.

2. Attachment III - Vendor Responsibility Questionnaire

The NYS Unified Court System (UCS) is required to conduct a review of a prospective vendor to provide reasonable assurances that the vendor is responsible. The required Vendor Responsibility Questionnaire is designed to provide information to assist UCS in assessing a vendor’s responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective vendor’s legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

The UCS recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. However, vendors may choose to complete a paper questionnaire and submit it with their proposal.

Online Questionnaire: To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <http://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system> or go directly to the VendRep System online at <https://onlineservices.osc.state.ny.us/Enrollment/login?1>. Vendors must provide their New York State Vendor Identification Number when enrolling (see paragraph headed New York State Vendor File Registration for instructions on obtaining a Vendor

Identification Number.) For VendRep System assistance, contact the Office of the State Comptroller’s Help Desk at 866-370-4672 or 518-408-4672 or by email at ITServiceDesk@osc.state.ny.us.

Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to checkmark the appropriate box on the

Document Enclosure Checklist. Please note that online submissions must be certified and dated/updated not more than six (6) months prior to the bid opening date of this RFB. Bidders' authorized signature of the RFB form will serve as confirmation that bidders have knowingly filed their questionnaire online if the paper questionnaire is not included with the bidder's submission.

Paper Questionnaire: Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep/forms_vendor.htm or may contact the UCS or the Office of the State Comptroller's Help Desk for a copy of the paper form.

3. **New York State Vendor File Registration**

Prior to being awarded a contract pursuant to this solicitation, the bidder(s) must be registered in the New York State Vendor File (Vendor File) administered by the OSC. This is a central registry for all vendors who do business with New York State agencies and the registration must be initiated by a State agency. Following the initial registration, a unique New York State ten-digit vendor identification number (Vendor ID) will be assigned to vendors for usage on all future transactions with New York State. Additionally, the Vendor File enables vendors to use the Vendor Self-Service application to manage certain vendor information in one central location for all transactions related to the State of New York.

If the bidder is already registered in the Vendor File, the vendor must enter the vendor's ten-digit Vendor ID on the first page of this bid document.

If the bidder is not currently registered in the Vendor File, upon award of a contract the Bidder must complete the OSC Substitute W-9 Form (<https://www.osc.state.ny.us/sites/default/files/vendors/2017-11/vendor-form-ac3237s-fe.pdf>) and submit the form to UCS. **The UCS will initiate the vendor registration process** for the vendor. Once the process is initiated, vendor will receive an e-mail identifying their unique ten-digit Vendor ID and instructions on how to enroll in the online Vendor Self-Service application. For more information on the Vendor File please visit the following website: https://esupplier.sfs.ny.gov/psc/fscm/SUPPLIER/ERP/c/NUI_FRAMEWORK_PT_LANDINGPAGE.GBL?&.

4. **Electronic Payments**

Vendors not currently receiving electronic payments, and who wish to do so, should enroll in ePayment – New York State's electronic payment program for vendors. To do so, vendors need to log onto the Vendor Self-Service Portal and enter their bank account information. ePayments will ensure you are receiving payments faster and in a more secure manner. If you need assistance in accessing the Vendor Self-Service Portal, please contact the SFS Helpdesk at helpdesk@sfs.ny.gov or 1-877-737-4185.

5. **Proof of Insurance**

Bidder must provide together with its bid response all documentation required pursuant to Article IX, "Insurance Requirement."

C. ADDITIONAL BID DOCUMENTS

1. Financial Stability

Upon request by UCS, bidder shall provide its audited financial statements prepared in accordance with GAAP-Generally Accepted Accounting Principles for the past three (3) consecutive years and a copy of its last three (3) annual reports.

VII. BID SUBMISSION PROCEDURES

Submission of Paper Bid Proposals by Mail

A. Packaging, Identifying and Delivering of Bids

Bids 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: Brooke Van Genderen**

All envelopes/cartons must also be labeled with the following information on two sides:

Deliver immediately to Brooke Van Genderen
Sealed bid - Do not open
RFB# OCA-DPCS-034 due February 7, 2025 at 2:00PM Eastern.

