OCA-DGCP-079 Hotel Lodging for Domestic Violence Conference 2026, New York City

Questions and Responses

The New York State Unified Court System (UCS) thanks the vendors that submitted the questions below concerning the Hotel Lodging for Domestic Violence Conference 2026 (RFB) issued on June 17, 2026.

Below are the responses to the questions UCS received in connection with this RFB.

Question #1:
I am looking into this business opportunity. Would we be able to bid on 25-35 rooms? Unfortunately, I cannot take all 90 rooms. Let me know and I will fill out the bid.

UCS Response:

No, UCS will only accept bids from hotels that are able to accommodate the entire number of rooms required for both nights.

Question #2:
If we don't have event space, will you be open to sleeping room only?

UCS Response:

This RFB is only for overnight lodging accommodations. Event space is not contemplated or required.

Question #3:
I see the event is taking place in Brooklyn, is that correct?

UCS Response:

Yes, the Domestic Violence/Integrated Domestic Violence Conference will be held in Brooklyn, New York.

Question #4:
Is UCS tax-exempt from New York City hotel occupancy taxes? If so, what documentation will UCS provide to the Awarded Contractor to facilitate tax-exempt billing, and should pricing on Exhibit A be submitted inclusive or exclusive of such taxes?

UCS Response:

Yes, UCS is a tax-exempt governmental entity. Exhibit A should be exclusive of taxes. UCS will provide the Awarded Contractor with a completed tax-exempt certificate (ST-129: Exemption Certificate for Occupancy by Government Employees).

Question #5:

The RFB states that UCS may terminate the awarded contract without the imposition of cancellation fees or other liability. However, hotel group contracts typically include tiered cancellation penalties (e.g., a percentage of anticipated revenue based on how close to the stay date the cancellation occurs). How should bidders address this conflict in their proposals? Will UCS require the Awarded Contractor to waive all cancellation penalties as a condition of contract, or should a hotel's standard cancellation policy be disclosed as part of the bid response?

UCS Response:

Pursuant to Article II (Minimum Qualifications) of the RFB, it expressly provides UCS the right to terminate the awarded contract without the imposition of cancellation fees or other liability, if the Awarded Contractor's hotel is not in material compliance with the requirements and specifications set forth herein, including, but not limited to, if UCS/OCA determines that the quality of the hotel has deteriorated between the award of the contract and the beginning of the stay at the hotel. It should also be noted that, under Article II of the RFP, UCS/OCA shall have the right to reduce the total number of room nights awarded to any bidder for any reasons or no reason by up to twenty percent (20%) without penalty. The requirements set forth in Article II (Minimum Qualifications) of the RFB are mandatory and not subject to revision, qualification or modification in any proposal.

Question #6:

The RFB provides UCS the right to reduce the total room block awarded to any bidder by up to twenty percent (20%) without penalty. Hotel proposals commonly include attrition clauses requiring a higher percentage of the block to be utilized (e.g., 80-90%) before attrition fees apply. Should bidders confirm that no attrition penalty will apply to reductions of up to 20%, consistent with the RFB? How should attrition terms be disclosed on Exhibit A?

UCS Response:

The Right of Room Reduction requirement in Article II (Minimum Qualifications) states that hotels must agree to allow UCS to reduce the total room block by up to twenty percent (20%) without any attrition penalty. Only bidders who accept this condition will be considered responsive. Accordingly, Bidders should not include any attrition penalties for reductions of up to 20%, and Exhibit A pricing should not incorporate this attrition allowance.

Question #7:

The RFB states that no payment or deposit of any kind will be made in advance of the hotel stay, and that payment will be made via master bill within 30 days of receipt. Many hotels require a credit card on file to guarantee and hold a room block pending approval of a Direct Bill Application, even where no charge is made to the card in advance. Is UCS able to provide a credit card for guarantee purposes only (no advance charge), and if not, how should bidders address hotels that require this as a condition of holding a block? Additionally, who at UCS should be designated to complete a Direct Bill Application if required by the Awarded Contractor?

UCS Response:

Yes, UCS may provide a credit card for guarantee purposes only. UCS will identify the individual responsible for a Direct Bill Application at the time of contract award.

Question #8:
If a hotel's policy is to charge one night's room and tax for a no-show reservation, should that charge be billed to UCS via the master bill, or is it the responsibility of the individual guest who failed to show?

UCS Response:

As stated in Article IV (Pricing), subsection A (Bid Submission), of the RFB, page 6, "the bidders' price quotes shall indicate all costs associated with the overnight accommodations. Fees associated with no shows and late check-outs shall also be indicated where appropriate on Exhibit A/Pricing Sheet." No show charges should be billed to UCS via the master bill.

Question #9:
Would a bid proposal that splits the 90-room block across two properties under common ownership/management be considered a responsive single bid? If so, how should pricing for a split-property proposal be presented on Exhibit A?

UCS Response:

No, UCS will only accept bids from hotels that are able to accommodate the entire number of rooms required for both nights.

Question #10:
Should the Grand Total cost on Exhibit A reflect pricing exclusive of applicable taxes and fees (pending clarification of UCS's tax-exempt status), or should it reflect the full all-in cost inclusive of all applicable taxes and fees?

UCS Response:

UCS is a tax-exempt governmental entity. Room rates should be inclusive of any applicable fees and all costs associated with the overnight accommodations. Fees associated with no shows and late check-outs should also be indicated on the Exhibit A pricing sheet. Complimentary fees should be indicated with a zero-dollar amount on the Pricing Sheet. Incidentals are to be paid by individual guests (not by UCS) and do not need to be added to the Exhibit A pricing sheet.

Question #11:

Before I send over a detailed group proposal, I wanted to confirm if you require government per diem or if I can offer our best discounted group rates.

UCS Response:

The government per diem is not a requirement of this RFB.

Question #12:

We are located on ______ only a couple blocks away. Would you be open to a hotel a little outside Lower Manhattan or not really?

UCS Response:

As stated within Article II (Minimum Qualifications) of the RFB, page 5, "the hotel must be located within Downtown Brooklyn or Lower Manhattan, as specified in Exhibit C, Geographic Location." Hotels located beyond the identified geographical location will not be considered qualified for the purposes of this RFB.