



**OVS 2025 Statewide Conference/Hotel
Facilities**

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Invitation for Bids: QUESTIONS AND ANSWERS**

Q1: In order to put together [an] accurate proposal, how many guests are attending, and how many rooms are needed in the block? Also, is there a budget you are working with?

A1: For the purposes of this IFB, a facility must accommodate up to 400 participants.

Rooms must be made available at the current Albany County GSA rate as outlined below:

- At least 200 rooms the night before Day One
- At least 200 rooms the night before Day Two
- At least 200 rooms the night before Day Three
- At least 25 rooms the night of Day Three

Please see section [2.1, 3.1, 3.3, and 4.3 of the IFB document](#) for more information.

Q2: 2.1 Mandatory Bid Eligibility Requirements E. iii. “The vendor must submit a fixed price for each meal/break indicating cost per person”.

Would you like a total of all combined meals per day or a breakdown of each meal period each day?

A2: For the purposes of this IFB, please complete the *Bid Request Form* rows 42, 43, and 44, with the **total cost of the days’ meals per person** as outlined in section [3.3 of the IFB Document](#) as a cover sheet summarizing your bid. You must include additional materials with this form to flesh out your proposal that include but are not limited to meeting room floor plans, banquet menus, event-specific proposed menus, etc.

Q3: Because the [EVENT SPACE] is a state facility are there any forms in Administrative Proposal Section that we do not have to submit?

A3: Each bidder must submit all forms from the administrative proposal as outlined in section [6 of the IFB Document](#).

Q4: We partner with [an outside vendor] for all groups that need hotel rooms, they negotiate on the clients' behalf for room blocks. Due to this I am not able to include hotel room night pricing and options in the cover Bid Sheet. Will this disqualify us? We certainly can connect the dots with [outside vendor] at any time to help source per diem room rates in Albany.

A4: A successful bid proposal must include and guarantee the availability of a block of rooms at the current Albany County GSA rate. 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. Please see section [2.1 of the IFB Document](#) for more information.

Q5: In addition to the bid sheet and items under Administrative Proposal Section can we also provide you with additional details in a full RFP response? We certainly would be able to offer you additional concession items, incentives/benefits of our property but need to know how best to communicate these items to you in the current format request.

A5: A successful bid proposal will include a fully complete *Bid Request 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.). Upon meeting the minimum requirements, the financial evaluation is valued at 100%. See sections [2, 3 and 4.1 of the IFB Document](#) for more information.

Q6: There is a note in the bid about the facility subcontracting AV services - is the expectation that the facility would contract all services on OVS's behalf and then OVS will pay the facility directly on one invoice? Just hoping to clarify this because we have a 3rd party AV company and F&B company we work with inhouse.

A5: A successful bid proposal will include estimates for meeting room space, lodging, food and beverage, and AV costs for the entire event. The preferred method of payment may be determined with the winning bidder at the time of contract development and execution.