VERMONT

Department of Mental Health
166 Horseshoe Drive | Waterbury VT 05671-20110
802-241-0090 phone |802-241-0100 fax

SEALED BID
REQUEST FOR PROPOSAL

RFP 147 DMH Conference and Training Venue Services

ISSUE DATE	**November, 2, 2026**
BIDDERS CONFERENCE	**November, 17, 2026– 1:00 PM – 2:00PM (ET)**
QUESTIONS DUE	**November, 19, 2026– 4:00 PM (ET)**
	All questions are to be submitted electronically via VT Buys
RFP RESPONSES DUE BY	**December, 4, 2026 – 4:00 PM (ET)** *All proposals are to be submitted via VT Buys*

PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASES, AND ADDENDUMS ASSOCIATED WITH THIS RFP WILL BE POSTED AT:

Public Solicitations: Vermont Buys
Funding Opportunities | Department of Mental Health
And
http://www.bgs.state.vt.us/pca/bids/bids.php

STATE CONTACT: **Jennifer Rowell**
E-MAIL : **AHS.DMHSubmissions@vermont.gov**

THE STATE WILL MAKE NO ATTEMPT TO CONTACT INTERESTED PARTIES WITH UPDATED INFORMATION. IT IS THE RESPONSIBILITY OF EACH BIDDER TO PERIODICALLY CHECK VT BUYS FOR ANY AND ALL NOTIFICATIONS, RELEASES AND ADDENDUMS ASSOCIATED WITH THIS RFP.

If you speak a language not listed on the website below or require additional help, we offer free language assistance services. The State of Vermont contracts with several Translation Services organizations, and you can visit this page for more information **Language Access | Department of Mental Health**.

If you require assistance with technology, access, or have other issues with being able to complete your proposal, reach out to the single point of contact.

1. **OVERVIEW:**

1.1. **SCOPE AND BACKGROUND:** Through this Request for Proposal (RFP) the Department of Mental Health (DMH, hereinafter the "State") is seeking to establish a multi-year contract for a conference venue for a one-day statewide annual conference to be held in late May or early June for up to 350 attendees. The State is also seeking bids for a second scope of work that includes establishing one or more contracts for smaller scale ad hoc conference venue options. Bidders may respond to either or both scopes of work, as described in Section 2.3. Events under the second scope of work may range from single-room trainings to multi-room conferences, and the State may award contracts to multiple venues to provide a range of locations and capacities statewide.

1.1.1. **DESCRIPTION OF ORGANIZATION**: The Vermont Agency of Human Services (AHS) strives to improve the conditions and well-being of Vermonters by ensuring all Vermonters have the opportunity to thrive in inclusive, equitable, and resilient communities. The scope of AHS is profound. Through its six departments, twelve district offices, and a network of community partners and providers, it is responsible for the implementation and delivery of all human service programs within the state. Each department has a distinct area of focus and responsibility and contributes to the creation and sustenance of an entire system of human service supports.

The Department of Mental Health (DMH) resides under AHS and has the same critical mission in mind. DMH promotes mental health as a vital part of overall well-being by advancing prevention, early intervention, and recovery-focused care. Our vision is that mental health serves as a cornerstone of health in Vermont, where inclusive communities respond with compassion and respect, enabling all Vermonters to thrive and participate fully in their lives. This work is guided by our core values of compassion, equity, integrity, collaboration, and accountability.

1.2. **CONTRACT PERIOD:** The contract will have a term of up to five (5) years. The State will determine annually whether to host its conference and will notify the Contractor of its decision within an agreed-upon annual confirmation period. If the State elects to utilize the venue for a given year, the conference dates will be confirmed and secured upon payment of the required deposit in accordance with the contract terms. The State is not obligated to utilize the venue in any given year during the contract term. For the second scope of work, the State does not guarantee any minimum number of events or volume of business. Individual events will be requested by the State as needs arise and confirmed through a written event order specifying dates, space, food and beverage, audiovisual, lodging, and pricing consistent with the contract rates. The State anticipates the start date for such contract(s) will be in early 2027.