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 February 7, 2025 at 2:00PM Eastern 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.

B. Bidder Confidential/Proprietary Information

If applicable, bidders should specifically identify those portions of the proposal deemed to contain confidential or proprietary information or trade secrets, and must provide justification why such material, upon request, should not be disclosed to parties other than UCS. Bidders are advised that any material deemed confidential by bidder may still be subject to disclosure in connection with any governmental or judicial proceeding or inquiry or as may be required by applicable law, including but not limited to Article 6 of the New York Public Officers Law (Freedom of Information Law). Such confidential/proprietary information must be in a separate folder from the non-confidential sections of the proposal.

C. No-Bids

Bidders are requested to send a no-bid letter to OCA, Attn: Brooke Van Genderen, at the above address, should they decide not to answer this solicitation. The envelope shall be clearly marked in the lower left corner as follows: RFB# OCA-DPCS-034. No-bid letters may be sent by email to [bvandenderen@nycourts.gov](mailto:bvangenderen@nycourts.gov). Please indicate in "Subject" field: RFB# OCA-DPCS-034 – No-Bid.

VIII. GENERAL BID REQUIREMENTS

Online RFB Package: Disclaimer

Bidders accessing any UCS/OCA solicitations and related documents from the UCS website www.nycourts.gov/admin/bids under “Current Solicitations” shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

Binding Nature of Bid/Proposal on Bidders

All bids/proposals shall remain binding on bidders until such time as UCS/OCA provides written notification of its intent to award the Contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

Estimated Quantities

Any quantities specified in this solicitation constitute estimates only, and accordingly no commitment or guarantee to reach any specified volume of business is made or implied. Awarded Contractor must accept all requests for services placed by UCS during the term of the Contract.

Rejected and Unacceptable Bids/Proposals/Awards

UCS reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, UCS may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or performance of any contract; or who have previously defaulted on any contractual obligations, (as contracting party, surety or otherwise), or on any obligation to the State of New York; or who have been declared not responsible or disqualified by any agency of the State of New York, who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts, whose proposal is incomplete or otherwise non-responsive in any material respect, or who are found to be non-responsible based on any of the criteria specified in the section headed “Responsible Bidder”.

UCS also reserves the right to reject any bidder: (i) whose facilities and/or resources are, in the opinion of OCA, inadequate, or do not meet the location requirements of this solicitation; (ii) who does not provide references in accordance with the bid specifications,

or whose references report significant failure to comply with specifications; or (iii) who are otherwise, in the opinion of OCA, unable to meet specifications.

UCS further reserves the right to set aside a bid award to a successful bidder if it is unsuccessful in negotiating a satisfactory contract within a time frame acceptable to the UCS, in which event UCS may then invite the responsible and responsive bidder with the next lowest dollar cost to enter into negotiations for purposes of executing a contract.

Responsible Bidder

A bidder shall be defined as “responsible” in accordance with, but not limited to, references, past performance history, financial stability, the criteria set forth in paragraph 2 of the General Specifications (Attachment III-Vendor Responsibility Questionnaire), and the criteria set forth in the paragraph headed “Rejected and Unacceptable Bids/Proposals/Awards” as well as any other criteria necessary and reasonable to establish the bidder’s responsibility.

Clarification/Correction of Bids/Proposals

In addition to any rights articulated elsewhere in this solicitation, UCS reserves the right to require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidder’s proposal and/or to determine a bidder’s compliance with the requirements of this solicitation. This clarifying information, if required in writing by UCS, must be submitted by the bidder, in accordance with formats as prescribed by UCS at the time said information is requested and, if received by the due date set forth in UCS’s request for clarification, shall be included as a formal part of the bidder’s proposal. Clarifying information, if any, whether provided orally, visually or in writing will be considered in the evaluation process. Failure to provide required information by its associated due date may result in rejection of the bidder’s proposal. Nothing in the foregoing shall mean or imply that it is obligatory upon UCS to seek or allow clarifications or corrections as provided for herein.

