



# Office of Victim Services

## Invitation for Bids

### 2023 Statewide Conference/Hotel Facilities

Kathy Hochul, Governor  
Elizabeth Cronin, Director

**IFB Release Date: Tuesday, November 22, 2022**

**Proposal Due Date: Tuesday, December 20, 2022 by 11:59 p.m.**

**Designated Contact:**

Rachel Gentile (518) 485-0637

[Rachel.Gentile@ovs.ny.gov](mailto:Rachel.Gentile@ovs.ny.gov)

**\*\*\* LATE SUBMISSIONS WILL NOT BE ACCEPTED\*\*\***

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[www.ovs.ny.gov/soc](http://www.ovs.ny.gov/soc)

# 1. INTRODUCTION

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## 1.1 Introductory Overview

The New York State Office of Victim Services (OVS) is seeking a facility to host its Statewide Victim Services Provider Conference and conference attendees during one of the following three-consecutive weekday periods:

- August 22-24, 2023
- September 19-21, 2023, or
- September 26-28, 2023

The conference will begin at 9:00 a.m. on Day One and adjourn at 1:00 p.m. on Day Three. Required facilities include meeting and breakout rooms that are conducive to conducting training for at least 400 attendees, lodging, restaurant and catering facilities, audio/visual services, and the ability to provide for additional needs, services and equipment as outlined in this document.

## 1.2 Designated Contact

**Rachel Gentile**, Program Outreach Specialist 2 at the New York State Office of Victim Services, has been designated as the contact for this solicitation and may be reached by email or phone.

Rachel Gentile, Program Outreach Specialist 2  
NYS Office of Victim Services  
Alfred E. Smith Building, 2nd Floor 80 S. Swan Street  
Albany, New York 12210  
Voice: 1-518-485-0637  
Email: [Rachel.Gentile@ovs.ny.gov](mailto:Rachel.Gentile@ovs.ny.gov)

## 1.3 Key Events

The Table below outlines the tentative schedule for important action dates.

Action	Date
<b>IFB Release Date:</b>	Tuesday, November 22, 2022
<b>Deadline for Submission of Questions:</b>	Tuesday, December 6, 2022
<b>Response to Questions:</b>	Tuesday, December 13, 2022
<b>Proposal Due Date:</b>	Tuesday, December 20, 2022 by 11:59 p.m.

## 1.4 Glossary of Terms

**“Administering Agency”** shall mean the NYS Office of Victim Services.

**“Bidder”** or **“Offerer”** shall mean any organization submitting a proposal to the State pursuant to this solicitation.

**“Director”** shall mean the Director of the NYS Office of Victim Services or duly authorized representative.

**“Evaluators”** shall mean the individual(s) who reviews proposals for NYS OVS funding.

**“Invitation for Bids”**, **“IFB”**, or **“Solicitation”** shall mean this document.

**“NYS”** shall mean New York State.

**“OVS”** shall mean the New York State Office of Victim Services.

**“Proposal”** shall mean any submission in response to this solicitation.

The **“State”** shall mean The People of the State of New York, which shall also mean the New York State Office of Victim Services.

**“Vendor”** shall mean the selected and contracted organization responsible for the 2023 OVS Conference.

## 2. MANDATORY MINIMUM REQUIREMENTS

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### 2.1 Mandatory Bid Eligibility Requirements

- A. The facility must be in one of the following counties: Albany, Columbia, Dutchess, Greene, Rensselaer, or Ulster, and be located within 20 miles of a public transportation hub. The facility must have available lodging space and separate meeting space to accommodate the conference needs over at least one of the three-consecutive weekday periods outlined in [Section 1.1, Introductory Overview](#). Facilities are eligible to subcontract with adjacent facilities for meeting space and/or occupancy rooms if necessary, however, the use of third-party services for the purposes of submitting this bid are not permissible.
- B. A block of single/double/triple occupancy rooms at the current county GSA rate must be available for booking until 11:59 p.m. 21 days before the event so that attendees may make reservations. Any rooms not reserved by this date will be released, and any reservations taken after that date will be based on space availability. The block of rooms must be made available for early check-in to conference attendees beginning at lunch time on Day One. Sufficient parking to accommodate conference attendees must be arrangeable and payable through the facility.