1.3. **SINGLE POINT OF CONTACT:** All communications concerning this RFP are to be submitted through VT Buys. In the event that a bidder is experiencing system issues with submitting a question through VT Buys, communications should be addressed in writing to the State Contact listed on the front page of this RFP. Actual or attempted contact with any other individual from the State concerning this RFP is strictly prohibited and may result in disqualification.

1.4. **BIDDERS' CONFERENCE:** A non-mandatory bidders' conference will be held remotely at the date and time indicated on the front page of this RFP.

1.4.1. The virtual Applicant Briefing will be held via Microsoft Teams:

Teams Meeting Link

Call-in (audio only option): **+1 802-828-7667,,616497973#**

1.5. **QUESTION AND ANSWER PERIOD:** Any bidder requiring clarification of any section of this RFP or wishing to comment on any requirement of the RFP must submit specific questions in VT Buys no later than the deadline for question indicated on the first page of this RFP. As noted in 1.3, questions should be e-mailed to the single point of contact on the front page of this RFP if a bidder is experiencing system issues with VT Buys.

Questions or comments not submitted on or before the last day of the question period are thereafter waived. At the close of the question period a copy of all questions or comments and the State's responses will be posted to the State sites listed on the front page of this RFP.

Every effort will be made to post this information as soon as possible after the question period ends, contingent on the number and complexity of the questions. All information provided by vendors during this process will be public and bidders shall not provide confidential information.

1.6. **CHANGES TO THIS RFP:** Any modifications to this RFP will be made in VT Buys by the State through the issuance of an Addendum to this RFP as well as posted on the DMH website and the Vermont Business Registry. Modifications from any other source are not to be considered.

1.7. **SOURCE OF FUNDS**: The Department anticipates using state and federal funding for the resulting contract(s). The Department may choose to modify the source of funding contingent upon the availability of funds at the time of award. Any selected Vendor will be subject to the requirements in the Assistance Listing Number (ALN) #93.958, Block Grants for Community Mental Health Services (MHBG), U.S. Department of Health and Human Services (HHS)- Substance Abuse and Mental Health Services Administration program.

This project is being funded in whole or in part using federal monies. If a bidder requires assistance in preparing their proposal or needs guidance on socioeconomic certifications, the bidder may contact the VT APEX Accelerator. The APEX Accelerator specializes in helping small businesses navigate the documentation associated with State and Federal procurement. Their website is: **http://apex.vermont.gov**

2. DETAILED REQUIREMENTS/DESIRED OUTCOMES:

2.1. The State of Vermont is interested in obtaining bids to meet the following business need(s): (1) a conference venue for a one-day statewide annual conference to be held in late May or early June each year for up to 350 attendees, including a general session and multiple concurrent breakout sessions; and (2) one or more venues available on an as-needed basis for smaller trainings, meetings, and conferences of varying size and format.

2.2. The State of Vermont seeks to achieve the following Business Values:

2.2.1. Cost Predictability: Established rates for space, food and beverage, audiovisual, and lodging will allow the State to budget and plan events efficiently across the contract term.

2.2.2. Accessible, Welcoming Events: Venues will support accessible, inclusive, and comfortable events for attendees, consistent with DMH's mission and values.

2.2.3. Planning Efficiency: Pre-established venue contracts will reduce lead time and administrative burden when the State needs to schedule training or conferences on short notice.

2.3 Scope of Work & Expected Activities

Respondents will address each of the following. The requirements for meeting space and audiovisual, food and beverage, lodging, and event management below are stated for Venue Option 1. Bidders proposing for Venue Option 2 should describe comparable offerings scaled to the event sizes they propose, and may indicate any items they do not offer:

2.3.1.1 **Bidders must indicate whether their proposal is for one or more of the following venue options:**

2.3.1.1.1 **Venue Option 1: Annual DMH Conference venue**

2.3.1.1.1.1 One (1) in-person, one-day annual conference for approximately 350 attendees.

2.3.1.1.1.2 Target event timing is May to early June each year. Bidders must state their availability and any date restrictions during this period. The State understands that availability may change until event dates are secured. Bidders must state their proposed annual confirmation deadline.

