**AMENDED**

**ATTACHMENT B**

**RESPONSE FORM**

**C001195 – OSC BOOTH DISPLAYS**

1. **BIDDER INFORMATION**

|  |  |
| --- | --- |
| **Bidder Name:** |  |
| **Bidder Contact Name:**  **(include email & phone)** |  |
| **Identify company name & proposed role of subcontractors (if any):** |  |
| **Bidder Office and Fabrication Location(s):** |  |
| **Bidder business categories**  **(check all that apply)** | **A Minority- or Woman-Owned Business Enterprise (M/WBE) certified by the NYS Empire State Development Corporation**  **A Service-Disabled Veteran-Owned Business certified by the NYS Office of General Services**  **A NYS small business that meets all four criteria below:**   * **Resident in New York State;** * **Independently owned and operated;** * **Not dominant in its field; and** * **Employs one hundred or less persons.** |

1. **MINIMUM QUALIFICATION**

Bidders must meet the following minimum qualification in order to be responsive to this solicitation. Validate that the bidder meets the minimum qualification using the space provided below.

|  |  |  |  |
| --- | --- | --- | --- |
| **The bidder must have successfully planned and fabricated at least 20 displays for clients within the last five years.**  **Substantiate this experience by completing the table provided below. Bidders are encouraged to provide additional client displays that have been planned and fabricated within the last five years beyond the 20 required to meet this minimum qualification as this will be considered during technical evaluation. Add rows if necessary.** | | | |
| **#** | **Dates** | **Client Name** | **Brief Display Description** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
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| **14** |  |  |  |
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| **16** |  |  |  |
| **17** |  |  |  |
| **18** |  |  |  |
| **19** |  |  |  |
| **20** |  |  |  |

1. **ADDITIONAL RESPONSES**

Provide additional information in the space provided below.

|  |
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| 1. **Describe the scope of the bidder’s display operation including both design and fabrication. Identify the number of staff bidder has dedicated to this purpose and the bidder’s overall experience providing display booth design and fabrication services.** |
| [Response] |
| 1. **Identify the bidder’s staff that it would assign to OSC’s engagement if awarded. Provide a brief description of each staff members’ experience.** |
| [Response] |
| 1. **While OSC acknowledges the final displays will result from collaboration between the parties and decisions made during the planning phase, provide any initial ideas, visions, or concepts for OSC’s displays using the missions of OUF and NYSLRS and the functional requirements provided. Bidder may attach renderings, drawings, or other material to its response if needed.** |
| [Response] |
| 1. **Identify the location at which OSC’s displays would be stored. Briefly discuss the storage facility including any security, climate controls, inventory management systems, etc.** |
| [Response] |
| 1. **Describe any processes and procedures the bidder has in place to control costs and limit expenses billed to its clients in planning, fabrication, and delivery/set-up.** |
| [Response] |
| 1. **Discuss any engagements the bidder has successfully completed that are similar in scope to this opportunity. If possible, provide photos of finished displays.** |
| [Response] |