Rooms must be made available as outlined below:

- i. At least 200 rooms the night before Day One
- ii. At least 200 rooms the night before Day Two
- iii. At least 200 rooms the night before Day Three
- iv. At least 25 rooms the night of Day Three

Either OVS or registered attendees will be responsible for the payment of lodging for each registered attendee. If OVS pays for attendee lodging, individual room portfolios must be similarly presented. OVS shall not be responsible for the payment of incidental expenses.

- C. Facilities must meet OVS needs of comfort and cleanliness. Guest rooms are required to be clean and in good repair and have adequate towels and supplies. Air conditioning, heat, hot water, color TV, and free Wi-Fi must be fully functional in all guest rooms. Each single room must have a private bath and a full, queen, or king bed.

- i. Non-smoking rooms will be required.

- D. Meeting room space as outlined below:

- i. One (1) centrally located main registration area. The registration area must be set up by 6:00 a.m. on Day One. It must be well lit, conveniently located to the main meeting room, and adequate in size. The area must be set up to register conference attendees, including two eight-foot tables, linens, comfortable chairs, and electrical outlets.
- ii. One (1) Main Meeting Room. The room must be arranged to accommodate up to 400 participants sat banquet style. Set-up requirements include power and tables for audiovisual equipment; table and chairs on a dais for panel presenters; standing podium with microphones (including tabletop, wireless, and lavalier) as needed at the front of the room for presenters, and a projector package. Pitchers of ice water (no bottled water) and cups should be provided for attendees and speaker(s). Access must be unrestricted. If this room is also utilized for meals, staff sufficient to set-up, feed, and clean up within a 75-minute window for each meal is required.
- iii. Five (5) Breakout Rooms for Day One, Day Two, and Day Three. Each Breakout Room

must include seating for at least 80 people. Set-up requirements include power and tables for audiovisual equipment; table and chairs on a dais for panel presenters; standing podium with microphones (including tabletop, wireless, and lavalier) as needed at the front of the room for presenters, and a projector package. Pitchers of ice water (no bottled water) and cups should be provided for attendees and speaker(s). Access must be unrestricted.

- iv. Break Area. Area to be set up for breaks, separate from the registration area and main meeting room, but within proximity of the main meeting room.
- v. One Hospitality “Self-Care” Room. The room will be provided for attendees to retreat from ongoing breakout sessions/lectures in the event of a need for an emotional break. This room shall have water (no bottled water), soft seating (e.g., a couch or armchairs), chairs, and tissues. No audiovisual requirements.
- vi. One Hospitality “Store” Room. The room will be used by OVS staff only to store materials for the event. This room must be within proximity to the registration area and must be able to be secured. This room shall have two tables conference style, 12 chairs and have availability of electricity.
- vii. OVS staff must have complete access to the venue, the registration area, and other facilities at 6:00 a.m. on Day One. OVS staff must have limited access to the venue and complete access to the Hospitality “Store” Room at 3:00pm on the day before Day One.

E. On-site restaurant or catering capabilities. The following meal arrangements are required:

- i. **Day One:** Breakfast, mid-morning break, buffet luncheon for up to 400 guests, mid-afternoon break, and P.M. hors d’oeuvres reception in a banquet facility to accommodate up to 400 guests.
- ii. **Day Two:** Breakfast, mid-morning break, buffet luncheon for up to 400 guests, mid-afternoon break, and P.M. dinner in a banquet facility to accommodate up to 400 guests.
- iii. **Day Three:** Breakfast and mid-morning break.