2.3.1.1.1.3 Bidders must provide the venue address and travel access (major routes, distance from regional hubs), and describe how the location is accessible to attendees traveling from across the state.

2.3.1.1.1.4 Venues must provide sufficient free on-site parking consistent with the number of conference attendees.

2.3.1.1.1.5 All meeting, dining, and restroom spaces, parking, and routes between them must be accessible under the ADA. Bidders should describe how they handle attendee accommodation requests.

2.3.1.1.2 **Venue Option 2: Smaller scale ad hoc conference venue options**

2.3.1.1.2.1 Bidders must state their capacity and availability for smaller scale venue options

2.3.1.1.2.2 Venues must provide sufficient free on-site parking for each event, consistent with the number of attendees the venue is able to accommodate.

2.3.1.1.2.3 Bidders must provide the venue address and travel access (major routes, distance from regional hubs), and describe how the location is accessible to attendees traveling from across the state.

2.3.1.1.2.4 All meeting, dining, and restroom spaces, parking, and routes between them must be accessible under the ADA. Bidders should describe how they handle attendee accommodation requests.

2.3.1.2 **Meeting Space and Audiovisual**

2.3.1.2.1 A general session room seating all event attendees in a flexible layout (rounds or classroom style) with a presenter area, available for each full event day, with setup access the prior day. Include a floor place of your facilities for reference to the conference spaces you have, including capacity and layout.

2.3.1.2.2 Up to seven (7) breakout rooms, each seating between 25-100 attendees, available on each event day. Bidders must state the number and seating capacity of breakout rooms available, and whether any rooms can be combined or divided. The intent is to gain understanding of availability at the venue and may not be needed for smaller-scale events.

2.3.1.2.3 Support spaces on each event day, including a registration and check-in area near the main entrance, and space for exhibitor or resource tables.

2.3.1.2.4 Projector and screen, podium, sound system, and at least two wireless microphones, with an on-site AV technician; a projector or display and screen in each breakout room; and secure wired and wireless internet sufficient for presenters and attendees. Bidders must state whether AV is included in room pricing or itemize AV costs.

2.3.1.3 **Food and beverage**

2.3.1.3.1 Breakfast and lunch for all attendees on the event day (priced per person), plus afternoon snack/beverage breaks (priced by consumption or a la carte).

2.3.1.3.2 Menus must include vegetarian, vegan, and gluten-free options and accommodate food allergies. Bidders should include sample menus.

2.3.1.3.3 Bidders should describe on-site or nearby dining options available to overnight guests. Optional: a group dinner for attendees staying overnight (priced per person).

2.3.1.3.4 Meals authorized by the State in the event order must be billed directly to, and paid directly by, the State, not by individual attendees or on an attendee's personal or reimbursable card, when authorized by the State as part of the event order.

2.3.1.4 **Lodging**

2.3.1.4.1 A block of single-occupancy guest rooms per night for attendees traveling long distances, at a discounted group rate. The State anticipates needing up to 40 rooms per night. Bidders must state the number of rooms they can offer and the reservation cutoff date. The State prefers no attrition penalty on the room block; bidders must state any attrition terms.

2.3.1.4.2 Rooms and dinners for attendees approved by DMH must be billed directly to, and paid directly by, the State (master bill) so the State's meals and rooms tax exemption applies. Amounts charged to and paid by individual attendees, even if reimbursed, are taxable, unless they have their own exemption established with the venue. DMH will determine lodging eligibility for master bills.

2.3.1.4.3 Bidders should provide GSA lodging rates or explain why they cannot. Apply State of Vermont tax exemption as allowable by law.

2.3.1.5 **Event Management and Deliverables**

2.3.1.5.1 A site visit (in person or virtual) with the State or its third-party event contractor, and a written event order confirming room setup, menus, and AV at least 30 days before each event.

2.3.1.5.2 The State or its third-party event contractor will provide a final headcount ten (10) business days before each event. Bidders must state their attendance guarantee, attrition, and cancellation terms.

2.3.1.5.3 A single point of contact on site throughout each event.

2.3.1.5.4 An itemized invoice for each event within 30 days after the event.

3. GENERAL REQUIREMENTS:

3.1. Prospective bidders must be registered as a supplier in Vermont's Procurement system, VTBuys https://vtbuysprocurement.vermont.gov/suppliers-bidders. Registration in this system is important for future steps related to the RFP such as contracting and invoicing.

