

STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER

Date: August 4, 2016

Company Name: _____

Address: _____

Point of Contact: Danielle Snook
Department of Justice, Office of Victim/Witness Assistance, 33 Capitol Street, Concord NH 03301
Telephone: 603-271-3671 E-mail: Danielle.Snook@DOJ.NH.Gov

Bid Invitation Name: Conference Facility(ies) With Meals And Options For Lodging.
Bid Number: DOJ 2017-01 Date of Bid Opening: September 1, 2016 Time of Bid Opening: 10:00 A.M. EST

Dear Danielle Snook:
[Insert name of signor]_____, on behalf of_____ [insert name of entity
submitting bid (collectively referred to as "Vendor") hereby submits an offer as contained in the written bid submitted herewith
("Bid") to the State of New Hampshire in response to BID# DOJ 2017-01 for Conference Facility(ies) With Meals And Options For
Lodging. at the price(s) quoted herein in complete accordance with the bid.

Vendor attests to the fact that:

- 1. The Vendor has reviewed and agreed to be bound by the Bid.
2. The Vendor has not altered any of the language or other provisions contained in the Bid document.
3. The Bid is effective for a period of 180 days from the Bid Opening date as indicated above.
4. The prices Vendor has quoted in the Bid were established without collusion with other vendors.
5. The Vendor has read and fully understands this Bid.
6. Further, in accordance with RSA 21-I:11-c, the undersigned bidder certifies that neither the bidder nor any of its subsidiaries, affiliates
or principal officers (principal officers refers to individuals with management responsibility for the entity or association):
a. Has, within the past 2 years, been convicted of, or pleaded guilty to, a violation of RSA 356:2, RSA 356:4, or any state or federal law or
county or municipal ordinance prohibiting specified bidding practices, or involving antitrust violations, which has not been annulled;
b. Has been prohibited, either permanently or temporarily, from participating in any public works project pursuant to RSA 638:20;
c. Has previously provided false, deceptive, or fraudulent information on a vendor code number application form, or any other
document submitted to the state of New Hampshire, which information was not corrected as of the time of the filing a bid, proposal,
or quotation;
d. Is currently debarred from performing work on any project of the federal government or the government of any state;
e. Has, within the past 2 years, failed to cure a default on any contract with the federal government or the government of any state;
f. Is presently subject to any order of the department of labor, the department of employment security, or any other state department,
agency, board, or commission, finding that the applicant is not in compliance with the requirements of the laws or rules that the
department, agency, board, or commission is charged with implementing;
g. Is presently subject to any sanction or penalty finally issued by the department of labor, the department of employment security, or
any other state department, agency, board, or commission, which sanction or penalty has not been fully discharged or fulfilled;
h. Is currently serving a sentence or is subject to a continuing or unfulfilled penalty for any crime or violation noted in this section;
i. Has failed or neglected to advise the division of any conviction, plea of guilty, or finding relative to any crime or violation noted in
this section, or of any debarment, within 30 days of such conviction, plea, finding, or debarment; or
j. Has been placed on the debarred parties list described in RSA 21-I:11-c within the past year.

Authorized Signor's Signature _____ Authorized Signor's Title _____

NOTARY PUBLIC/JUSTICE OF THE PEACE

COUNTY: _____ STATE: _____ ZIP: _____

On the _____ day of _____, 2016, personally appeared before me, the above named _____, in his/her
capacity as authorized representative of _____, known to me or satisfactorily proven, and took oath that the
foregoing is true and accurate to the best of his/her knowledge and belief.

In witness thereof, I hereunto set my hand and official seal.

_____(Notary Public/Justice of the

Peace) My commission expires: _____(Date)

State of New Hampshire; Department of Justice
Office of Victim/Witness Assistance; Instructions for Request for Bid (RFB)
Conference Facility(ies) With Meals And Options For Lodging

NOTE TO VENDORS

Read and follow these instructions carefully. Many bid responses are submitted incorrectly due to Vendor failure to read and follow all instructions. Should there be any questions, please refer to the instructions entitled "RFB Inquiries".

SUMMARY OF BID REQUEST

The intent of this RFB is to obtain a Conference Facility/Facilities to conduct a two (2) to three (3) day training conference entitled "2017 Partnering for a Future Without Violence". This will include facility space, meals and audiovisual services. Lodging options should also be included.

SPECIFICATION COMPLIANCE

Bidder's offer must meet the required specifications as written.

LOCATION

The location must be within 40 miles of Manchester, New Hampshire.

CONTRACT AWARD

The bid response sheet will request multiple conference room pricing structures. The contract will be awarded based on the overall lowest price to include the conference rooms chosen, audiovisual expenses, parking, and dates.

RFB INQUIRIES

This RFB is issued for the State of New Hampshire by the Department of Justice, the sole point of contact for the State of New Hampshire, during the selection process.

Inquiries must be submitted by an individual authorized to commit their organization to the Terms and Conditions of this RFB. Submissions must clearly identify the RFB Number, the Vendor's name, address and the name of the person submitting the question.

Please take the time to read the RFB carefully before submitting inquiries and make inquiries as clear as possible. Reference the section of the RFB in question.

All inquiries or proposed changes must be submitted in writing and received at the Department of Justice at least five business days prior to the bid opening

Inquiries must be submitted by E-mail to Danielle Snook at the following address: Danielle.Snook@DOJ.NH.Gov

ADDENDUM

In the event it becomes necessary to add to or revise any part of this RFB prior to the scheduled submittal date, the NH Department of Justice will post on the NH Purchase and Property web site any Addenda. Before your submission, always check the site for any addenda or other materials that may have been issued that would affect the RFB. The web Site address is http://www.admin.state.nh.us/purchasing/bids_posteddte.asp

TERMS OF SUBMISSION; RETURN OF COMPLETE ORIGINAL RFB

Vendors must submit a complete response to this RFB. It is mandatory that the Vendor conform and respond in accord with the RFB instructions, requirements and rules with completeness and clarity of content.

Bid submissions must include a complete printout of all issued Addenda (if applicable) and the entire RFB.

SUBMISSION OF BID RESPONSE

The RFB response MUST conform to the following criteria to be considered for award:

- All responses must be delivered in sealed packages; permanently marked showing the following information on the outside of the package:

- Vendor's Name and Address
- RFB Number
- BID Due Date
- Indicated as "SEALED BID"
- Entitled: "Conference Facility(ies) With Meals And Options For Lodging"
- The RFB submission must include in the following order:
 - Copy of Addenda (if any issued) in numerical sequence; completed and signed.
 - The entire Original RFB with completed and signed *State of New Hampshire Bid Transmittal Letter*.
 - Vendor's Response to RFB. **Please Note:** The response sheet accompanying this bid is the only response that will be accepted.
- The response package must be delivered to the following address:
Department of Justice
33 Capitol Street
Concord NH 03301
Any package delivered to any other location of the State will not be honored as received.
- All responses must be received at the Department of Justice on or before the bid due date and time stated on the first page of this bid (State of New Hampshire Bid Transmittal Letter). Vendors mailing their responses must allow for sufficient time for delivery by the deadline. Bids received later than the specified date and time at the Department of Justice will not be considered.

VENDOR ATTENDANCE AT OPENING OF RFB

If Vendors wish to attend the opening of the RFB, only the names of the Vendors submitting responses will be made public. Bid information will be published on the Purchase and Property web site if and when an award is made.

VENDOR CERTIFICATIONS

All bidders must be duly registered as a Vendor authorized to conduct business in the State of New Hampshire. In order to become duly registered, the following processes must be completed:

- **State of New Hampshire Vendor Application:** Bidders must have a completed Vendor Application and W-9 Form on file with the NH Bureau of Purchase and Property. See the following website for information on obtaining and filing the required forms <http://admin.state.nh.us/purchasing/Vendor.asp> (no fee is required to obtain this form). Do not submit these documents as part of your bid submission.
- **New Hampshire Secretary of State Registration:** A person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'Foreign' (out-of-state). Please visit the following website to find out more about the requirements and filing fees for both classifications: <http://www.nh.gov/sos/corporate>

SUBVENDORS

The Vendor shall be solely responsible for meeting all requirements, terms and conditions specified in this RFB, its response and any resulting contract. The Vendor must describe in its bid any intended use of third (3rd) parties or Subvendors. The State must approve any use of Subvendors.

CANCELLATION OF RFB

The State reserves the right to cancel this solicitation at any time prior to contract award in which case all responses will be rejected.

BID RESULTS

Bid results may be viewed on the Purchase and Property web site at:
http://www.admin.state.nh.us/purchasing/bids_posteddte.asp

PUBLIC DISCLOSURE**A. Introduction**

The State of New Hampshire has made it a priority through the Right-to-Know law (RSA 91-A), the TransparentNH initiative, and other statutes and practices to ensure that government activity is open and transparent. In general, these requirements allow for public review, disclosure and posting of government and public records. As such, the State is obligated to make public the information submitted in response to this RFB, any resulting contract, and information provided during the contractual relationship. The Right-to-Know law obligates the State to conduct an independent analysis of the confidentiality of the information submitted, regardless of whether it is marked confidential.

In addition, the Governor and Council (G&C) contract approval process more specifically requires that pricing be made public and that any contract reaching the G&C agenda for approval be posted online.

B. Disclosure of Information Submitted in Response to RFB

Information submitted in response to this request for bid (RFB) is subject to public disclosure under the Right-to-Know law after a contract may be awarded by G&C. Notwithstanding the Right-to-Know law, no information concerning the contracting process, including but not limited to information related to bids, communications between the parties or contract negotiations, shall be available until a contract is actually awarded.

Confidential, commercial or financial information may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information submitted in response to this request for bid should be kept confidential, you must specifically identify that information where it appears in your submission in a manner that draws attention to the designation. You must also provide a letter to the person listed as the point of contact for this RFB, identifying the specific page number and section of the information you consider to be confidential, commercial or financial and providing your rationale for each designation. Marking or designating an entire bid, attachment or section as confidential shall neither be accepted nor honored by the State.

Pricing and other information that relates to your contractual obligations in your bid or any subsequently awarded contract shall be subject to public disclosure regardless of whether it is marked as confidential.

Notwithstanding a bidder's designations, the State is obligated by the Right-to-Know law to conduct an independent analysis of the confidentiality of the information submitted in a bid. If a request is made to the State by any person or entity to view or receive copies of any portion of your bid, the State shall first assess what information it is obligated to release. It will then notify you that a request has been made, indicate what, if any, information the State has assessed is confidential and will not be released, and specify the planned release date of the remaining portions of the bid. To halt the release of information by the State, a bidder must obtain and provide to the State, prior to the date specified in the notice, a court order valid and enforceable in the State of New Hampshire, at its sole expense, enjoining the release of the requested information.

By submitting a bid, you acknowledge and agree that:

- The State may disclose any and all portions of the bid or related materials which are not marked as confidential and/or which have not been specifically explained in the letter to the person identified as the point of contact for this RFB;
- The State is not obligated to comply with your designations regarding confidentiality and must conduct an independent analysis to assess the confidentiality of the information submitted in your bid; and
- The State may, unless otherwise prohibited by court order, release the information on the date specified in the notice described above without any liability to you.

C. Electronic Posting of Resulting Contract

RSA 91-A obligates disclosure of contracts resulting from responses to RFBs. As such, the Secretary of State provides to the public any document submitted to G&C for approval, and posts those documents, including the contract, on its website. Further, RSA 9-F:1 requires that contracts stemming from RFBs be posted online. By submitting a bid you acknowledge and agree that, in accordance with the above mentioned statutes and policies, (and regardless of whether any specific request is made to view any document relating to this RFB), any contract resulting from this RFB will be made accessible to the public online via the State's website without any redaction whatsoever.

NON-EXCLUSIVE RFB OR ANY RESULTING CONTRACT

This is a Non-Exclusive RFB with price and term limitations as set forth in any resulting Contract. The State may, at its sole discretion, retain other contractors to provide Conference Facility(ies) with meals and options for lodging.

CONTRACT TERMS AND CONDITIONS

The form contract P-37 included as *Sample* shall be part of this bid per section 8.1. The successful bidder(s) and the State, following notification of award, shall promptly execute this form of contract, which is to be completed by incorporating the service requirements and price conditions established in the bidder's offer.

REQUIRED DOCUMENTS OF WINNING BIDDER

Upon receipt of contract award notification, the successful bidder must furnish the following:

- A signed and completed General Provisions Terms and Conditions Form P-37 (*Provided by the Department of Justice at award of bid. See Sample*).
- Signed and notarized copy of a Certificate of Vote/Authority: This must provide evidence authorizing the individual executing the contract to bind the business organization as of the date the individual signs the contract. Such certificates shall *not* be self-authenticating if other than a Vendor who is contracting in his/her individual capacity.
- Certificate of **Comprehensive General Liability Insurance in the amount of \$2 million or more for each occurrence. This must be stated on the certificate in the per claim or occurrence section under General Liability.** The certificate must identify the State of New Hampshire, Department of Justice, 33 Capitol Street, Concord NH 03301.
- Proof of Worker's Compensation for the State of New Hampshire to cover the contracted Vendor, any Subvendors of the contracted Vendor (if applicable) and any employees of the contracted Vendor for any services provided. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Vendor, or any Subvendor or employee of Vendor which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of any service.
- **Certificate of Good Standing from the State of New Hampshire Department of State dated on or after April 1, 2016.**

ADDITIONAL INFORMATION

The State reserves the right to make a written request for additional information in writing from a Vendor to assist in understanding or clarifying a Bid.