Meals are to be approved by OVS and must be served at times to conform to the Conference agenda. Acceptability of meal and break proposals is at the discretion of OVS. The vendor must provide detailed meal descriptions within its proposal. The vendor must submit a fixed price for each meal/break indicating cost per person. The vendor must also be able to meet the special dietary needs of attendees, as indicated prior to the Conference.

F. On-site audiovisual capabilities as noted in D above. Facilities are eligible to subcontract with outside vendors for audiovisual requirements if necessary.

G. Gratuity and services fees must be included in the price shown on the bid response form. OVS is a tax-exempt entity.

H. You must use the attached [Bid Response Form](#) as a cover sheet for your bid response. The Bid Response Form serves as a summary of your bid. You must include additional materials with this form to flesh out your proposal (e.g., meeting room floor plans, banquet menus, etc.).

## 3. SUBMITTING YOUR PROPOSAL

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### 3.1 Proposal Requirements

To be eligible, Bidders are required to submit all completed required documents in conformance with the format and content requirements indicated in the following sections. Proposals should consist of two (2) distinct and separate parts: (1) **Administrative Proposal** and (2) **Bid Response**. Please submit one (1) email with two (2) distinct PDF attachments when submitting your proposal.

Evaluations of the Administrative and Bid Response packages received in response to this IFB will be conducted separately. Bidders are therefore cautioned not to include information not applicable to each specific submission. For example: do not include Bid information in the administrative proposal, and vice versa.

OVS will not be responsible for expenses incurred in the preparation and submission of the Administrative Proposal and Bid Response Form.

### 3.2 Proposal Requirement One (1): Administrative Proposal

The Administrative Proposal must contain all items listed in [Section 6. ATTACHMENTS AND APPENDICES](#). Materials should follow prescribed formats and in the same order as requested. All responses to the IFB may be subject to accuracy verifications. Forms are only necessary in certain circumstances. See [IFB 2023 Conference Complete Submission Checklist](#) for more information.

### 3.3 Proposal Requirement Two (2): Bid Response

Please complete the attached [Bid Response Form](#) as a cover sheet for your bid response and submit as directed in [Section 3.4, Proposal Submission](#). Ideally, bids will be at or below New York State's GSA per diem rate, however, bids over the per diem will be considered if vendor provides a price justification and explanation of rates. A bidder must affirm that it is able to comply with and will abide by the delivery or performance of all mandatory bid requirements listed in Section I. A [Mandatory Minimum Requirements Certification](#) Form is attached for your convenience in meeting this requirement. Failure to provide a statement agreeing to all administrative and mandatory requirements above may result in the disqualification of your bid. Please direct any questions on these requirements to the issuing officer named in this bid.

### 3.4 Proposal Submission

Proposals must be submitted via email as outlined below:

1. Proposals must be submitted by 11:59 p.m. on **Tuesday, December 20, 2022**.
2. Proposals must be submitted in one (1) clearly labeled email with two (2) clearly labeled PDF attachments:
  - (1) the Administrative Proposal, and
  - (2) the Bid Response

They must be submitted via separate PDF file (2 files per email) to [OVSOutreach@ovs.ny.gov](mailto:OVSOutreach@ovs.ny.gov) **and** [Rachel.Gentile@ovs.ny.gov](mailto:Rachel.Gentile@ovs.ny.gov) using the Subject Line:

“IFB 2023 OVS Conference – YOUR ORGANIZATION NAME”

**Example:** IFB 2023 OVS Conference – SAMPLE ORGANIZATION NAME



NOTE: You should request confirmation that your proposal was received.

Submission of proposals in a manner other than described in these instructions (e.g., mail, fax) will not be accepted. Any receipt of proposals after the date, even if not the fault of the Bidder, shall be considered late and will be rejected.