3.2. **PRICING:** Bidders must price the terms of this solicitation at their best pricing. Any and all costs that Bidder wishes the State to consider must be submitted for consideration. If applicable, all equipment pricing is to include F.O.B. delivery to the ordering facility. No request for extra delivery cost will be honored. All equipment shall be delivered assembled, serviced, and ready for immediate use, unless otherwise requested by the State.

3.2.1. Bidders must propose pricing for the full contract term of up to five (5) years. Proposed pricing may include planned rate adjustments, provided the rates for each year are stated in the proposal. Final rates are subject to negotiation and will be established in the contract. The pricing policy submitted by Bidder must (i) be clearly structured, accountable, and auditable and (ii) cover the full spectrum of materials and services required.

3.2.2. **Cooperative Agreements**. Bidders that have been awarded similar contracts through a competitive bidding process with another state or a cooperative are welcome to submit the pricing in response to this solicitation.

3.3. **STATEMENT OF RIGHTS:** The State shall have the authority to evaluate Responses and select the Bidder(s) as may be determined to be in the best interest of the State and consistent with the goals and performance requirements outlined in this RFP. The State of Vermont reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Failure of bidder to respond to a request for additional information or clarification could result in rejection of that bidder's proposal. To secure a project that is deemed to be in the best interest of the State, the State reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to waive technicalities in submissions. The State also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.

3.3.1. **Best and Final Offer (BAFO).** At any time after submission of Responses and prior to the final selection of Bidder(s) for Contract negotiation or execution, the State may invite Bidder(s) to provide a BAFO. The State reserves the right to request BAFOs from only those Bidders that meet the minimum qualification requirements and have not been eliminated from consideration during the evaluation process.

3.3.2. **Presentation.** An in-person or webinar presentation by the Bidder may be required by the State if it will help the State's evaluation process. The State will factor information presented during presentations into the evaluation. Bidders will be responsible for all costs associated with providing the presentation.

3.4. **CONFLICTS OF INTEREST:**

3.4.1. **Organizational Conflict of Interest (OCOI):** An OCOI arises when a bidder as a business entity has interests (for example, customers, partners, contracts) that could undermine, or reasonably be perceived to undermine, its

faithful and unbiased performance of a contract with the State that may result from this solicitation.

3.4.2. **Personal Conflict of Interest (PCOI):** A PCOI arises when an interest held by an individual, agent or employee of a bidder could undermine, or reasonably be perceived to undermine, its faithful and unbiased performance of a contract with the State that may result from this solicitation.

3.4.3. **Requirements**: The State does not seek to contract with any individual or business entity having a conflict of interest which cannot be mitigated to the State's satisfaction. To ensure the State's awareness of actual, potential, or reasonably perceived PCOIs and OCOIs, bidders shall:

a. Prior to submitting a proposal, conduct an internal review of its current affiliations and activities and identify actual, potential, or reasonably perceived PCOIs or OCOIs relative to a contract with the State that may result from this solicitation.

b. Disclose in your proposal any actual or potential PCOI or OCOI or the existence of any facts that may cause a reasonably prudent person to perceive a PCOI or OCOI with respect to a contract with the State that may result from this solicitation. Disclose, also, any actions proposed to mitigate the PCOI or OCOI.

3.4.4. The State shall have sole discretion to determine whether a PCOI or OCOI can be mitigated to the State's satisfaction and may discuss the conflict with the bidder if and to the extent the State deems discussion necessary to its determination. The State reserves the right to (a) reject from further consideration any proposal having a PCOI or OCOI that cannot be mitigated to the State's full satisfaction and (b) terminate a contract upon discovery that a contractor failed to disclose facts pertaining to a PCOI or OCOI in its proposal, or otherwise misrepresented relevant information to the State.

3.5. **WORKER CLASSIFICATION COMPLIANCE REQUIREMENTS:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), Bidders must comply with the following provisions and requirements.

