

**STATE OF NORTH DAKOTA
DEPARTMENT OF HUMAN SERVICES
DIVISION OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES
1237 W. DIVIDE AVENUE, SUITE 1D
BISMARCK, ND 58501**

**SOLICITATION AMENDMENT 1
February 9, 2015
RESPONSES TO QUESTIONS AND REQUESTS FOR CLARIFICATIONS**

Solicitation Number: 325-15-510-001

Type: Request for Proposal

Title: Conference Coordination Services

Issuing Agency: Human Services, Department of – Division of Mental Health and Substance Abuse Services

Issued: January 29, 2015

Deadline for Questions: February 5, 2015 03:00 PM CT

Closes: February 17, 2015 03:00 PM CT

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Short Description: To procure proposals for the provision of conference coordination services for the 2015 Spring Behavioral Health Conference and 2015 Fall Behavioral Health Conference.

Instructions: Click the link below to view this solicitation. Contact the Procurement Officer if you have any questions or are unable to obtain the documents from the website.

<https://apps.nd.gov/csd/spo/services/bidder/displaySolicitation.htm?solNo=325-15-510-001>

If the above link does not work:

-Go to www.nd.gov/spo

-From the left menu, click Bids and Contracts - click Current Solicitations

-Recent Solicitations are listed by close date.

Questions and Answers:

1: Has the agenda and speakers been confirmed for the 2015 Spring Behavior Health Conference in May?

A: No.

2: How many people serve on the planning committee for both conferences?

A: Seven

3: Who provides the content for the website? Is there a website from previous conferences that could be used as template for 2015 events?

A: Website content is provided by the Division of Mental Health and Substance Abuse Services. There is no website template available.

4: Could you please further explain what “wrap up with participants” means?

A: Handle any questions/concerns of presenters and participants, provide evaluation results to presenters.

5: The RFP states the lodging stipend provided for up to 200 people is for conference registration and two nights lodging. The Attachment B, cost proposal lists the budget is \$15,000. That means stipends would be issued for \$75? Also, does the STATE issue reimbursement checks or would that be a task of the conference coordinator?

A: The stipends result in lodging expenses. The calculations mentioned above are accurate. Not all stipend recipients take advantage of the lodging portion, however. The conference coordinator handles all accounts payable services for conference-related expenses.

6: In reviewing the Attachment B, cost proposal for 2015 Spring, there is \$44,000 allocated for lodging stipends, food/beverage, speaker costs; anticipated income is \$20,000 and the total cost must not exceed \$38,949. Therefore, is it correct to state the remaining line items in the budget could not exceed \$14,949?

A: Correct.

7: Could you clarify the cost proposal structure and budget for the provision of the conference coordination services? Is the total costs per conference (\$38,949 and \$35,000) for coordination services for the conference or does it include all costs of the conference including the fixed costs identified in the cost proposal (e.g., Lodging (stipend recipients), Food/Beverages, and Presenter fees), additional costs to be determined (e.g., AV, etc.) *and* coordination time?

A: It includes all costs.

8: Who is responsible for payment? Does the Contractor assume the responsibility of paying the vendors, speakers, etc., or is the State ultimately responsible? For example, regarding reimbursing travel and speaker fees: does the Contractor coordinate with the Department of Human Services' fiscal officer and/or contracts manager to ensure all payments have been made, or is the Contractor responsible for paying the vendors and speaker directly?

A: Vendor is responsible for payment and will submit a Request for Reimbursement to STATE once contracted services are complete.

9: Does the consulting coordinator keep the anticipated income from the registration?

A: No. Anticipated income is used to offset the cost of the conference.

10: How many speakers attend the conference, and who determines speaker honoraria/fees? Does the Contractor make the final determination, or does the State?

A: Up to 24 speakers could present at the conference. Speaker fees are negotiated between the presenter and the planning committee.

11: For the fixed costs, are these for contracts already in place? Are any new contracts with speakers, A/V, or the other pieces being asked to be priced out? If so, are the contracts to be held between the vendor and the State or between the vendor and the Contractor?

A: There are no contracts in place for the fixed costs. Yes, it will be the responsibility of the vendor to price out any new contracts. All contracts are to be held between the vendor and the contractor.

12: Attachment B-cost proposal contains sample numbers in several of the cost categories as well as "anticipated income." Are we to assume that those costs are to be paid by the contractor?

A: Yes.

13: Does the contractor collect and retain registration and vendor booth fees?

A: Contractor collects registration and vendor booth fees. Those are used to offset the total cost of the conference.

14: Is the state paying for the space at the Ramkota?

A: Facility costs are covered by Lodging and Food/Beverage expenses as listed on Attachment B Cost Proposal.

15: The RFP indicates about 200 people receive a stipend to attend. Is this paid by the ND Conference or the contractor?

A: Stipends are located in the Lodging line item and paid by the Vendor. The vendor then submits a Request for Reimbursement for all conference-related expenses.

16: What was the attendance for each of the events, both for 2014 and 2013?

A: Spring 2013 = 273
Fall 2013 = 229
Spring 2014 = 269
Fall 2014 = 309

SOLICITATION AMENDMENT

ACKNOWLEDGEMENT

SOLICITATION NUMBER AND TITLE: 325-15-510-001 Conference Coordination Services

AMENDMENT NUMBER: 1

By my signature below, I hereby acknowledge receipt of and compliance with this amendment to the above referenced solicitation.

NAME OF BIDDER OR OFFEROR

MAILING ADDRESS

PRINTED NAME

SIGNATURE

TITLE

DATE