

NEW YORK STATE DEPARTMENT OF HEALTH VITAL RECORDS

A Request for Proposal for:
Electronic Death Registration System

RFP Number

1002191052

BIDDER CONFERENCE DATES

Registration for Bidder Conference Due	September 24, 2010
Bidder Conference	September 28, 2010

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A Bidder Conference Details

New York State, Department of Health (NYS DOH) will hold a bidder conference in relation to the Electronic Death Registration Request for Proposals, RFP # 1002191052.

Note: Bidder conference attendance is *not* required for bid submission.

Date: September 28, 2010

Time: 1 p.m. until no later than 4:30 p.m.

Location: Empire State Plaza, Concourse level, Meeting Room 5 (*see attached map*).

B Conference Program

The bidder conference will follow the following program format:

12:30 – 1:00	Late Registration and Sign In (30 min)
1:00 – 1:15	Welcome Keynote Address and Introductions (15 minutes)
1:15 – 3:00	Review of the Request for Proposals document and Attachments 01 – 18 Proposal: (1 hour 45 minutes)
3:00 – 3:20	Break
3:20 – 4:30	Open Forum for Questions

NYS DOH will answer questions during the conference, but reserves the right to *not* answer questions. All answers provided during the conference are tentative and subject to change pending further investigation or clarification; *NO* answers are final until posted in writing on the NYS DOH website.

Paper print-outs of the slide presentation will *not* be available.

C What to Bring

NYS DOH encourages you to have access, during the conference, to all materials included with the RFP.

NYS DOH recommends that you bring the following:

- a copy of the RFP for your reference,
- a copy of Attachments 01 – 18 Proposal for you reference, and
- copies of any other attachments or materials you may want to reference during the conference.

Internet access will not be prohibited during the conference, but will not be directly provided by the NYS DOH.

D Bidder Conference Registration

If you plan to attend the conference, please register with the NYS DOH by Friday, September 24, 2010. Late registrations *will* be accepted.

Due to space constraints, conference attendance is limited to two persons from each vendor.

To register, please send an email to edrs@health.state.ny.us stating the following:

Subject:

EDR Conference Registration

Body

<company name>
<company address>
<company phone number>

<conference to attend>
<conference date>

<attendee 1 name>
<attendee 1 email address>
<attendee 1 phone number 1>
<attendee 1 phone number 2>

<attendee 2 name>
<attendee 2 email address>
<attendee 2 phone number 1>
<attendee 2 phone number 2>

E Directions To/Parking At the Empire State Plaza

E.1 Bidder Conference Parking

Fee-based visitor parking is available at the Empire State Plaza in the Visitor Parking Lot (P3). You will need photo identification to enter Visitor Parking Lot (P3) parking. Please be aware that visitor parking at the Empire State Plaza is limited.

If you park in Empire State Plaza Visitor Parking Lot (P3), you will take an elevator to the Plaza Concourse. The visitor parking lot *east* elevators will open at the meeting rooms; the visitor parking lot *west* elevators will open across the Plaza Concourse from the meeting rooms.

Metered and unmetered street parking is available around the Empire State Plaza. Entry to the Plaza Concourse from the street is located on Madison Avenue, between the New York State Museum and the Corning Tower as well as through The Egg.

See the parking map and the map of the Plaza Concourse for details.

E.2 Directions to the Empire State Plaza

From the North

Take Interstate I-87 (Northway) South to Interstate I-90 East (exit # 1E). Take Interstate I-90 East to Interstate 787 South. Take Exit #3A for the Empire State Plaza. Visitor Parking Lot (P3) will be on your right near the end of the tunnel.

Directions from the South

Take New York State Thruway (Interstate 87) North to Exit 23. Proceed straight through the Toll Booth to Interstate 787 North. Take Exit #3 for the Empire State Plaza. Visitor Parking Lot (P3) will be on your right near the end of the tunnel.

Directions from the East

Take Interstate 90 West to Exit # B1 (I-90). Continue on I-90 to Interstate 787 South. Follow I-787 South to Exit #3A for the Empire State Plaza. Visitor Parking Lot (P3) will be on your right near the end of the tunnel.

Directions from the West

Take the New York State Thruway (Interstate 90) East to Exit 24 (Albany). Proceed east on Interstate 90 to Interstate 787 South. Take exit # 3A for the Empire State Plaza. Visitor Parking Lot (P3) will be on your right near the end of the tunnel.