3.5.1. **Self Reporting:** For bid amounts exceeding $250,000.00, Bidder shall complete the appropriate section in the attached Certificate of Compliance for purposes of self-reporting information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers. The State is requiring information on any violations that occurred in the previous 12 months.

3.5.2. **Subcontractor Reporting:** For bid amounts exceeding $250,000.00, Bidders are hereby notified that upon award of contract, and prior to contract execution, the State shall be provided with a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance

with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54). This requirement does not apply to subcontractors providing supplies only and no labor to the overall contract or project. This list MUST be updated and provided to the State as additional subcontractors are hired. A sample form is available online at http://bgs.vermont.gov/purchasing-contracting/forms. **The subcontractor reporting form is not required to be submitted with the bid response.**

3.6. **EXECUTIVE ORDER 05-16: CLIMATE CHANGE CONSIDERATIONS IN STATE PROCUREMENTS:**

For bid amounts exceeding $25,000.00 Bidders are requested to complete the Climate Change Considerations in State Procurements Certification, which is included in the Certificate of Compliance for this RFP.

After consideration of all relevant factors, a bidder that demonstrates business practices that promote clean energy and address climate change as identified in the Certification, shall be given favorable consideration in the competitive bidding process. Such favorable consideration shall be consistent with and not supersede any preference given to resident bidders of the State and/or products raised or manufactured in the State, as explained in the Method of Award section. But, such favorable consideration shall not be employed if prohibited by law or other relevant authority or agreement.

3.7. **METHOD OF AWARD:** Awards will be made in the best interest of the State. The State may award one or more contracts and reserves the right to make additional awards to other compliant bidders at any time if such award is deemed to be in the best interest of the State. All other considerations being equal, preference will be given first to resident bidders of the state and/or to products raised or manufactured in the state, and then to bidders who have practices that promote clean energy and address climate change, as identified in the applicable Certificate of Compliance.

3.7.1. **Evaluation Criteria:** Consideration shall be given to the Bidder's project approach and methodology, qualifications and experience, ability to provide the services within the defined timeline, cost, and success in completing similar projects. Each proposal will be evaluated using a weighted scoring system. The VTBuys Questionnaire is divided into the sections outlined in section 4.5 of this RFP that reflect key evaluation criteria, with each section assigned a specific weight based on its relative importance. Reviewers will rate each section on a scale from 0 to 5, where 0 indicates the response does not meet expectations and 5 indicates that the response far exceeds expectations. Weighted scores for each section will be combined to determine the total score, which will guide award decisions. Proposals will be evaluated within each Venue Option for which the bidder has responded. Bidders will not be scored lower for responding to only one Venue Option, and questionnaire items that do not apply to the Venue Option(s) proposed will be marked not applicable. A bidder selected for both Venue Options will be awarded a single contract covering both. Weights for key evaluation criteria are set forth below.

3.7.2. **Technical Proposal:**

- Company Overview/Organizational Capacity: 25%
- Scope of Work and Expected Activities: 30%
- Reporting and Certification Requirements: 10%

Cost Proposal:

- Pricing Schedule: 35%

3.8. **CONTRACT NEGOTIATION:** Upon completion of the evaluation process, the State may select one or more bidders with which to negotiate a contract, based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of the State. In the event the State is not successful in negotiating a contract with a selected bidder, the State reserves the option of negotiating with another bidder, or to end the proposal process entirely.

3.9. **COST OF PREPARATION:** Bidder shall be solely responsible for all expenses incurred in the preparation of a response to this RFP and shall be responsible for all expenses associated with any presentations or demonstrations associated with this request or any proposals made.

3.10. **CONTRACT TERMS:** The selected bidder(s) will be expected to sign a contract with the State, including the Standard Contract Form, Attachment C and any other Attachments included in section 7 of this RFP for reference. If IT Attachment D is included in this RFP, terms may be modified based upon the solution proposed by the Bidder, subject to approval by the Agency of Digital Services.

