

## **Q&A Deadline – Friday, July 21, 2023 at 1:00pm**

### **Questions & Answers**

#### **RFB OCA-DFM 285 – 2023 Taking the Bench Town and Village Justice Seminar**

**Question #1:** Could you please clarify with regards to the sealed bid. Is an email bid acceptable or will I need to mail the bid or drop off to Unified Court System, NYS Office of Court Administration Division of Financial Management, 4ESP – Suite 2001, 19<sup>th</sup> Floor, Albany, New York 12223 by the August 3<sup>rd</sup> Due Date?

**Answer #1:** Per Section VII – Bid Submission Procedures, all bids/proposals must be submitted in hardcopy. Emailed bids will not be accepted.

**Question #2:** With regards to the estimated 150 participants for the Seminar, there are no meal functions identified is that correct?

**Answer #2:** Please reference “Dining Requirements” in the bid. There are breakfast, lunch, and coffee breaks in the morning and afternoon.

**Question #3:** Sleeping Room Accommodations are the sleeping rooms 150+ or – for arrival on Sunday December 10<sup>th</sup> and departure on Friday December 15<sup>th</sup> ?

**Answer #3:** Exhibit A – Pricing Sheet, outlines the dates of lodging requested in the bid. Dates are from check-in on Monday December 11, 2023 with a departure on Friday December 15, 2023.