



***Special Olympics***  
***New York***

**Request for Proposal**

**for**

**Housing Management Services**

## General Information

**1. QUESTIONS:** All inquiries for information regarding this solicitation should be directed to: Bryan Norris, Phone: (518) 388-0791 x113, e-mail: bnorris@nyso.org

**2. DUE DATE:** Proposals for the following projects must be submitted no later than 4:00pm on the date due:

- 2012/2013 State Summer Games - July 7, 2011
- 2013/2014 State Fall Games - February 23, 2012
- 2014/2015 State Winter Games - June 28, 2012

**3. ADDRESS:** Proposals should be mailed, emailed, or faxed to: Director of Competition, Special Olympics New York, 504 Balltown Road – Building 12C, Schenectady, NY 12304 – BNORRIS@NYSO.ORG – 518-388-0795. Reference the project name in the lower left corner of the envelope or package.

**4. COMPANY INFORMATION/SIGNATURE:** In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		FEDERAL TAXPAYER NUMBER (If different than ID# above)	
BILLING NAME (Company name as it appears on your invoice)		FEDERAL TAXPAYER NUMBER (If different than ID# above)	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)		SIGNATURE (IN INK)	DATE
E-MAIL ADDRESS	TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER

**I. PURPOSE:**

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract or contracts through competitive negotiations for housing management services for Special Olympics New York State Games projects.

**II. CONTRACT PERIOD:**

The term of this contract is for the two years the State Games remains in the host community. There is an option for a third year provided the host community does not change.

**III. BACKGROUND:**

Special Olympics New York, in conjunction with the host community's Games Organizing Committee (GOC), produces a multi-sport, state level event, which requires between 500 – 2000 beds.

**IV. STATEMENT OF NEEDS:**

A. General:

1. Special Olympics New York needs a Vendor to provide housing management services for the delegations traveling to the State Games location.
2. The Vendor or its authorized representatives shall represent Special Olympics New York when negotiating contracts, managing the room assignment process, and throughout the State Games event.
3. The Vendor or its authorized representatives shall meet periodically with Special Olympics New York when requested, to discuss all services and information pertaining to the event.
4. The Vendor and Special Olympics New York may mutually establish routine procedures for handling the services described herein. Such procedures are subject to Special Olympics New York's approval.
5. The Vendor shall assist Special Olympics New York and work with the Director of Competition in identifying potential state games host communities based on available housing, event specific venues, and presence development prospects.
6. The Vendor shall provide, to Special Olympics New York's Director of Competition, a list of all housing options within the host community including number of beds the properties have available and proposed rates.
7. The Vendor shall negotiate contracts with the housing properties, representing the best interests of Special Olympics New York securing the most favorable rates, attrition clauses, confirmation deadlines, and meal prices available.

## B. Service Requirements:

### 1. Property Management:

- a. The Vendor shall perform site visits to all available housing in the community to assess the security, cleanliness, and quality of the property. And ensure the property meets the specific needs of Special Olympics New York.
- b. The Vendor shall provide the Director of Competition with a comprehensive model of the housing strategy for the State Games project, based upon the number rooms and beds needed.
- c. The Vendor shall assign housing to Delegations attending State Games based upon the number of rooms and beds requested (500-2000).
- d. The Vendor shall secure the rooms in adjacent blocks at each property to meet the specific needs of Special Olympics New York.
- e. The Vendor shall provide routine updates to the Director of Competition regarding the housing situation.
- f. The Vendor shall negotiate a contract with the housing property to have Special Olympics New York billed most favorably by Direct Bill after the event. Special Olympics New York is willing to negotiate a down-payment of the total estimated invoice.
- g. The Vendor shall seek the Director of Competition's approval of any changes or requests made regarding housing.

### 2. Meals:

- a. The Vendor shall negotiate the most favorable meal prices meeting the specific needs of the delegations staying with the property.

### 3. Delegation's Relations:

- a. The Vendor shall provide Special Olympics New York's Delegations with floor plans of each property, including a diagram of which rooms will be occupied by each delegation.
- b. The Vendor shall work with each Delegation's HOD (Head of Delegation) regarding room changes, room assignments, and any other miscellaneous needs.
- c. The Vendor shall confirm all delegates have checked in successfully at the beginning of the event.

