



## **Adirondack Planning Forum 2027 - APF2027-C2027-01-IFB**

### **Questions and Answers**

1. Q: If conference activities are held at one facility and lodging is provided at a separate facility, provided the 0.1-mile distance requirements are met, is this arrangement acceptable to the Agency?  
**A: Yes, please see IFB requirement II.2.b.**
2. Q: Is the 0.1-mile distance a hard and set requirement, and would 0.2 miles be acceptable?  
**A: Yes, the 0.1-mile distance is a mandatory requirement and therefore a distance of 0.2 miles does not meet the requirements of this bid. Please see IFB requirement II.2.b.**
3. Q: If separate facilities are permitted, must the lodging facility provide any meals, refreshments, receptions, or other food service to attendees, or may all required food and beverage services be provided exclusively at the conference facility?  
**A: Separate lodging and conference facilities are permitted and this IFB does not require the lodging facility to provide food to attendees. Food and beverage services may be provided exclusively at the conference facility, provided food services meet IFB requirements 10 and 11.**
4. Q: If a separate lodging facility is utilized, may the required lodging room block be distributed among multiple nearby hotels, or must the entire room block be provided by a single lodging property?  
**A: This IFB does not require one single lodging facility, provided that all other IFB requirements are met, including but not limited to the requirement that all lodging facilities are located within a 0.1-mile radius from the conference facility. See IFB requirements II.10 and II.11.**
5. Q: Does the Agency require the contractor to assume responsibility for unused room-block commitments or attrition charges associated with attendee lodging reservations?  
**A: Yes, the Agency will not be responsible for any rooms not reserved during the dates of the conference, nor any expenses incurred by the successful bidder. See IFB Requirement II.2.h.**
6. Q: The solicitation indicates that attendee and exhibitor vouchers will be accepted and processed by the contractor. Can the Agency provide additional information regarding how vouchers are submitted for payment, who ultimately pays the vouchers, whether payment is guaranteed once an attendee is approved, and the typical payment timeframe after voucher submission?  
**A: Where applicable, vouchers received by the Agency from municipal attendees will be forwarded to the Venue. The Agency is required to provide an estimated**

**Conference attendance count and payments and vouchers received to date both 14 calendar days in advance, again 7 calendar days in advance, and will provide all payments and vouchers received to the Vendor by 5:00 PM on the business day following Day Two. See IFB requirement II.21.**

**For vouchers to be paid by municipal attendees, payment of those vouchers will be subject to that municipality's specific procurement requirements and processes.**

7. The solicitation states, in line items 23 and 24, the following:

"23. If lunch tickets are used, the Vendor will provide lunch tickets no later than May 10, 2027, for distribution to conference participants at registration on Day Two."

"24. The Vendor shall provide on the Bid Response Form a fee for individuals who choose to purchase lunch on Day Two."

a. Q: Could the Agency clarify whether lunch on Day Two is required and provided for all registered attendees as part of the registration fee? Or is lunch not automatically provided in the registration fee, and is a completely different charge for the attendees if they so choose to purchase the meal?

**A: Lunch is a requirement of this IFB and must be provided for all attendees as part of the registration fee. See IFB Bid Response Form. Bidders must provide on the IFB Bid Response Form a fee for individuals who choose to purchase lunch on Day Two. The lunch fee for exhibitors would be subtracted from the \$300 fee with the remainder being reserved to cover the Evening Welcome Reception on Day One. See IFB Requirement II.19.**

b. Q: Are morning refreshments and break refreshments and drinks included in the registration fee, or are these also an addition charge for the attendees?

**A: All refreshments on Day Two are included in the registration fee. See IFB Requirement II.11.b.2.**

8. Q: Please clarify the contractor's responsibilities regarding attendee registration materials. Specifically, is the contractor responsible for creating and printing attendee badges, meal tickets, or other credentials; if meal tickets are used, is the contractor responsible for distributing them; and is the contractor expected to mail any registration materials or tickets to attendees prior to the event, or will all materials be distributed onsite at registration?

**A: If the successful bidder elects to use lunch tickets, the bidder is responsible for the cost of printing lunch tickets. Lunch tickets must be provided to Agency staff no later than May 10, 2027 so that they can be distributed to attendees. All other registration materials will be provided on-site by the Agency. See IFB Requirement II.23.**

9. Q: Does the required attendance estimate of approximately 275 attendees include the 30 complimentary guest/presenter passes, or are the 30 complimentary passes in addition to the estimated attendance figure?

**A: The 275 estimated number of attendees includes the 30 complimentary passes.**

10. The solicitation states that \$5.00 of each attendee registration fee will be set aside in a reserve account to cover ancillary expenses incurred on Day One.

a. Q: Who controls the reserve account?

**A: The Agency controls the reserve account. See IFB Bid Response Form.**

b. Q: What expenses may be charged against the reserve?

**A: As indicated in the IFB Bid Response Form, the reserve account may be charged for Agency's use for the Evening Welcome Reception, including but not limited to the hors d'oeuvres or appetizers served on Day One.**

c. Q: Is Agency approval required for expenditures?

**A: Since the Agency controls the reserve account, all expenditures are overseen by the Agency.**

d. Q: What happens to any remaining balance at the conclusion of the conference?

**A: The amount in the reserve is intended to be used in its entirety commensurate with the cost of the Day One Evening Welcome Reception. See IFB Requirement II.11.a.i.1.**

11. Q: Would the Agency be able to provide historical information from recent Adirondack Planning Forum events, including actual attendee counts, number of lodging rooms utilized, number of exhibitors, registration fees charged, and any other information that may assist vendors in preparing responsive bids?

**A: The following information is available pertaining to the 2026 Adirondack Planning Forum:**

- **237 Actual Attendees (includes 20 guest passes)**
- **\$124.23 Registration Fee (including tax)**
- **\$46.37 Lunch Only Fee (including tax)**
- **16 State & Commercial Exhibitors**
- **75 estimated lodging rooms**

**The following link also contains additional information:**

**<https://apa.ny.gov/planning/adirondack-planning-forum.html>**

12. Q: The solicitation listing identifies an 8% SDVOB goal and a 30% MWBE goal. Please clarify whether these are participation goals applicable to the successful bidder, or may be met with subcontractors. Is a bidder that is not itself certified as an SDVOB or MWBE remains eligible for award provided all other solicitation requirements are met?

**A: This particular solicitation does not require SDVOB or MWBE certifications in the performance of the contract, however, entities holding such certifications may be included for consideration.**