

Date: 6/8/2018

Subject: LODGING, MEAL AND CONFERENCE FACILITIES

Solicitation/Bid Number: DMVA- 6100045945

Opening Date/Time: 6/28/2018 9:00 AM

Flyer Number: 03

To All Suppliers:

The Commonwealth of Pennsylvania defines a “Flyer” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

The following questions have been submitted for this procurement. The answers are below each question. Additional answers to questions are pending:

1. Are the dates listed locked in and set or could they be flexible if given a 12-month notice?

Offerors may provide anticipated dates that the training will occur from the table or indicate they are able to comply with the dates in the table in the technical submittal. Actual dates of the training must be one of the date ranges in the table and must be verified by September 1 of the year prior to the training year. (For example- Training dates for 2021 must be verified by Sept 1, 2020)

2. Are the audio and visual requirements needed in each conference room as per section 3-1 paragraph G. Would it be needed where the meals will be served and provided?

A/V needs to be in the main meeting space.

There is a possible need in the break out room. Offerors may wish to consider this possibility in their submission.

There is no need for A/V in the eating spaces.

3. Does paragraph J (pg 15) only apply to the conference rooms being used? Are there time stipulations when beverages are to be provided or should they be provided all day? It states conference rooms, but not break out, is there more than one conference room this is needed for?

There is only one conference room this service is needed for.

The beverage service needs to be provided all day.

4. Do meals need to be in per diem guidelines? Are there specifics for the meals? Buffet, plated meal, hot/cold food? (pg. 74)

The meals do not need to be within any per diem guidelines. There are no requirements for the provisions of exact meals or meal types, however the sample meal attachment indicates what DMVA has utilized previously. The type of food or food options and delivery method should be included in the technical submittal. The cost must be outlined on the cost sheet and if the vendor is offering options, they must all be the same cost that is provided on the cost submittal.

5. Please provide a tax-exempt explanation for our location and paperwork also please provide explanation of room charge tax and how to include this fee.

The price per room needs to be inclusive of all costs for the rooms. No other charges will be paid to the awarded Offeror. The Commonwealth of PA is exempt from PA sales tax.

6. Do Offeror's need to have an SAP Vendor # to submit a proposal?

No, however a vendor number will be required in order for DMVA to create a purchase order.

7. Do Offeror's need to be on the Commonwealth preferred lodging vendor list to be considered for award?

No, specific locations are not required to be on the preferred lodging list to be considered for award.

8. How does a visit to the Offeror's site work? Would the Offeror initiate the invitation?

The DMVA will reach out to Offeror(s) if it deems clarifications, oral presentations, additional information or a site visit is necessary and request the visit to the Offerors' site(s).

9. Does the price we are submitting on the cost submission include AV and service charges?

The cost submittal must include all costs for the services that are requested that may be applicable. Including, but not limited to taxes the Commonwealth of PA is not exempt from, parking costs, catering service costs, audio visual costs, wi-fi costs. Offerors must submit the cost submittal as provided without changes or conditions on the submittal sheet. The awarded Offeror will only be paid in accordance with prices on the cost submittal, no additional fees will be paid.

10. What is considered an "ORIGINAL" submission for the technical submittal?

The original shall be signed in ink, not a reproduced (copied) document.

11. How does the original need to be included on the technical submittal? Do we need to mark any other packets original?

One technical submittal must be marked as an original. This can be done with a pen, marker or typed on the technical document. No.

12. Is each packet (technical, cost, BDISBO) worth a certain number of points?

Yes. A complete explanation is in the RFP document under Part II-4.

13. Does each Offeror need to utilize a small business?

No.

14. Is a hotel considered a small business?

Small Business General Information is contained in the RFP document, Part V. Please contact the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) with specific questions. The contact information is contained in Part V-1 of the RFP document.

15. Will the PO be the same for all five years or will the awarded Offeror get a different PO each year?

It is DMVA's intension to issue a single purchase order for a full five years.

16. Will Offerors receive notification if they are not awarded the contract? If so when?

Yes, as soon as possible after award of the purchase order.

17. Can we include pamphlets or marketing items outlining amenities and other items we offer?

Yes, as part of the Technical Submittal.

18. Do we need to?

There is no requirement.

19. Is this RFP only for brick and mortar companies?

The requirement is for on-site lodging and conference space in the same physical location. Offerors do not need to be a brick and mortar company; however, they need to provide a physical location for training attendees to gather together and lodge overnight for the duration of the training.

20. Do we need to have a small business submission with our response?

No. Offerors that do not provide a Small Business submission will receive none of the twenty (20) percent of available points at scoring.

21. Please explain what is required for the electronic versions and what the references to anti-virus software means.

The electronic submittal requirements are fully explained in the RFP document, Part I-12, paragraph A. Offerors must provide the name of their anti-virus protection software/application and the version number, if applicable.

22. How do we submit the technical? Do we hand write answers, provide a separate document or scan in our answers?

Offerors may use any method to provide their response to this RFP. A Word version of the RFP document shall be uploaded to the procurement Internet page.

23. How do we know what type of meals to provide? There will be a large cost difference with a hot foods buffet compared to a continental breakfast. Are the meals buffet style or plated for lunch and dinner?

The type of food or food options and delivery method should be proposed by the Offeror and included in the technical submittal. The cost must be outlined on the cost sheet and if the vendor is offering options, they must all be the same cost that is provided on the cost submittal.

24. How do we respond to section L (pg 15) if we cannot release our plans due to security reasons?

This section is asking for the Offeror's approach and how they ensure they are able to continue business operations. Actual plans do not need to be released. If an Offeror includes plans and wishes to have them exempted from Right to Know requests, the trade secret documentation must be filled out and submitted with the proposal.

25. Can we provide multiple options for food or conference room layouts if they are all the same cost for the cost submittal?

Offerors shall respond with their single best option. Alternative proposals will not be accepted.

26. If we put a vendor down as a Small Diversified Business, you are saying we are bound to use them through 2023 even if we have an ownership change?

Yes.

27. What if the vendor goes out of business or for some reason no longer wants to work with us?

The Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO) is available to assist vendors with such challenges. Questions regarding the Small Diverse Business and Small Business Programs, including questions about the self-certification and verification processes can be directed to:

Department of General Services  
Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)  
Room 601, North Office Building  
Harrisburg, PA 17125  
Phone: (717) 783-3119  
Fax: (717) 787-7052  
Email: RA-BDISBOVerification@pa.gov  
Website: [www.dgs.pa.gov](http://www.dgs.pa.gov)

**For electronic solicitation responses:**

- Attach this flyer to your solicitation response. Failure to do so may result in disqualification.
- To attach the Flyer, download the Flyer and save to your computer. Move to “My Notes”, use the “Browse” button to find the document you just saved and press “Add” to up load the document.
- Review the Attributes section of your solicitation response to ensure you have responded, as required, to any questions relevant to flyers issued subsequent to the initial advertisement of this bid opportunity.

Except as clarified and amended by this Flyer, the terms, conditions, specifications, and instructions of the solicitation and any previous flyers, remain as originally written.

Very truly yours,

Name: Rebecca J. Jacovino-Smith  
Title: Chief, Procurement and Contracting  
Email: [rjacovino@pa.gov](mailto:rjacovino@pa.gov)

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Contractor's Signature