

Race to the Top Network Team Institute (NTI)
IFB#12-007
Question and Answer Summary

Q1: Can you please confirm that for each break-out room (up to 9) you will require quad screen projection and (6) microphones?

A1: The IFB needs to be revised. We confirm the need for quad screen projection, but only for the General Session room. Breakout rooms only require double screens and 6 microphones, per page 5 of the IFB, section B. Host Facilities:

The IFB is revised as follows:

2. Breakout Rooms (minimum of 9) that include the following:

- Each breakout room must have seating for between 60 and 100 participants and must be set up with tables for small group work, each accommodating 6-10 people.
- The General Session Room may be rearranged into Break-out rooms, as long as each Break-out room has its own sound system
- 2 Lavalier Microphones
- 4 Wireless Handheld Microphones
- LCD Projection (double screens)(~~2 in front, 2 in rear~~) with Skirted Screens
- Skirted AV Cart with Power
- Laptop Sound Patch into the house sound system
- 4-Channel Mixer
- Extension Cords/Power Strips for each table
- Space for an external vendor to videotape the general session
- 2 Easels
- Allow NYSED to bring its own audio/visual equipment and provide space for an external vendor to videotape the break-out sessions

Q2: What will be the determining factor for the opportunity to submit a best and final offer? Do two bidders have to have the same exact quote or if they are within a certain dollar amount of each other, will the final two properties be offered an opportunity to re-bid?

A2: There are two circumstances in which NYSED would request best and final offers from all bidders that meet the mandatory requirements:

1. If NYSED decides to request best and final offers from all bidders. NYSED reserves this right, but may not exercise this right.

2. If there are two or more cost proposals for the same amount for a particular session bundle.

According to page 9 of the IFB, 3.) Evaluation Criteria and Method of Award:

Method of Award

NYSED will determine the lowest cost bidder for each of the two (2) session bundles. NYSED will award a contract for each of two (2) session bundles to the bidder that is deemed responsible and responsive and submits the lowest cost for a particular session. A bidder can be awarded a contract for one or both session bundles. A copy of the bid tabulation that summarizes each bidder's costs will be provided to all bidders.

In the event that more than one bidder submits the lowest cost proposal for a particular session bundle, all bidders for that session bundle will be asked to provide a best and final offer and the award will be made to the lowest cost bidder.

NYSED reserves the right to request best and final offers. In the event NYSED exercises this right, all bidders that meet all mandatory requirements will be asked to provide a best and final offer. The Contract Administration Unit will then determine the award for each session bundle based on the lowest revised cost proposal for each session.

Q3: Will it be the requirement of NYSED that the hotel accept PO's from each individual school district?

A3: It will be the responsibility of the hotel to accept PO's from each of the individual participants. The PO's are for the registration fee which is to pay for the meals each day of the conference.