

1. Would I be able to call you to review the process?

Answer - I cannot assist you with a review of the process. The requirements are clearly outlined in the bid specifications.

Also, questions can only be asked and answered following the procedure set forth in the RFB. See the RFB specifications: VII. BID SUBMISSION PROCEDURES, Paragraph “Questions”, page 15. Deadline to submit questions is Tuesday, November 12, 2019 at 3:00 p.m.

2. We are pleased to offer a proposal that may be previewed by clicking on the following link.

Answer - The New York State Unified Court System “(UCS)”, Office of Court Administration (“OCA”) is soliciting sealed bids for this opportunity to be opened on 11/26/19 at 9:00 a.m. only. Electronic previews and/or proposals are not acceptable or in compliance with this RFB. Please see the RFB specifications: VII. BID SUBMISSION PROCEDURES, Packaging, Identifying and Delivering of Bids/Proposals on the correct procedure to follow to submit your response.

3. Are pages 5, 6 and 7 required for the bid of Attachment I? If so, I am not sure I understand what they are asking and where I would receive this information

Answer – Per the Document Enclosure Checklist on page 3 of the RFB, the only pages required to be in a bidder’s response are page 3 (non-Collusive Bidding Certificate) and page 4 (Acknowledgment of Individual or Corporation). Pages 5, 6 and 7 and not applicable to this bid opportunity.

4. In the document, I understand myself to be the “bidder”, who is the “authorized representative of the bidder” to fill out #6 Verification?

Answer – The “authorized representative of the bidder” is the person who is authorized by the company bidding to submit the bid response. In signing the # 6 Verification, the “authorized representative of the bidder” is verifying that all documents required per Document Enclosure Checklist are included with the company’s response.

5. The narrative description listed under “required documents”, how should this narrative be presented? Should they be typed or handwritten on a separate page?

Answer – Although the specifications are silent on the exact presentation of the requested narrative description, it should be legible, clearly labeled as part of the bidder’s response, and meet the requirements set forth in the paragraph (A. REQUIRED BID DOCUMENTS, 1.a. “Narrative Description – Organizational Experience/Capacity”, page 11).

6. References, listed under “required documents”, how should their contact information be presented with the bid? Typed or Handwritten on a separate page?

Answer – Although the specifications are silent on the exact presentation of the requested references, it should be legible, clearly labeled as part of the bidder’s response, and meet the requirements set forth in the paragraph (A. REQUIRED BID DOCUMENTS, 2. “References”, page 11).

7. In terms of the “menu descriptions” required- where would you like this written or typed? To be clear, they would like us to select the menu for them and list the price?

Questions – RFB# OCA/JI-265 – Deadline 11/12/2019

Answer – The request for meal descriptions was inadvertently left off the Exhibit A/Pricing Sheet as stated in A. REQUIRED BID DOCUMENTS, 4. “Meal Descriptions”, page 11). Please see attached sheet for Meal Descriptions to be submitted in conjunction with with your Exhibit A/Pricing Sheet submission.

Note to All Bidders - As the Meal Description is a request that is separate from the request for the unit price of the meals requested on the Exhibit A/Pricing Sheet, this added page is not an amendment to the existing Exhibit A/Pricing Sheet. And while using the attached Meal Description page is the preferred method of submission per this Q&A, failure to include it along with your Exhibit A/Pricing Sheet will not result in disqualification of your bid submission.

8. Although we aren't able to provide the full room block at the government rate, we can certainly provide 20 rooms per night for January 5-10 at the government rate. Kindly let me know if that will work.

Answer – The RFB specifications do not indicate a request for government room rate. Please see V. SCOPE OF WORK, LODGING REQUIREMENTS, 1. “Guest Rooms” for the specifications that set forth the UCS request for room rates.

9. Which documents are required to be notarized, if any?

Answer – The document from the RFB requiring a notarization is from Attachment I, page 4: Acknowledgment of Individual or Corporation.

Should you choose to submit the paper version of the Vendor Responsibility Questionnaire, rather than filing it online via the OSC VendRep System, you would need the Certification to be notarized (see: Attachment III – Vendor Responsibility Questionnaire Instructions).

10. When submitting our bid, are we allowed to submit a lower price for some lodging nights than others? Or do you want the same price for all 5 lodging nights?

Answer - There is no provision within the bid that requests the same nightly rate for each lodging date requested. The only provision regarding nightly room rate is that it shall be the same rate for single or double occupancy, inclusive of any service and administration charges and exempt of tax (UCS is tax exempt).

11. Besides the above attached Exhibit A Pricing Sheets, what other pages of the RFB and other documents am I required to send in by the November 26, 2019 deadline?

Answer – Please see the RFB's Document Enclosure Checklist and section VI. BID RESPONSE DOCUMENTS for a complete list of document submissions.

12. If a bidder offers additional discounts besides on the categories listed on the Exhibit A pricing sheets, does that get factored into the total price of the seminar?

For example: If a hotel offers one comp room per 30 paid room nights or a hotel offers 4% off the master bill do concessions such as these count toward reducing the total price?

Answer - Bidders must submit their pricing in accordance with the Exhibit A/Pricing Sheet, without any changes, deletions, or additions. Any alterations to the Pricing Sheet may result in rejection of the bid response.

13. Are the guestrooms master bill room and tax or are the guestrooms each to pay own all charges?

Answer - The Awarded Contractor must provide the UCS a master bill (one invoice) for all charges. UCS is tax exempt.

14. Will you be conducting site visits before a decision is made?

Questions – RFB# OCA/JI-265 – Deadline 11/12/2019

Answer - 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 general and detailed specifications.

15. I have been made aware that our financial statements are proprietary information and cannot be released, what type of justification is required to explain why these cannot be disclosed? And how should this be provided? Typed or written in a separate document?

Answer – Per the specifications (C. ADDITIONAL BID DOCUMENTS, 1. Financial Stability), submission of financial statements will be “upon request by UCS”. Should the UCS request them, they should be submitted in accordance with the “Bidder Confidential/Proprietary Information” paragraph. The reasoning behind the justification as to why such material, upon request, should not be disclosed to parties other than UCS is up to the bidder to provide based on its own internal policies and procedures.

Meal Descriptions

January 7, 2020 Dinner Program:

Standard Meal Options (including Vegetarian):

Kosher Meal Option:

January 8, 2020 Dinner Program:

Standard Meal Options (including Vegetarian):

Kosher Meal Option:
