

MWBE FORUM RFP Questions

1. In addition to the vendor's speaker recommendations, will your department or the OGS recommend speakers?
Yes.
2. Does the producer provide AV services to the exhibitors?
The selected vendor is expected to provide A/V services for the opening session of the event. Exhibitors that request additional A/V will be expected to provide their own equipment. The selected venue should have amenities such as Wi-Fi, electrical ports, etc. in place to support exhibitor's requests. No A/V services beyond the standard conference amenities are expected to be provided by the selected vendor.
3. Is the registration site expected to mirror the look of the event website?
Yes. Empire State Development (henceforth referred to as "ESD") and the State of New York have specific branding requirements that the selected vendor will be required to abide by for the duration of the contract.
4. What has been the normal on site event schedule from "Move in to Move out"?
The standard conference schedule from "move in to move out" has varied based on the Forum agenda and the selected venue. The typical schedule has included pre-event day set up and post-event same day breakdown.
5. In the past, how many breakout rooms were utilized for workshops, seminars and plenary sessions?
The 2015 Forum included 8 breakout rooms, 2 theaters, and an exhibition area which included a registration area and a space large enough to host 200+ vendors.
6. In the past, what has been the overall budget for sponsorships and what is the expectation for this year?
The sponsorships budget for each Forum has varied from year-to-year. The selected vendor is expected to raise enough sponsorship funds to meet and exceed all costs associated with the Forum.
7. Do you expect the management company to contract room blocks for sleeping rooms or merely suggest lodging?
The selected vendor is only expected to suggest lodging.
8. Do you expect the management company to contract with a shuttle service or car rental agencies?
No, the selected vendor is only expected to identify the services in the area to provide a list of options for Forum participants.

January 27, 2016

9. What are the requirements for online registration as far as reports are concerned?
The selected vendor will be expected to provide reports that include, but are not limited to, participant contact information, participant category, and payment collection. Reports are expected to be furnished no less than weekly and upon request from ESD staff.

10. What is the budget?
This is a best value procurement. Therefore, vendors are encouraged to submit proposals that include the estimated cost of the event from planning through to post-event follow-up items.

11. Do we need to be a certified New York State-certified Minority-owned Business Enterprise (MBE) and/or Women-owned Business Enterprise (WBE) business to submit a proposal?
No, all interested vendors are welcome to apply to this RFP. However, the selected vendor will be expected to comply with Article 15-A and meet the 30% MWBE utilization goal associated with this procurement.

12. Some of the procurement forms do not apply to us. Do we need a form submitted for each one that is requested?
Yes.

13. Has a State established a budget for this project? If so, what is the projected budget? Is there an established schedule of payments?
Please refer to the response for question 10 above.

14. How much did the State spend on this event in the last 2 years?
Prior events have solicited sponsorships which have fully funded event costs.

15. Where was the event held last year? Is that location a possibility again? If not, is there a preferred location in mind for this year?
Last year, the NYS MWBE Forum was held at the Empire State Convention Center in Albany, New York. The location may be considered for this year's NYS MWBE Forum. However, interested vendors are expected to provide additional venue options. Preferred venue locations will be located in a metropolitan region within New York State and should be reasonably accessible via public and major transportation hubs to facilitate access for all New York State constituents.

16. We have an established consortium of suppliers. May we use our consortium of Peak Performance suppliers, not all of whom are MWBE's?
Yes, the selected vendor may use non-MWBEs as long as the selected vendor complies with New York State Article 15-A and the 30% MWBE utilization goal associated with this procurement.

January 27, 2016

17. Our policy is to meet regularly with our clients. Is it to be assumed that regular project meetings with State Staff will be held in New York City?
Yes, the ESD staff contacts for this procurement are located in Manhattan, New York.
18. What is the sponsorship approval process? How long does it take? Is there a sponsorship preference? Are product sponsorships allowed?
Proposed sponsors must be submitted to the ESD and the State of New York staff for approval by the selected vendor. The vetting process is expected to vary for each sponsor. There are no sponsorship preferences at this time. There are no product sponsorships allowed at this time.
19. Are there any previous or current sponsorship agreements that will be included in the forum for the following 3 years? What are the sponsorship requirements?
There are no previous or current sponsorship agreements. There will be a vetting process for selected sponsors.
20. Are there any potential conflicts of interest issues when it comes to gaining new sponsors?
None identified at this time. However, ESD reserves final approval of proposed sponsors.
21. What is the dollar range for a Platinum sponsor? For a Diamond sponsor?
The dollar ranges, as well as sponsorship levels, are to be recommended by the selected vendor and approved by ESD and State of New York staff.
22. What was the sponsorship amount raised for the 2015 MWBE Forum? 2016 to date?
Please refer to the response for question 6 above.
23. What is the target sponsorship amount to raise for the 2016 MWBE Forum?
Please refer to the response for question 6 above.
24. Page 5 Sponsorship - What is the target modest revenue to ESD needed to support future MWBE events?
There is no target number. The selected vendor is to provide a target revenue recommendation based on meeting and exceeding all costs associated with the Forum.
25. Has the direct "not-to-exceed" amount (operational costs) been determined yet for 2016 MWBE Forum?
No, the "not-to-exceed"/operation cost will be determined based on the best value proposal from the selected vendor.
26. Is it permissible to structure sponsorship costs as a percentage of sponsorships sold e.g. commission based sales?
No, the selected vendor fee is included within the operational costs associated with the Forum event.

January 27, 2016

27. How have sponsorships sales been structured in the past - hourly fee or commission based?
Please refer to the response for question 26 above.
28. Page 9 Sponsorship Strategy - says "must include anticipated sponsor contacts". Does this mean name and contact info of decision makers at potential sponsors? If not, can you clarify?
Yes.
29. Attachment B is the Diversity Questionnaire. In what section of the response should Attachment B be submitted in or with?
Responses to the Diversity Questionnaire should be included as a part of all interested vendors' proposal submissions.
30. When do any subcontractors need to submit a completed ST-220CA?
ESD only requires that the primary respondent vendor completes Form ST-220-CA. Subcontractors may need to complete forms in relation to this project with the Department of Taxation and Finance ("DTF"), but ESD will not require forms from subcontractors.
31. Is there a city or region in New York State that you would like us to focus on for our venue search?
Please refer to the response for question 15 above.
32. Will there be an additional RFP sent out for this or shall we submit to you a document that supports our capabilities and how we could support the meeting efforts for this?
ESD will not issue an additional RFP for this procurement opportunity. Interested vendors should submit all supporting documents for review and consideration no later than the RFP submission deadline.