



Division of Procurement and Contracting

Date: 6/19/2018

Subject: LODGING, MEAL AND CONFERENCE FACILITES

Solicitation/Bid Number: DMVA- 6100045945

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

Flyer Number: 04

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.

1. Can you confirm the number of days the actual meeting is taking place through 2022? The space is requested starting Monday morning but most of the arrivals are Tuesday. So, is the meeting days Wed, Thurs and Fri with Monday & Tues being a set up day?

Three (3) days are needed for class to allow attendees to travel in on Monday and check out on Wednesday. We can be flexible as long as there are not any travel days on a weekend or holiday, with the exception of 2023.

2. For meals – I assume there is not a dinner on last day? What meals are what days?

You are correct, no dinner on the last day. Awarded offeror shall provide a box lunch on the last day.

Dinner on the travel day , Breakfast lunch and dinner on the first two days of training and breakfast and a box lunch on the final day.

3. For 2023, the meeting is 4 days instead of 3? Is this correct?

2023 is the next 5 year cycle (like this year). We will have 4 ½ days of class. We will plan on checking in on Sunday and out on Friday

4. Should I be answering the questions right on the pages? For instance, the security ones on page 15, would I write my answer next to question or put on a separate paper?

Offerors may prepare their submission any way they choose. Offerors may edit the downloaded RFP document or create a separate submission significantly in the format of the RFP document required responses.

5. Do you have any idea when all my recent questions will be posted?

Please see the Calendar of Events, page iv of the RFP document.

6. Modification of Question 4., Flyer Number 03: Do meals need to be in per diem guidelines? Are there specifics for the meals? Buffet, plated meal, hot/cold food? (pg. 74)

DMVA will not accept a plated meal, 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.

7. Modification of Question 18., in relation to Question 17., Flyer Number 03: Do we need to?

There is no requirement to include pamphlets or marketing items outlining amenities and other items, however offerors may choose to include whatever materials they choose.

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,

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Contractor's Signature