**NOTE: BID MUST BE SIGNED ON FRONT COVER SHEET
(STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER) TO BE CONSIDERED.**

MINIMUM FUNCTIONAL REQUIREMENTS**Must meet or exceed the following minimum requirements:****1) Dates and Times**

Vendor shall offer two (2) or three (3) consecutive weekdays (preferably a Tuesday/Wednesday/Thursday) from 7:30 a.m. - 5:00 p.m. within the date ranges of May 1-19, 2017; June 5-23, 2017; September 11-29, 2017 or October 16-27, 2017. Vendor can provide one or multiple sets of available dates.

2) Conference Facility(ies)

All rooms must be located in buildings, with appropriate electricity, heat, plumbing and running water. All buildings and accommodations must be handicapped accessible.

- a) One (1) room to accommodate up to 500 people for morning Plenary Address(es). This room shall include the following and may be the same room as 2b:
 - i) Stage or risers
 - ii) Podium with microphone
 - iii) Wireless lavalier
 - iv) Screen
 - v) Laptop/computer
 - vi) Projector (i.e for PowerPoint presentation or video)
 - vii) Sound-system
- b) One (1) room to serve lunch for up to 500 people. Lunches need to be served to the entire attendance at the same time in the same space. This room shall include the following and may be the same room as 2a:
 - i) Stage or risers
 - ii) Podium with microphone
 - iii) Wireless lavalier
 - iv) Screen
 - v) Laptop/computer
 - vi) Projector (i.e for PowerPoint presentation or video)
 - vii) Sound-system
- c) One (1) registration area to accommodate three (3) to four (4) 6" tables with linens; four (4) to six (6) chairs and a wastebasket.
- d) One (1) resource area to include four (4) to eight (8) 6" tables with linens; four (4) to six (6) chairs and a wastebasket.
- e) Six (6) breakout session rooms, to be used concurrently for multiple 90 minute sessions each day. The rooms need to be of varying sizes to accommodate different populations in each session of the entire attendance. These breakout rooms **do not** have to be set classroom style. Each room must contain:
 - i) Projector (ie. for PowerPoint presentation or video)
 - ii) Screen
 - iii) Laptop/computer
 - iv) Cart or table to accommodate audio/visual equipment
 - v) Necessary power cord strips

Note: We are requesting a variety of room sizes on the bid response sheet (2e-2p) but will choose the rooms and capacity that best fits the conference structure. Examples of possible breakout session rooms capacity include:

One (1) room = 150+ people

Two (2) rooms = 100-150 people

Two (2) rooms = 60-100 people

One (1) room = 40-60 people

3) **Per Person Meal Package.**

Due to federal grant guidelines, there is a restricted allowable per diem for food. Please provide examples of what can be provided within the following per diem amounts (**inclusive of gratuity**).

Day One:

- a) Morning Coffee service **Maximum** \$2.50 per person inclusive (to be provided continuously from registration through the morning break).
- b) Lunch options **Maximum** \$13.00 per person inclusive (ex. buffet meal, including a vegetarian option and ability to accommodate dietary restrictions, beverage, dessert)
- c) Mid-PM break (ex. Soda, bottled water, coffee, snack) **Maximum** \$6.50 per person inclusive.

Day Two:

- d) Morning Coffee service **Maximum** \$2.50 per person inclusive (to be provided continuously from registration through the morning break).
- e) Lunch options **Maximum** \$13.00 per person inclusive (ex. buffet meal, including a vegetarian option and ability to accommodate dietary restrictions, beverage, dessert)
- f) Mid-PM break (ex. Soda, bottled water, coffee, snack) **Maximum** \$6.50 per person inclusive.

Day Three:

- g) Morning Coffee service **Maximum** \$2.50 per person inclusive (to be provided continuously from registration through the morning break).
- h) Lunch options **Maximum** \$13.00 per person inclusive (ex. buffet meal, including a vegetarian option and ability to accommodate dietary restrictions, beverage, dessert)
- i) Mid-PM break (ex. Soda, bottled water, coffee, snack) **Maximum** \$6.50 per person inclusive.

