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| **Older Individuals who are Blind and Vision Impaired Program**  Office of Services for the Blind and Vision Impaired  State of New Hampshire Department of Education  21 South Fruit Street Suite 20, Concord NH 03301-2428 Tel: (603) 271-3537 Toll Free: 1-800-581-6881 Fax: (603) 271-3816 | | |



June 23, 2023

On or about June 2, 2023, VR/OIB issued a Request for Proposal (RFP) for services related to its Silver Retreat program. Pursuant to RFP Section 1, B, vendors had until June 14, 2023, at 4:00 pm to submit written questions about the RFP. Accordingly, VR/OIB’s responses to those questions are provided below. This document will be provided to all vendors who were initially notified of the RFP, and of anyone who has expressed interest in the RFP or requested a copy of this document.

1. *How many OIB/VR attendees need to be factored into the five-day Retreat for lodging and meals?*

Response: Neither a section number nor page number of the RFP was referenced in the question.

VR/OIB’s response is based on RFP Section 2, B, 2.a on page 8. It is anticipated that no more than three OIB/VR attendees will attend during the daytime Retreat schedule, and no more than two OIB/VR attendees will require dinner, breakfast, and overnight lodging.

1. *Regarding the “Non-exclusive Contract” language, who is responsible for paying for changes to the programming if VR/OIB selects other vendors to provide programming?  What would be your process and minimum timeline for identifying and making changes?*

Response: Neither a section number nor page number of the RFP was referenced in the question.

VR/OIB’s response is the contract will determine the amount of funds, scope of work, and deliverables based on the procurement with that vendor.

1. *What provider credentials would be required per content area described in the scope of work?*

Response: Neither a section number nor page number of the RFP was referenced in the question, nor is the word “credential” used in the RFP section “Scope of Work” found within Section 2, B.

VR/OIB’s response is based on RFP Section 2, B, 5 on page 9. “Qualified” shall include, but not limited to, a list of degrees and certifications issued by completing a recognized course of study and successfully passing an assessment, or meeting acceptable industry standards that verify competency, for all Retreat related skills that each vendor staff or outside professional will be instructing.

1. *What are the criteria for you to reject a provider and for selecting an alternate provider? What would be the impact on our negotiated contracted pricing for a replacement?*

Response: Neither a section number nor page number of the RFP was referenced in the question.

Please see the response to question 3 above. In the event VR/OIB, at its sole discretion, rejects a vendor staff or outside professional, the vendor shall submit an alternate for consideration. Only after VR/OIB’s approval shall the vendor begin best price negotiations and enter a contract with an outside professional. VR/OIB shall not be responsible for any expenses related to a rejected outside professional.

1. What is the process and timeline for determining cancellation of an event? Is there a minimum number of attendees required at each Retreat? If the minimum number is not met, who will be responsible for determining that the Retreat will be cancelled?

Response: Neither a section number nor page number of the RFP was referenced in the question.

Please see RFP Section 2, B, 8 on page 10 regarding the number of potential Retreat participants that shall be submitted by the vendor. To date, no Retreat event has been cancelled for any reason. If there are extenuating circumstances beyond the reasonable control of SB/OIB or the vendor that may be cause for cancellation or otherwise changing the conduct of an event, VR/OIB shall have sole authority to cancel, postpone or modify an event.

1. *Due to the marketing and outreach restrictions, what is the vendors obligation to ensure the minimum number of attendees is met?*

Response: Neither a section number nor page number of the RFP was referenced in the question.

Please see RFP Section 2, B, 7 that begins on page 9 which defines several expanded marketing opportunities a vendor may use to solicit participants including, but not limited to, approved marketing materials, vendor and VR/OIB website and social media posts, email blasts to current and potential VR/OIB participants and contacting other outside entities. VR/OIB believes this expanded number of avenues will result in a greater outreach and achieve the desired number of Retreat attendees.

1. *What is the timeline for approval by OIB/VR once marketing materials are submitted for approval?*

Response: Neither a section number nor page number of the RFP was referenced in the question.

Please see RFP Section 2, B, 7, a, i on page 10 for the timeline when draft marketing materials are to be submitted to VR/OIB. VR/OIB anticipates taking no more than 3 business days to review and provide comments or approval. Obviously the sooner the marketing materials are submitted to VR/OIB for review, the sooner comments or approval can be provided.

1. *What is the process and factors used to determine the Retreat location? What is the minimum days’ notice that will be given to the Vendor of event location.*

Response: Neither a section number nor page number of the RFP was referenced in the question.

Please see RFP Section 2, B, 2 that begins on page 8 for a list of suggested municipalities and requirements of the meeting hotel. It is anticipated that during a Retreat’s early planning meetings, the vendor and VR/OIB will discuss the next municipality, and the vendor will then propose a selection of potential hotels within that area. VR/OIB anticipates taking no more than 3 business days to review and provide comments or approval of a hotel. Be advised, VR/SBVI has the sole authority to choose the municipality, and the hotel that VR/SBVI determines will best meet the RFP established requirements.