Minor Bid Irregularities

Provided the same will not materially benefit or disadvantage any particular bidder or substantially alter the requirements of this bid, UCS may: (i) waive technicalities; (ii) waive minor irregularities, omissions or incompletions in the bid or a bid response; (iii) waive any bid requirements that are unmet by all bidders; (iv) consider any and/or all alternatives and/or enhancements suggested by the successful bidder; (v) make an award under the bid in whole or in part and negotiate contract terms and conditions with the successful bidder to meet UCS requirements consistent with such award.

Unified Court System Self-Insurance

UCS, a New York State governmental entity, is self-retained for risk of loss and liability.

Inspection of Bidder’s/Awarded Contractor’s Facilities

The UCS/OCA reserves the right to inspect bidder's proposed facilities, as part of the bid evaluation. Subsequent to award, Awarded Contractor's facilities shall be made available for periodic inspection. In all instances, advance notification will be communicated by appropriate court personnel.

Access to Court Facilities

Awarded Contractor must comply with all applicable location rules, policies, guidelines and procedures in order to be granted access to court facilities. Where applicable to the performance of work under a Contract, bidders shall be wholly responsible for familiarity with the physical layout and access to the courts and buildings in question, including but not limited to, roadways, overhangs, parking, security, elevators, required access permits or insurance certificates. No special accommodations can or will be made by court staff with respect to security measures, access or parking.

Subcontracting

Subcontracting and any other transfer of any duties or obligations to be performed hereunder will be permitted only with the prior written consent of UCS to the proposed subcontractors. In the event that bidder proposes to use one or more subcontractors, the specific subcontractors and the services proposed to be performed by such subcontractors, must be listed in bidder's proposal. If a bidder that proposes to use one or more subcontractors is awarded the Contract, the award will constitute the prior written approval of UCS to the subcontractors named in the bidder's proposal.

The Awarded Contractor will be the prime contractor and will be responsible for all services required by this RFB. The UCS will communicate only with Awarded Contractor and the Awarded Contractor shall remain wholly liable for the performance by and payment to any such subcontractors, their employees, agents, consultants or representatives. UCS may require subcontractors to provide evidence of insurance prior to UCS approval.

Any subcontractor providing services that total \$100,000 or more must comply with Vendor Responsibility requirements as set forth in Attachment III (Vendor Responsibility Questionnaire).

Implied Requirements

Products and services that are not specifically requested in this solicitation, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer except as specified herein.

Silence of the Specifications

The apparent silence of the specifications contained as part of this package as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

IX. CONTRACT TERMS AND REQUIREMENTS

Contract Terms

The Awarded Contractor shall be required to comply with the provisions set forth in this Article, as well as such other provisions contained in a Contract, in form and content satisfactory to UCS in its sole discretion.

Compliance with Laws

Awarded Contractor(s) must comply with all applicable federal, state and local laws, rules and regulations, including but not limited to, fire, health and safety codes, prior to and during the provision of all services under the Contract resulting from this RFB.

Independent Contractor Status

It is expressly understood and agreed that the Awarded Contractor's status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or State of New York. The Awarded Contractor shall be solely responsible for the work, assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or State of New York to persons, firms, consultants or corporations employed or engaged by the Awarded Contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, unemployment and Workers' Compensation insurance of the Awarded Contractor or any of its employees or subcontractors.

