

Q&A Deadline – Friday, March 17, 2023 at 1:00pm

Questions & Answers

RFB OCA-DFM 283 – 2023 Summer Judicial Seminar

Question #1: Page # 7 of bid says breakfast for Day 3 is 400ppl, but of Scope of Work says 450ppl. Please confirm.

Answer #1: The maximum number of people that could attend is 450, however, this number may be lower once registration is confirmed.

Question #2: Is it ok to split the group up for meals into two spaces? If not, would they consider using the general session room?

Answer #2: Yes, splitting the group up for meals into two spaces is acceptable.

Question #3: Can you please clarify your needs for breakouts A, B, C? The # of people don't add up. Event is 450ppl, but total # of people in BOs is over 800ppl. Will the 2 BOs for 200ppl each, 2 BOs for 125ppl each and 3 BOs for 75ppl each be utilized at the same time? Please confirm this as we need to know if we can reuse some of the BOs for others. We wouldn't have the space available for BOs (c) if utilized all at once.

- a. Page# 9 of bid says (c) is 3 BOs of 75ppl each, while Scope of Work says 4 BOs of 50-75ppl each. Please confirm.
- b. Page# 9 of bid says (e) is 3 BOs of 4ppl each, while Scope of Work says 3 BOs of 15ppl each. Please confirm this as we will need to use guest rooms for 2 of the 3 BOs.

Answer#3: Not all the breakout rooms will be used at once. The awarded contractor can re-use and break down some of the rooms for breakouts. The maximum number of breakout rooms used at one time will be 8: 2 rooms for 200ppl and 2 rooms 75ppl and 2 rooms 50ppl and 2 rooms 25-30ppl. The breakout room occupancy numbers are the maximum as we do not always know how many will attend a session. The smaller rooms for 15ppl are flexible as in this is the max number and can be lowered to 10ppl.

Question #4: Can we add, OCA will be responsible for any slippage from overflow properties?

Answer#4: With the exception of transportation, rooms at an Overflow Hotel must be offered on the same terms/conditions as rooms in the main hotel (see page 6 of RFB).

Question #5: Can we add attrition/cancellation clauses for sleeping rooms/food and beverage?

Answer #5: The bid document requires room reduction (attrition) to 80% (or less) without penalty to be considered responsive (see page 4 of RFB). Bidders may propose additional attrition/cancellation clauses with the understanding that UCS reserves the right to negotiate any such terms after award.

Question #6: Would a sleeping room rate higher than the per diem be accepted?

Answer #6: Any award will be made on the basis of the lowest cost to a responsive and responsible bidder. New York State per diem rates are not applicable to a Request for Bid.