4) **Audio/Visual Equipment Rental**

- a) Service fees – including the hourly rate (if any) to have an onsite technician set-up and monitor the equipment for the plenary sessions, lunches and breakout sessions.
- b) Please specify how many technicians would be included.
- c) Other audio-visual items including:
 - i) Flipcharts and markers
 - ii) Sound systems (to play sound from presentations)
 - iii) Lavalier microphones
 - iv) Handheld microphones

5) **Parking Accommodations**

- a) Please describe parking capacity, special accommodations (ex. Multiple parking lots/areas; shuttle service from parking area to conference building) and restrictions (ex. No overnight parking) .
- b) Please specify specific costs (ex. daily parking rate, cost for shuttle service).

LINE ITEM COSTS

Line item costs must be provided and have no bearing on the award of bid or any resulting contract.

6) **Lodging Options**

Please quote per room and provide availability for

- a) Single occupancy
- b) Number of single room available
- c) Double occupancy

- d) Number of double occupancy rooms available
- e) Triple occupancy
- f) Number of triple occupancy rooms available
- g) Quadruple occupancy.
- h) Number of quadruple occupancy rooms available
- i) If you do not have lodging options please indicate other options in the areas.

Please note there may be a Master Rooming list submitted that will include staff, presenters and committee members to be billed directly as part of the contract. Additionally, individual conference attendees will be responsible for making their own arrangements

VENDORS BID RESPONSE PAGE 1 OF 3

This Response Sheet Must Be Returned With Bid Submittal Alternative Response Sheets Will Not Be Accepted

Required Bid Response And Criteria For Award Of Bid
(Numbered sections correspond to bid specifications):

Date/Time (Section 1)

Two (2) or three (3) consecutive weekdays (preferably a Tuesday/Wednesday/Thursday) from 7:30 a.m. -5:00 p.m.

Please list all proposed dates within May 1-19, 2017; June 5-23, 2017; September 11-29, 2017 or October 16-27, 2017.

Vendor's Facility(ies) Pricing Quote (Section 2)	
2a. Room to accommodate a maximum of 505 people for Plenary Address	\$
2b. Room to accommodate maximum of 500 people for Lunches	\$
2c. Registration area:	\$
2d. Resource area:	\$
2e. Breakout room #1	\$
2e.1. Breakout room#1 capacity	
2f. Breakout room #2	\$
2f.1. Breakout room #2 capacity	
2g. Breakout room #3	\$
2g.1. Breakout room #3 capacity	
2h. Breakout room #4	\$
2h.1. Breakout room #4 capacity	
2i. Breakout room #5	\$
2i.1. Breakout room #5 capacity	
2j. Breakout room #6	\$
2j.1. Breakout room #6 capacity	

VENDORS BID RESPONSE PAGE 2 OF 3	
Vendor's Meal Package Option (Section 3)	
3a. Day One - Morning Coffee	
3b. Day One - Lunch	
3c. Day One - PM Break	
3d. Day Two - Morning Coffee	
3e. Day Two - Lunch	
3f. Day Two - PM Break	
3g. Day Three - Morning Coffee	
3h. Day Three - Lunch	
3i. Day Three - PM Break	
Please describe meal package(s)	
<hr/> <hr/>	
Audio/Visual Equipment Rental/Services (Section 4)	
4a. Technician service fee (hourly rate per person).	\$
4b. Please indicate how many technicians	
4c (i). Flipchart and markers	\$
4c(ii). Additional sound system in breakout rooms (per each)	\$
4c(iii). Additional lavalier microphones (per each)	\$
4c(iii). Handheld microphones (per each)	\$
Parking Accommodations (Section 5)	
5a. Please describe parking capacity, special accommodations and restrictions:	
<hr/> <hr/>	
5b. Parking Cost	\$

Firm: _____

Contact Person: _____ Phone: _____

E-Mail Address: _____

VENDORS BID RESPONSE PAGE 3 OF 3

Line Item Costs (Section 6)

Line item costs must be provided and have no bearing on the award of bid or any resulting contract.
(Numbered sections correspond to bid specifications)

Line Item Cost: Lodging Options

6a. Cost for single occupancy: \$ _____

6b. Please list how many single rooms you would have available: _____

6c. Cost for double occupancy: \$ _____

6d. Please list how many double rooms you would have available: _____

6e. Cost for triple occupancy: \$ _____

6f. Please list how many triple rooms you would have available: _____

6g. Cost for quadruple occupancy: \$ _____

6h. Please list how many quadruple rooms you would have available: _____

6i. Describe other lodging options: _____