Indemnity

Awarded Contractor shall indemnify, defend and hold harmless UCS, its officers and employees from and against any and all claims, causes of action, damages, costs, liabilities and expenses of any kind (including reasonable attorneys' fees and the cost of legal defense) which UCS may incur by reason of: (i) Awarded Contractor's breach of any term, provision, covenant, representation or warranty contained in the Contract awarded as a result of this bid; (ii) any act, omission, negligence or intentional misconduct of Awarded Contractor or its employees, subcontractors, agents, volunteers or of other persons under its direction and control; (iii) Awarded Contractor's performance or failure to perform under the Contract; and (iv) enforcement by UCS of the awarded Contract or any provisions thereof. UCS will notify the Awarded Contractor of any claim, action or demand for which indemnity is required in the reasonable opinion of UCS, and will cooperate reasonably with Awarded Contractor at Awarded Contractor's expense. Any law firm Awarded Contractor chooses to defend UCS must be experienced in defending similar claims and will be subject to UCS approval, which will not be unreasonably withheld. Awarded Contractor may not settle any lawsuit or matter relating to the culpability or liability of UCS without the prior written consent of

UCS. UCS reserves the right to participate in any defense of a claim and/or to be represented by counsel of its own choosing at its own expense.

Confidentiality and Data Security

Awarded Contractor acknowledges that any and all information, records, files, documents or reports contained in any media format provided to the Awarded Contractor by the UCS, or which may be otherwise encountered by Awarded Contractor shall be considered extremely confidential and shall be handled accordingly at all times. Neither the Awarded Contractor nor any of its employees, servants, vendors, agents or volunteers shall at any time be permitted to utilize such confidential information for any purpose outside the scope of any resulting agreement without the express prior written authorization of UCS. Any breach of this confidentiality by the Awarded Contractor or by any of its employees, servants, subcontractors, agents, or volunteers may result in the immediate termination of any resulting agreement awarded under this RFB by UCS and may subject the Awarded Contractor to further penalties.

Awarded Contractor shall use, and require its employees and authorized agents to use, at least the degree of care a reasonably prudent person would use to protect and prevent improper access to the records.

Awarded Contractor is prohibited from maintaining confidential files and records provided to or generated by Awarded Contractor in a mobile or portable device. Remote access to the UCS confidential information is prohibited unless industry standard protocols for remote access are in place (e.g., SSL, VPN). In addition, Awarded Contractor will be required to comply with the data security and confidentiality requirements of other government agencies that supply data to UCS.

Termination

A. EARLY TERMINATION FOR BUDGET MODIFICATION

1. Notwithstanding any other provision contained in this RFB, if the UCS Budget (“Budget”) is modified (a “Budget Modification”, defined in subsection 2 below) for any State fiscal year included in the term of the awarded Contract, in whole or in part (including any renewal or extension term), such that UCS determines, in its sole discretion, that it is necessary to reduce, eliminate or otherwise modify the budget allocation covering payment thereunder, UCS shall have the option to terminate the awarded Contract upon not less than thirty (30) days’ notice to Awarded Contractor, without liability for costs, expenses or damages as a result thereof.
2. For purposes of this subsection A, Budget Modification shall mean and include, with respect to the Budget or any appropriation contained therein:
 - i. any reduction, elimination or restriction upon access thereto as provided by law; or

- ii. any restriction placed on UCS spending authority, including any restriction imposed by UCS upon itself in response to a request of the Executive or Legislative Branch of government.
3. Termination hereunder shall be further governed by the termination provisions contained in the awarded Contract, as applicable.

B. EARLY TERMINATION FOR CAUSE

Early termination of the Contract for cause may result in, among other consequences, utilizing any or all remedies available to UCS and New York State, the Awarded Contractor both being declared non-responsible by the UCS/OCA, pursuant to the UCS and Office of the State Comptroller's guidelines on vendor responsibility and in the Awarded Contractor's removal from the UCS/OCA's bidders list for future solicitations.

Intellectual Property

If Awarded Contractor is required to produce specially commissioned materials pursuant to the Contract (the "Work"), whether in written form, on tape, computer-readable media or other tangible form, Awarded Contractor acknowledges and agrees that UCS shall have the option to: (i) retain a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the Work; or (ii) be the sole owner of the Work (the Work shall be considered a "work made for hire"), each of the foregoing at no additional cost to UCS.