## C. Reporting, Invoicing, and Delivery Requirement:

1. The Vendor shall instruct each housing property to send a contract outlining the terms of the agreement to: Ray Polikoski, Vice President of Finance and Administration, 504 Balltown Road –Building 12C, Schenectady, NY 12304

2. Special Olympics New York will review the contract and make any necessary changes. Once approved Special Olympics New York will return the contract with a Tax-Exempt form, and any necessary Billing materials (i.e., Credit Application, Down-Payment).

D. Method of Payment:

1. Special Olympics New York will maintain a direct relationship with the housing property regarding payment for services.
2. Special Olympics New York will negotiate the terms of payment to the Vendor for their services of Housing Management for the event.

**VII. PROPOSAL PREPARATION AND SUBMISSION:**

A. General Requirements:

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP. **One original and three copies** of each proposal must be submitted to:

Special Olympics New York  
504 Balltown Road - Building 12C  
Schenectady, NY 12304

**Reference the State Games Event in the lower left hand corner of the return envelope or package.** No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:
  - a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Special Olympics New York requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Special Olympics New York at its discretion.
  - b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
  - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner, risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Special Olympics New York. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Special Olympics New York will schedule the time and location of these presentations. Oral presentations are an option of Special Olympics New York and may not be conducted. Therefore, proposals should be complete.

B. Specific Requirements:

Proposals should be as thorough and detailed as possible so that Special Olympics New York may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:

1. Plan For Providing Services:

- a. Provide specific plans for providing service to Special Olympics New York.
- b. Describe your approach to securing the lowest rates available to meet the organization's needs.
- c. Provide a list of additional services that you could provide Special Olympics New York to improve its State Games Event.
- d. If applicable, identify and list the amount of any fees (transaction, processing, service charge, etc.) that may be charged.
- e. Provide completed sample forms including itinerary, invoice, as well as internal forms such as procedures and policies, which your staff is required to follow.

2. Qualifications and Experience:

- a. Describe the experience and variety of services provided by your agency.
- b. Describe the expertise of your staff and a description of your training and development program, which will assure that all personnel assigned to perform under any resultant contract, shall be capable and qualified in the work assigned to them. Include resumes for staff that will provide service to Special Olympics New York.
- c. Provide evidence of financial stability.
- d. Describe service enhancements unique to your agency including franchise agreements.
- e. Are you a member of a consortium? If so, which one and why did you select that one? Provide a list of services that the consortium provides to your agency.
- f. Provide four (4) recent references, either educational or governmental, for whom you have provided the type of services described herein. Include the date(s) the services were furnished, the client name, address and the name and phone number of the individual Special Olympics New York has your permission to contact.

3. Equipment, Systems, Automation: Describe your degree of automation, procedures for electronically transferring data, and plans for future enhancements that may provide efficiencies for processing invoices at Special Olympics New York.
4. The return of the General Information Form and addenda, if any, signed and filled out as required.

**VIII. SELECTION CRITERIA AND AWARD:**

A. Selection Criteria:

Proposals will be evaluated by Virginia Tech using the following:

Criteria	Maximum Point Value
1. Plan for Providing Services	50
2. Qualifications and Experience	40
3. Equipment, Systems, Automation	10
	Total 100

B. Award:

Selection shall be made of the offeror deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with the offeror so selected, Special Olympics New York shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Special Olympics New York may cancel this Request for Proposal or reject proposals at any time prior to an award. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated.

**IX. INVOICES:**

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted to:

Bryan Norris  
 Director of Competition  
 Special Olympics New York  
 504 Balltown Road - Building 12C  
 Schenectady, NY 12304

**X. METHOD OF PAYMENT:**

Special Olympics New York will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

## **XII. CONTRACT ADMINISTRATION:**

- A. Ray Polikoski, Vice President of Finance and Administration, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
  
- B. The Contract Administrator, or their designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or their designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by Ray Polikoski, Vice President of Finance and Administration.