3.10.1. **Business Registration.** To be awarded a contract by the State of Vermont a bidder (except an individual doing business in his/her own name) must be:

- Registered with the Vermont Secretary of State's office Business Filings | Secretary of State and must obtain a Contractor's Business Account Number issued by the Vermont Department of Taxes Home | Department of Taxes

- Registered as a supplier in Vermont's Procurement system, VtBuys https://vtbuysprocurement.vermont.gov/suppliers-bidders

3.10.2. The contract will obligate the bidder to provide the services and products identified in its bid, at the prices listed.

3.10.3. **Payment Terms.** Percentage discounts may be offered for prompt payments of invoices; however, such discounts must be in effect for a period of 30 days or more in order to be considered in making awards.

3.10.4. **Quality.** If applicable, all products provided under a contract with the State will be new and unused, unless otherwise stated. Factory seconds or remanufactured products will not be accepted unless specifically requested by the purchasing agency. All products provided by the contractor must meet all federal, state, and local standards for quality and safety requirements.

Products not meeting these standards will be deemed unacceptable and returned to the contractor for credit at no charge to the State. Facilities, food and beverage, and related services provided under the contract must meet all applicable federal, state, and local health, food safety, fire, and life safety requirements, including any required licensing by the Vermont Department of Health. Services that do not meet these standards or the terms of the applicable event order may be subject to a price reduction or credit to the State.

4. CONTENT AND FORMAT OF RESPONSES: The content and format requirements listed below are the minimum requirements for State evaluation. These requirements are not intended to limit the content of a Bidder's proposal. Bidders may include additional information or offer alternative solutions for the State's consideration. However, the State discourages overly lengthy and costly proposals, and Bidders are advised to include only such information in their response as may be relevant to the requirements of this solicitation.

4.1. **Unsolicited Bidder-Confidential Information Prohibited.** Bidders are hereby expressly directed **not** to include any confidential information in their proposal submissions. By submitting a proposal in response to this RFP, bidders acknowledge and agree to abide by the terms and conditions outlined in this document, including the prohibition on submitting confidential information. This prohibition reduces the burden on the State while preventing bidder-confidential information from entering the public record.

4.2. **Disclosure under Public Records Act.** All information received by the State in response to this solicitation will become part of the contract file and subject to public disclosure in accordance with the State's Public Records Act, 1 V.S.A. § 315 et seq. The State may also choose to publicly post responses to this solicitation and the resulting agreement(s), following conclusion of this procurement process.

4.3. **Unsolicited Confidential Materials.** This RFP does not solicit bidder confidential information and bidders are expressly prohibited from providing confidential information in response to this RFP. All materials furnished by bidders in response to this RFP, including those marked as confidential by bidders, are subject to disclosure if requested under the Public Records Act, or public posting.

4.4. **State Not Responsible for Disclosure of Unmarked Bidder-Confidential Information.** It is the sole responsibility of the bidder to ensure that no information that should not be publicly disclosed is included in their proposal materials, including any 1) trade secrets or intellectual property, 2) proprietary financial or business information, 3) personal information, or 4) any other information that should not be disclosed to the public. For example, bidders should avoid including specific details of their proprietary technologies or methodologies that they consider confidential, and any references to previous client engagements should be presented in a manner that does not disclose the client's confidential information.

4.5. The bid will be completed in VT Buys and will include a Company overview, Technical response (Scope of work listed in section 2.3 of this RFP), a Pricing schedule,

Reporting and Certification Requirements, and References. This is referred to as the VTBuys Questionnaire.

4.6. COMPANY OVERVIEW

4.6.1. Provide details concerning your form of business organization, company size and resources.

4.6.2. Describe your capabilities and particular experience relevant to the RFP requirements.

4.6.3. If you have experience working with the State of Vermont, identify all current or past State projects. Provide the name of the Vermont department or agency and the project title or a brief description of the work. Do not include references or statements from State of Vermont agencies or employees.

4.6.4. Identify the names of all subcontractors you intend to use, the portions of the work the subcontractors will perform, and address the background and experience of the subcontractor(s), in response to the questions described above in this section.