Insurance Requirement

Awarded Contractor shall be required to maintain during the term of the Contract awarded pursuant to this RFB, including any renewal terms or extension terms, at their own cost and expense, and provide proof with its proposal, or affirm that bidder will provide proof upon notification of contract award, of the following insurance coverage:

1. Workers' compensation and disability benefit insurance coverage as required under NYS law. Each vendor must provide with its proposal, or affirm that vendor will provide upon notification of contract award, proof of such workers' compensation and disability benefits insurance coverage or, if it is legally exempt from such coverage, proof of exemption. Vendor must obtain the appropriate Workers' Compensation Board forms from its insurance carrier or licensed agent or must follow the procedures set forth by the Workers' Compensation Board for obtaining an exemption from coverage. See Workers' Compensation Board website at <http://www.wcb.ny.gov> under "Forms" for a manual listing required forms and procedures. Any questions regarding workers' compensation coverage requirements or debarments should be directed to:

Workers' Compensation Board
Bureau of Compliance
(518) 462-8882
(866) 298-7830

Only the following forms will be accepted:

Proof of Workers' Compensation Coverage

- **Form C-105.2** - Certificate of Workers' Compensation Insurance issued by private insurance carriers; or
- **Form U-26.3** issued by the State Insurance Fund; or
- **Form SI-12** - Certificate of Workers' Compensation Self-Insurance; or
- **Form GSI-105.2** - Certificate of Participation in Workers' Compensation Group Self-Insurance; or
- **Form CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

Proof of Disability Benefits Coverage

- **Form DB-120.1** - Certificate of Disability Benefits Insurance; or
- **Form DB-120.2** - Certificate of Participation in Disability Benefits Group Self-Insurance; or
- **Form DB-155** - Certificate of Disability Benefits Self-Insurance; or
- **Form CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

On forms that have a space for a certificate holder to be listed, the carrier must enter:

NYS Unified Court System
Office of Court Administration
Division of Professional and Court Services
Grants & Contracts
2500 Pond View, Suite 104
Castleton-on-Hudson, NY 12033

The insurance carrier must notify the certificate holder if a policy is canceled.

Please note: An ACORD Certificate of Insurance is not acceptable proof of NYS workers' compensation or disability benefits insurance coverage.

For additional information regarding worker's compensation and disability benefits requirements, please refer to the New York State Workers' Compensation Board website at: <http://www.wcb.ny.gov> under "Employers/Businesses."

2. Commercial General Liability Insurance (bodily injury and property damage on an occurrence basis), personal injury and advertising, contractual and products/completed operations liability coverage, and auto liability with minimum limits as follows:

Bodily Injury and Property Damage	\$1 million per occurrence, \$2 million aggregate
Personal Injury and Advertising	\$1 million aggregate

Contractual and Products/ Completed Operations	\$2 million aggregate
Auto Liability, Combined single limits	\$1 million

Commercial General Liability insurance coverage shall be obtained from commercial insurance carriers licensed to do business in the State of New York.

OCA-DPCS-034
UCS 2025 Summer Seminar

BID ISSUANCE DATE: Friday, January 10, 2025
BID DUE DATE AND TIME: Friday, February 7, 2025 at 2PM EST

EXHIBIT A: PRICING SHEET

See excel file.

EXHIBIT B: SCOPE OF SERVICES

UCS 2025 Summer Seminars

Seminar #1 Dates: Sunday, June 22 – Thursday, June 26, 2025 (5 days, 4 nights)

Seminar #2 Dates: Monday, July 7 – Thursday, July 10, 2025 (4 days, 3 nights)