### **3.5 Invitation for Bids Questions**

All questions and requests for clarification with regard to this IFB must be submitted via email by the 11:59 p.m. on **Tuesday, December 6, 2022** to: [IFBinquiries@ovs.ny.gov](mailto:IFBinquiries@ovs.ny.gov) using the Subject Line:

“IFB 2023 OVS Conference Question”

A list of questions about the IFB which are received from potential Bidders, answers to those questions, as well as any changes, additions, or deletions to the IFB, will be posted at [www.ovs.ny.gov/soc](http://www.ovs.ny.gov/soc) under *Open Procurement* by end of day on **Tuesday, December 13, 2022**. Bidders are urged to check the [OVS State Operations Contracts Webpage](#) frequently during this bid submission period for notices of any changes, additions, deletions, or updates regarding the IFB.

## **4. EVALUATION AND SELECTION PROCESS**

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### **4.1 Proposal Evaluation**

Each Proposal Requirement (Administrative and Bid Request Form) will first be examined in a proper and timely manner to assess for completeness and conformance with requirements as described beginning in [Section 3.1 Proposal Requirements](#) through [3.3 Proposal Requirement Two \(2\): Bid Response](#) including all required signed documents, forms, and attachments as required. Any proposal may be denied further consideration at this point if it does not meet those requirements.

In addition, OVS reserves the right to determine the suitability of a hotel to host the conference. OVS also reserves the right to perform a site visit prior to the award of the contract to ensure suitability for the requirements of this IFB.

### **4.2 Evaluation Categories, Proposal Requirement One (1): Administrative Proposal Evaluation**

The Administrative Proposal Evaluation is conducted as a completeness review. Successful Bidders will provide all administrative requirements in the order and format detailed in [Section 3.2 Proposal Requirement One \(1\): Administrative Proposal](#).

Administrative Proposals are evaluated on completeness and accurateness of the requirements described in [Section 3.2 Proposal Requirement One \(1\): Administrative Proposal](#).

In the event an Administrative Proposal is incomplete, OVS reserves the right to request additional information as deemed necessary to more fully evaluate a proposal. Failure to provide requested information or documents may result in a rejected proposal. Materials should follow prescribed formats and in the same order as requested.

### **4.3 Evaluation Categories, Proposal Requirement Two (2): Bid Response Form**

- A. Upon meeting the minimum requirements, the financial evaluation is valued at 100%.
- B. The award will be based on the lowest responsible bidder.

### **4.4 Tie Breaker**

In the event of a tied score, the Director or their designee shall make the final determination based upon a site visit evaluation score. Criteria, for this evaluation includes, venue cleanliness (5 points), ADA accessibility (5 points), proximity to public transportation (5 points) and online third-party customer reviews (5 points), for a maximum score of 20.

### **4.5 Notification of Award**

After the evaluation, all Bidders will be notified of the selected bidder and OVS will enter into contract negotiations with the successful bidder. Public announcements or news releases pertaining to any contract resulting from this solicitation shall not be made without prior written approval from the administering agency.

## **5. GENERAL CONDITIONS & CONTRACT REQUIREMENTS**

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### **5.1 Administering Agency**

OVS is the administering agency for the State of New York for this procurement.

### **5.2 Method of Award**

This is a single award solicitation.

Each response will be evaluated based on the information submitted by the Bidder by utilizing the evaluation methodology as described throughout [Section 4. EVALUATION AND SELECTION PROCESS](#).

Upon determination of the best value Proposal, a State Operations Contract Agreement will be completed for the selected Bidder. This contract will be executed and forwarded for all necessary signatures and State approvals. Upon final approval, a fully executed copy will be mailed to the successful bidder.

Funding is contingent on availability of sufficient funding, federal approvals, and the contract is subject to approval by the Attorney General and State Comptroller.

