

HEAP Summer Training

Issue Date: 5/3/2011

Description: The New York State Office of Temporary and Disability Assistance intends to purchase hotel accommodations for a statewide training.

The facility must be located with a 10 mile radius of 40 North Pearl Street, Albany, NY and able to accommodate the following:

Date availability: August 17-19-2011

General Registration area, starting at Noon on Day 1 (8/17)

350 people in classroom style seating for general sessions (8/17 - 19)

Five breakout rooms in classroom style seating for at least 60 people per room (8/17 - 8/19)

One general purpose room/office with Internet access for training program staff

A/V equipment including screens for each breakout room and dual projection in the general sessions

200 overnight rooms - single occupancy, each night

One afternoon refreshment break, Day 1 for approximately 350 people

Two continental breakfasts, Day 2 and 3 for approximately 350 people

One buffet lunch on Day 2 for approximately 350 people

Free Parking on-site from 8/17 - 8/19

Sufficient dining options for 200 *plus* participants must be accessible on-site and within walking distance of a mile, in a well-lit secure setting.

Interested parties should contact Connie Blais @ Constance.Blais@otda.state.ny.us to discuss this opportunity.

Due Date: 5/24/2011

Contract Term: August 17 - 19, 2011

Location: Albany, NY

Contact: Ms. Connie Blais
OTDA-Bureau of Contract Management
40 N. Pearl Street-13B
Albany, NY 12243
Phone: (518) 474-0657

Submit To: Ms. Connie Blais
OTDA-Bureau of Contract
Management
40 N. Pearl Street-13B
Albany, NY 12243
Phone: (518) 474-0657