



Office of Victim Services

2023 Statewide Conference/Hotel Facilities Contract Opportunity

Project at a Glance

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 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 above. 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.

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 the OVS 2023 Conference Invitation for Bids.

Additional Facility Requirements:

- 1 centrally located main registration area
- 1 main meeting room that can accommodate 400 guests banquet style
- 5 breakout rooms that can accommodate seating for at least 80 people
- 1 break area
- 1 hospitality "self-care" room
- 1 hospitality "store" room
- Ability to provide on-site audio/visual support
- Ability to provide on-site catering services
- A limited room block for guests at the GSA lodging rate
- Access to parking facilities

Please note: OVS is not permitted to pay for attrition and/or guarantee food, beverage, and lodging room minimums or pick-up percentages.

Submission Guidelines

If you or your facility would like to be considered for this project, please email your interest and completed quote to OVSOutreach@ovs.ny.gov and Rachel.Gentile@ovs.ny.gov by 11:59 p.m. on **Tuesday, December 20, 2022**. To be considered for this project, all interest and quote submissions must include the following:

- A completed Administrative Proposal
- A completed Bid Response, which includes
 - A completed Bid Response Summary Form
 - An itemized budget, including details on room rental rates and menu options
 - Dates of availability for the project
 - A detailed facility map, including room dimensions and capacities

The successful facility chosen for this project will be required to enter a standard state operations contract with OVS and OVS reserves the right to determine the suitability of each facility to host the OVS 2023 Conference prior to contract execution. Additional details about these contracts and the above referenced documents, are available online at ovs.ny.gov/soc.

All candidates are encouraged to reach out to OVS at IFBinquiries@ovs.ny.gov with any questions.

About OVS:

The New York State Office of Victim Services provides compensation for innocent victims of crime, funds direct and comprehensive supportive services to crime victims and advocates on their behalf for rights and benefits. OVS – providing help, healing and hope to innocent crime victims since 1966.