### **5.3 Non-Collusive Bidding**

Each bidder shall submit, as part of the proposal, a completed copy of the Non-Collusive Bidding Certification. This will certify that, to the best of the bidder's knowledge and belief:

- The prices in the bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices, with any other bidder or with any competitor.
- Unless otherwise required by law, the prices which have been quoted in the bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, to any other bidder or to any competitor prior to completion of selection process.
- No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award, nor shall any award be made where the above conditions have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where the above conditions have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the State, public department, or agency to which the bid is made, or their designee, determine that such disclosure was not made for the purpose of restricting competition. (Section 139-d of the State Finance Law).

The fact that a bidder has published price lists, rates, or tariffs covering items or services being procured, has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or has sold the same items to other customers at the same prices being bid, does not constitute a disclosure within the meaning stated above.

## **5.4 IFB Documents**

OVS will make no allowance or concession to bidders for any alleged misunderstanding or deception because of quantity, character, or other conditions. The proposed budget is to cover the cost of furnishing all of the services specified in the IFB to the satisfaction of OVS and the performance of all work set forth in the specifications.

## **5.5 Bid Proposal Effective Period**

The Bidder's proposal must be in effect for 90 days following the final date for submission of bid.

## **5.6 Save Harmless Clause**

The selected bidder agrees and stipulates that it will assume all risks of liability in the performance of services to be provided under this proposal and that it will be solely responsible and liable for damages resulting from all accidents and injuries to person(s) or property. The selected bidder agrees to indemnify, keep and hold harmless the State of New York, its officers and employees for any and all claims for injury or damage to persons or property, arising out of the service to be performed under this proposal, including negligence, active or passive, or wrongful or improper conduct of the selected bidder, its agents or employees.

## **5.7 Liability**

OVS shall not be held liable for any costs incurred by any party for work performed in the preparation of and production of any proposal or for any work performed prior to the formal execution of a contract.

## **5.8 Reserved Rights**

OVS reserves the right to:

1. Reject any or all proposals received in response to this IFB and to reissue a modified version of this IFB.
2. Amend IFB specifications to correct errors or oversights, or to supply additional information as it becomes available.
3. Direct the bidder to submit proposal modifications addressing subsequent IFB amendments issued as per #2 above.
4. Make typographical corrections to proposals, with the concurrence of the bidder.
5. Correct computational errors with the written concurrence of the bidder.
6. Change any of the scheduled dates stated herein.
7. Eliminate any mandatory specification that cannot be complied with by any of the prospective bidders.
8. Waive or modify minor irregularities in proposals received.
9. Request additional information as deemed necessary to more fully evaluate a proposal.

## **5.9 Mandatory Contract Provisions**

OVS requires the following:

1. The bidder will read Appendix A (Standard Clauses for New York State Contracts), which will be incorporated as part of the contract without revision.
2. All outstanding tax liabilities, if any, against the bidder in favor of the State of New York must be satisfied prior to contract execution or a payment schedule for their speedy satisfaction.
3. The bidder must maintain adequate records as prescribed by OVS to substantiate all claims

for payment and must make those records available in New York State for examination and copying.

4. The first step of dispute resolution will be through conference between OVS and the Contractor. Unresolved disputes will be decided by the Director of OVS, or their designee, before either party pursues any legal remedy. If the Contractor pursues any legal or equitable remedy outside OVS, the Contractor will continue to perform work at the direction of OVS until such proceedings may be concluded and will continue to be paid, less an amount attributable to the disputed work.
5. Contract disputes that go to litigation must be pursued in a court of competent jurisdiction of the State of New York. New York law will govern the dispute and venue must be laid in Albany County, New York.
6. The contract will not be effective until it is approved by the Office of the State Comptroller.
7. The provisions of this IFB and of all attachments, and the Contractor's Response, will be made a part of the contract, as though separately and fully stated therein.
8. Article XI-A of the State Finance Law ("prompt payment" legislation) regulates the procedures for making contract payments.
9. The laws of the State of New York shall be the law which shall govern the interpretation or application of any of the terms or conditions of this proposal or subsequent contract.
10. The State of New York retains the right to cancel this contract without reason, provided that the contractor is given sixty (60) days' notice of its intent to cancel. This provision should not be understood as waiving the State's right to terminate the contract to stop work immediately for unsatisfactory work but is supplementary to that provision.

