

Q.1. Am I correct in assuming that this is your program (for all the dates needed)?

*Answer to Q.1: Please refer to the paragraph "Purpose and Scope" of the bid specifications on page 6.*

Q.2. Day 1: General session for 250, classroom style. Are there any needs for offices or breakouts?

Day 2: General Session for 250, classroom style and Dinner for 250. Are there any needs for offices or breakouts?

Day 3: Is there a need for meeting space (250 guests, classroom style)?

*Answer to Q.2, Day 1,2 and 3 above: Please refer to the paragraph "Meeting Space" of the bid specifications on page 8. The meeting space is needed on the night of the dinners only and must be separate from the dining room. No offices nor breakout rooms are required.*

Q.3. During the meetings when will the attendees eat? Are they on their own for breakfast, breaks and lunch? Would you like us to work with our food and beverage team for menus in our outlet at the per diem rates?

*Answer to Q.3: Attendees will only eat one dinner at the hotel for each seminar (see paragraph "Catering" for dinner dates, on page 8.) The Judicial Institute will provide the other meals.*

Q.4. Are all the dates firm? Would other dates be considered? Will all four programs be awarded to one hotel? Or would NYS OCA consider breaking up the programs to multiple hotels if the dates are firm?

*Answer to Q.4: Please refer to the Method of Award on page 7; A single purchase order will be issued for each seminar to the lowest dollar cost, responsible bidder. Dates are firm.*

Q.5. Does a hotel need to bid on all 4 programs to be considered.

*Answer to Q.5: No, bidders may bid on one, all, or any number of the seminars. A single purchase order will be issued for each seminar to the lowest dollar cost, responsible bidder. See Rates and Charges and Method of Award p.7 of the bid specifications.*

Q.6. Does the rate have to be at Govt/State rate or below? Any exceptions? If not, can the group be flexible (i.e. Mon Tues or Wed/Thurs Pattern)

*Answer to Q.6: Rates must not exceed the State rates (See Rates and Charges, p.7), without exceptions. The group is not flexible; the dates in the specifications are final.*