

CONTRACT #C001195
OSC TRADE SHOW BOOTHS
OFFICE OF THE STATE COMPTROLLER
RESPONSES TO QUESTIONS

The New York State Office of the State Comptroller's ("OSC") official responses to questions submitted pursuant to the above-captioned procurement are listed below. Responses are in **bold blue type**.

Question #1: I would like to know if there was a list of venues so I can check with them on what installer certifications will be needed in order to quote appropriately.

Response: OSC anticipates that it will require the booths to be delivered and set-up at up to five trade shows each year, including the New York State Fairgrounds located at 581 State Fair Boulevard, Syracuse, New York. The number and location of these Tradeshows may change during the term of the Agreement. The proposer should complete Section 4 (Transport, Set-up, and Breakdown Fee) of Attachment C (Cost Form) as shown - a single flat rate for delivery/set-up, regardless of venue, and a per mile transport fee.

Question #2: Can you please supply a goal budget for the overall scope of the project? This project can be designed with higher end customization, or it can be done with more stock products at a lower price point. Would be best to understand the budget goal for the project so we can provide recommendations that maximize your target spend.

Response: OSC declines to answer. It is OSC's practice not to disclose the budget of a particular project or procurement so as to encourage competition and better pricing. See response to #4.

Question #3: If you are unable to provide a response on question 2, can you please approve a budget range in our submission vs a NTE budget, as it can have such a range of solutions depending on design and customization and decisions made.

Response: Proposers should provide a single not-to-exceed cost for each area indicated on Attachment C (Cost Form) and not a range. If, during the project, a not-to-exceed cost is reached, the amount billable to OSC is limited by that not-to-exceed cost. If final costs end below a not-to-exceed cost, the amount billable to OSC will be the actual costs.

Question #4: Can you please outline the evaluation criteria for the award on this project?

Response: OSC will evaluate the responses received based on the "Best Value" concept, meaning an award will be made to the proposal that best optimizes quality, cost, and efficiency among responsive and responsible offerers. Cost consideration will be given to the fees provided on Attachment C (Cost Form), while technical consideration will involve a review of each Proposer's additional responses on Attachment B (Response Form), both of which are posted on OSC's website: <https://www.osc.ny.gov/procurement>.

Question #5: It appears OSC is seeking bids for booth ownership, however, Attachment B (Response Form) contains a Question #6 that asks bidders to explain their rental and ownership options. Can OSC clarify this?

Response: OSC is seeking bids for the ownership option only, not rental. Bidders may disregard Question #6 on Attachment B (Response Form). OSC will not consider or evaluate any response to this question and we have stricken the language from the response form.

Attachment B (Response Form) has been amended to reflect this change. Attachment B (Response Form) is available on OSC's website: <https://www.osc.ny.gov/procurement>