The New York State Office of Victim Services reserves the right to terminate this contract in the event it is found that the certification filed by the Bidder in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the New York State Office of Victim Services may exercise its termination right by providing written notification to the Bidder in accordance with the written notification terms of this contract.

The Office of Victim Services cannot pay cancellation charges.

## **5.10 Special Conditions**

By accepting an award from OVS under this IFB, the recipient agrees to comply with all of the special conditions outlined in appendices.

## **5.11 Freedom of Information**

All proposals submitted and all related Agreements and reports may be subject to disclosure under the Freedom of Information Law.

## **5.12 Debriefing Procedures**

Pursuant to Section 163(9) (c) of the State Finance Law, any non-awarded bidder may request a debriefing regarding the reasons that the proposal submitted by the bidder was not selected for award. Requests for a debriefing must be made within fifteen (15) calendar days of written notification by OVS that the proposal submitted by the bidder was not selected for award.

Requests for a debrief must be submitted to [Rachel.Gentile@ovs.ny.gov](mailto:Rachel.Gentile@ovs.ny.gov).

## 5.13 Protest Procedures

Bidders who receive a notice of non-award may protest the award decision by filing a protest with OVS. All protests must be filed within ten (10) business days of receipt of a debriefing, or ten (10) business days of receipt of the notice of non-award, whichever is later. The protest letter must be submitted to [Rachel.Gentile@ovs.ny.gov](mailto:Rachel.Gentile@ovs.ny.gov). Please include the title of this solicitation in your correspondence.

OVS will review and consider the merits of the protest and will decide whether the protest is approved or denied. The bidder will be provided with written notification of the review decision within seven (7) business days of receipt of the protest. The original protest and decision will be filed with the Office of the State Comptroller (OSC) when the contract procurement record is submitted for approval and OVS will advise OSC that a protest was filed.

## 6. ATTACHMENTS AND APPENDICES

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The following appendices are included in the subsequent sections and are available via hyperlink or can be found at [www.ovs.ny.gov/soc](http://www.ovs.ny.gov/soc). All attachments and appendices are listed in the order they should be received in for each proposal requirement (Administrative Proposal and Bid Response).

### 6.1 ADMINISTRATIVE PROPOSAL

- Attachment 1: [IFB 2023 Conference Complete Submission Checklist](#)
- Attachment 2: [Mandatory Minimum Requirements Certification](#)
- Attachment 3: [Non-Collusive Bidding Certification](#)
- Attachment 4: [MacBride Fair Employment Principles Form](#)
- Attachment 5: [Vendor Responsibility Questionnaire](#)
- Attachment 6: [Offerer's Certification of Compliance with State Finance Law §139-k \(5\)](#)
- Attachment 7: [Offerer's Disclosure of Prior Non-Responsibility Determinations](#)
- Attachment 8: [Offerer's Affirmation of Understanding of and Agreement Pursuant to State Finance Law §139-j \(3\) and §139-j \(6\) \(b\)](#)
- Attachment 9: [Proof of Workers Compensation and Disability Insurance](#)
- Attachment 10: [Substitute W-9 Form](#)
- Attachment 11: [ST-220TD &/or ST-220CA](#)
- Attachment 12: [Consultant Disclosure Form A](#)
- Attachment 13: [Sexual Harassment Prevention](#)
- Appendix A: [Standard Clauses for New York State Contracts](#)
- Appendix A-1: [Agency Specific Clauses](#)
- Appendix E: [Federal Award Letter Special Conditions](#)
- Appendix D: [General Conditions](#)
- Appendix F: [MWBE Certification](#)
- Appendix G: [SDVOB Requirements](#)
- Appendix H: [EO 177 Certification](#)

### 6.2 BID RESPONSE

- Attachment 14: [Bid Response Form](#)