



Frequently Asked Questions (FAQs)

These FAQs are being provided, as a result, of the COVID-19 events.

Bid pick-up, Pre-Bid/Proposal Conference, Bid proposal submission, and Bid Opening

1. How can contractors/vendors pick up Bid documents?

Bid documents will be available for pick up between 9:00 am to 12:00 NOON, Monday through Friday. Contractors/vendors must email the New York City Department of Correction Contract Manager identified in the Invitation for Bid (IFB) at least **one (1) day** prior to the pick-up date and time you will be picking up the Bid documents.

2. If a contractor/vendor is unable to attend the on-site Pre-Bid/Proposal Conference, can the contractor/vendor participate virtually?

Yes, the virtual information will be available to all contractors/vendors that are unable to attend the on-site Pre-Bid/Proposal Conference.

3. Is registration required for contractors/vendors to participate in the virtual pre-bid/proposal conferences?

Yes, all contractors/vendors will be required to register at least **five (5) business days** in advance of the virtual Pre-Bid/Proposal Conference.

4. How can contractors/vendors submit their Bid responses?

Please follow the directions in the Invitation for Bid.

5. Can contractors/vendors attend the Bid Opening virtually?

Yes, information will be provided for contractors/vendors to participate in the virtual Bid Opening that are unable to attend the on-site Bid Opening. If a contractor/vendor would like to attend the virtual Bid Opening, please refer to the Invitation for Bid or Addenda for further instructions.

6. Will there be an on-site public Bid Opening?

Yes, an on-site public bid opening will be available to all participants. Note, limited seating will be available, and all participants must RSVP at least three (3) days prior to the scheduled Bid Opening date. First come first served. Please refer to the Invitation for Bid (IFB) and/or any Addenda for further instructions.

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7. Is registration required to participate in the Bid Opening virtually?

Yes, all contractors/vendors **must** register by **one (1) day** prior to the scheduled Bid Opening date. It is strongly recommended that contractors/vendors access the virtual Bid Opening at least **fifteen (15) minutes** prior in the event any technical problems arise so there will be enough time to resolve them.

8. Can I submit my Bid or proposal electronically?

No, electronic bids can be accepted at this time. Please follow the instructions listed in the Invitation for Bid (IFB).