4.6.5. Exceptions to Contract Terms and Conditions. If a bidder wishes to propose an exception to any terms and conditions set forth in the Standard Contract Form and its attachments, such exceptions must be included in the Company overview section of the RFP response. Failure to note exceptions when responding to the RFP will be deemed to be acceptance of the State contract terms and conditions. If exceptions are not noted in the response to this RFP but raised during contract negotiations, the State reserves the right to cancel the negotiation if deemed to be in the best interests of the State. Note that exceptions to contract terms may cause rejection of the proposal, and that the State's non-rejection of a proposal on this basis does not indicate acceptance of the exceptions.

4.7. Scope of Work & Expected Activities

Respondents will address each of the items identified in section 2.3 of this RFP.

4.8. PRICE SCHEDULE

Bidders shall complete and submit the Budget Submission Template (Excel) provided with this RFP in VTBuys as their detailed cost proposal and pricing breakdown, presented separately for each Venue Option proposed, for each year of the contract term of up to five (5) years, including any planned annual rate adjustments.

In addition to the line items in the table below, the completed template must also clearly identify all direct and indirect costs, assumptions, and calculation methodologies. This submission should go beyond the pricing fields entered in the VTBuys quotation form and provide sufficient detail to fully explain how proposed costs were developed.

Bidders must also complete the quotation form (Items) in VTBuys, indicating their total annual pricing proposal.

The line items in the Budget Submission Template are summarized in the table below for reference. Bidders should enter "N/A" in the template for items that do not apply to the Venue Option(s) proposed.

Item	Unit	Venue Option 1 Unit Price	Venue Option 2 Unit Price
General session room rental (up to 350 attendees)	Per day		
Breakout room rental (25 to 100 attendees)	Per room, per day		
Small meeting room rental	Per room, per day		
Audiovisual package (projector, screen, microphones, sound)	Per room, per day		
Breakfast	Per person		
Lunch	Per person		
Snack and beverage break	Per person		
Group dinner (optional, if offered)	Per person		
Guest room at State rate	Per room, per night		
Service charge or gratuity	Percent		
Other fees (describe)	As stated		

4.9. **REPORTING AND CERTIFICATION REQUIREMENTS:** Provide a sample event order and a sample itemized event invoice, and complete the following certifications:

4.9.1. **Byrd Anti-lobbying Certification:** This form will be required prior to a contract being executed and is pre-emptively requested with your bid.

4.9.2. **Certificate of compliance:** This form must be completed and submitted as part of the response for the proposal to be considered valid. This form is included for download in the Questionnaire.

4.9.3. **References:** Provide the names, addresses, and phone numbers of three companies with whom you have transacted similar business recently. You must include contact names who can talk knowledgeably about performance. Do not list a State of Vermont agency or employee as a reference**.**

5. SUBMISSION INSTRUCTIONS:

5.1. **CLOSING DATE:** Bids must be received by the State through VT Buys by the due date specified on the front page of this RFP. Late bids will not be considered.

5.1.1. The State may, for cause, issue an addendum to change the date or time when bids are due. If a change is made, the State will inform all bidders by posting at the webpage indicated on the front page of this RFP.

5.1.2. There will not be a public bid opening. However, the State will record the name, city and state for any and all bids received by the due date.

5.2. **ELECTRONIC BIDS ONLY:** All bids under this RFP must be submitted electronically in accordance with the submission requirements herein. Electronic bids will only be accepted via VT Buys.

Bidders must register in the system to submit their bids. Additional registration information can be found online: Suppliers & Bidders | VT Buys Procurement.

6. BID SUBMISSION CHECKLIST:

- ✓ All required sections of the VTBuys Questionnaire complete
- ✓ Quotation form (Item list) in VTBuys
- ✓ Completed Budget Submission Template (Excel), presented separately for each Venue Option proposed (Section 4.8)

7. ADDITIONAL ATTACHMENTS:

7.1. Standard State Contract with its associated attachments, including but not limited to:

7.1.1. Standard Contract for Services (2-13-2026 Revised)

7.1.2. Certificate of Compliance (3-1-2025 Revised)

7.1.3. Attachment C - Standard State Contract and Grant Provisions (2-13-2026 Revised)

7.1.4. Attachment F – Agency of Human Services' Customary Contract - Grant Provisions (09-02-2025)

7.1.5. Attachment G – State of Vermont – Federal Terms Supplement - Non-Construction (December 30, 2024)