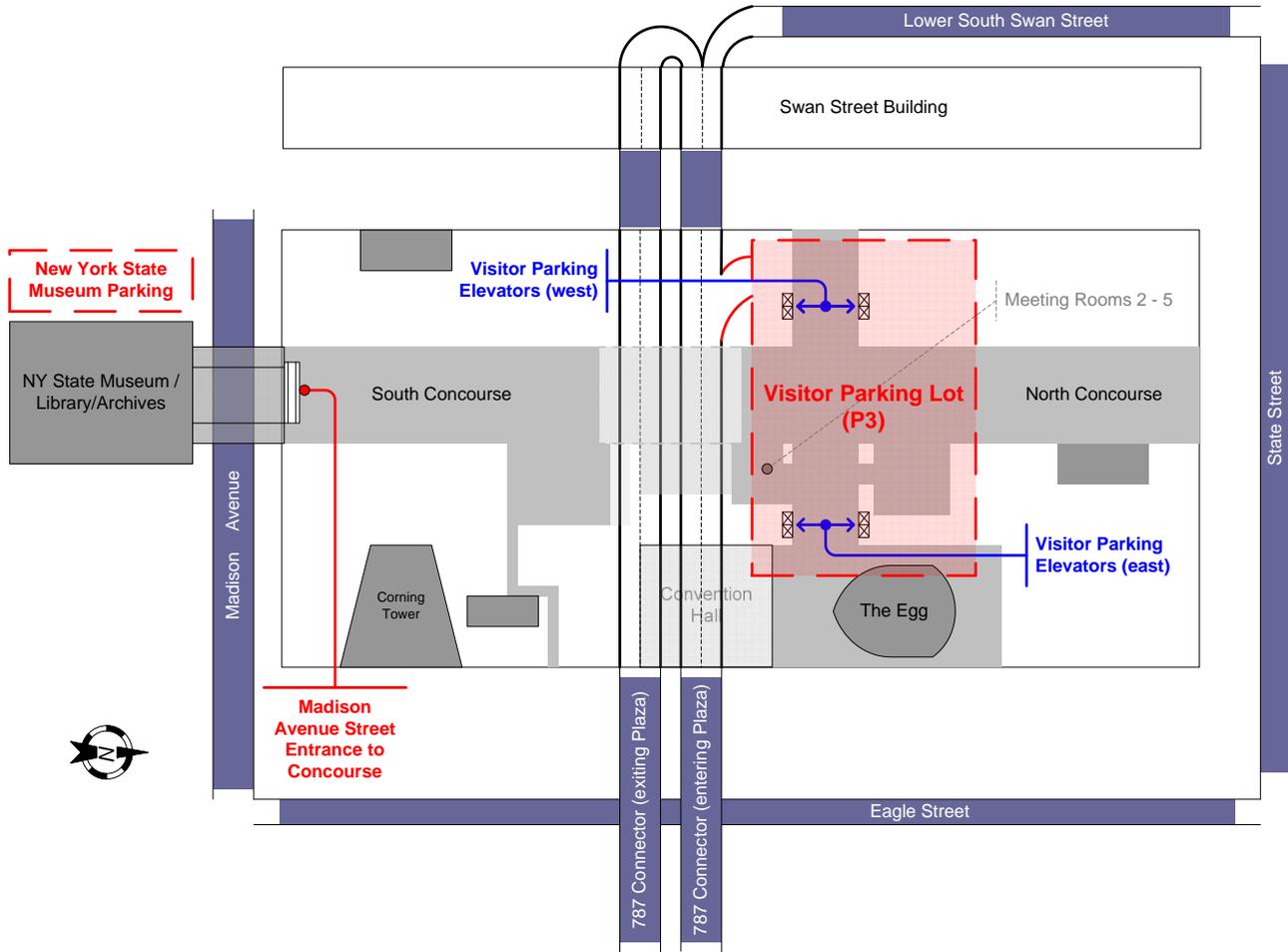
E.3 Street Parking

If Empire State Plaza Visitor Parking Lot (P3) is full, turn right onto Lower South Swan Street immediately upon exiting the tunnel. Metered and unmetered street parking is available in all directions. The Plaza Concourse is accessible from The Egg entrance.

To park nearer the street entrance to the Plaza Concourse, turn right from South Swan Street onto State Street, then turn right onto Eagle Street, finally turn right onto Madison Avenue. You will then travel past the entrance to the Plaza Concourse (on your right as you travel through the underpass).

Fee-based parking may be available at the New York State Museum parking lot. This lot is accessible from Madison Avenue immediately west of the New York State Museum.

F Map of Parking At and Around the Empire State Plaza



G Map of the Empire State Plaza Concourse