SCOPE OF SERVICES/MATERIALS SPECIFICATIONS

SEMINAR #1	6/22	6/23	6/24	6/25	6/26
Lodging Rooms	60	275	500	500	No
Breakfast	No	125	500	500	500
Morning Coffee Break	No	90	450	450	450
Lunch (includes kosher meals)	No	110	550	550	550
Afternoon Coffee Break	No	90	450	450	450
Dinner (includes kosher meals)	No	90	400	400	No
One (1) Large Meeting Room for 550 people	No	No	Yes	Yes	Yes
Two (2) Breakout rooms for 200 people each	No	No	Yes	Yes	Yes
Two (2) Breakout rooms for 125 people each	No	Yes**	Yes	Yes	Yes
Four (4) Breakout rooms for 75 people each	No	No	Yes	Yes	Yes
Three (3) rooms with wiring for computer/networking utilization for thirty (30) people each	No	No	Yes	Yes	Yes
Three (3) small breakout rooms for private consultations for twenty (20) people each	No	No	Yes	Yes	Yes
One (1) Storage space (lockable and secure, approx.100 sq. ft.)	No	Yes	Yes	Yes	Yes
One (1) Office for 20 people (lockable and secure, approx. 280 sq. ft.) w/WIFI and electrical outlets for six (6) computers and printers	No	Yes	Yes	Yes	Yes
One (1) Executive Conference room for 20 people	No	No	Yes	Yes	Yes
One (1) Security Office for 10 people (lockable and secure, approx. 200 sq. ft.) w/WIFI and electrical outlets for charging security and medical equipment	No	Yes	Yes	Yes	Yes
Audio-visual equipment and services	No	Yes	Yes	Yes	Yes
Free Internet/WIFI (including meeting rooms)	Yes	Yes	Yes	Yes	Yes
Public Space for Registration with 6 – 8 six ft. tables, chairs, electrical outlets for computers, phone, and internet access (SET UP 6/22 & 6/23)	Yes	Yes	Yes	Yes	Yes

SEMINAR #2		7/7	7/8	7/9	7/10
Lodging Rooms		250	500	500	No
Breakfast		No	500	500	500
Morning Coffee Break		No	450	450	450
Lunch (includes kosher meals)		No	550	550	550
Afternoon Coffee Break		No	450	450	450
Dinner (includes kosher meals)		No	400	400	No
One (1) Large Meeting Room for 550 people		No	Yes	Yes	Yes
Two (2) Breakout rooms for 200 people each		No	Yes	Yes	Yes
Two (2) Breakout rooms for 125 people each		No	Yes	Yes	Yes
Four (4) Breakout rooms for 75 people each		No	Yes	Yes	Yes
Three (3) rooms with wiring for computer/networking utilization for thirty (30) people each		No	Yes	Yes	Yes
Three (3) small breakout rooms for private consultations for twenty (20) people each		No	Yes	Yes	Yes
One (1) Storage space (lockable and secure, approx..100 sq. ft.)		Yes	Yes	Yes	Yes
One (1) Office for 20 people (lockable and secure, approx. 280 sq. ft.) w/WIFI and electrical outlets for six (6) computers and printers		Yes	Yes	Yes	Yes
One (1) Executive Conference room for 20 people		No	Yes	Yes	Yes
One (1) Security Office for 10 ppl. (lockable and secure, approx. 200 sq. ft.) w/WIFI and electrical outlets for charging security and medical equipment		Yes	Yes	Yes	Yes
Audio-visual equipment and services		No	Yes	Yes	Yes
Free Internet/WIFI (including meeting rooms)		Yes	Yes	Yes	Yes
Public Space for Registration with 6 – 8 six ft. tables, chairs, electrical outlets for computers, phone, and internet access (SET UP 7/7)		Yes	Yes	Yes	Yes

**Only two (2) breakout rooms for 75 people are required on 6/23/2025. One (1) room for meeting and one (1) room for meals.

A/V Equipment and Services

For the large meeting room:

- 1 podium with mic
- 2 projection packages
- 2 standard wireless mic systems
- 5 handheld/tabletop mics
- 6 wireless lavalier mics
- Technician(s), sound system, patches, and mixers

For each of the breakout rooms:

1 podium with mic

1 standard wireless mic system

1 projection package

Technician(s), sound system, patches, and mixers in each room

Up to three (3) additional standard wireless mic systems may be needed

EXHIBIT C: OVERNIGHT LODGING COMPOSITION

See excel file.