

Notice to Bidders

The following **Request for Proposal (RFP)** is a public offering to qualified Firms to provide the Albany Convention Center Authority (ACCA) with a proposal for:

Strategic Communications Advisor Firm

The Albany Convention Center Authority (ACCA) is a public benefit corporation established to design, develop, plan, finance, create, site, construct, renovate, administer, operate, manage, and maintain a convention center and related facilities to be located in the City of Albany, New York; and pursuant to Section 2675-e of the Public Authorities Law, the Authority has the power to contract for services of professional consultants, advisors and contractors, and to do all things necessary, convenient or desirable to carry out its purposes and for the exercise of its powers.

Key information related to this RFP:

1. **This RFP consists of:**
 - a. **This RFP Notice;**
 - b. **The Request for Proposal and related forms posted to the Albany Capital Center Website: www.albanycapitalcenter.com ;**
2. **All pre-response RFI's must be submitted by: Friday 10-19-18 by 5:00 PM EDST.**
3. **All responses to this RFP are due by: Wednesday ,October 31, 2018 at 2:00 PM EDST**

Please be advised this information is a complete package for this scope of work, and all respondents MUST address the complete scope of work. Partial responses cannot be accepted or evaluated. Each response must be prepared and submitted in accordance with the instructions and the RFP.

Respondents are advised of the following:

1. Must notify Duncan Stewart at: dstewart@accany.com of their intent to bid and provide their contact information.
2. To allow the ACCA the opportunity to respond to Pre-response RFI's, the deadline date for Pre-Bid RFI's must be strictly adhered to.
3. Address questions during the RFP period, as Requests for Information (RFI's),and submit via email to Duncan Stewart at: dstewart@accany.com. RFI's will be logged and answers will be distributed to all respondents via Supplements. All respondents will see all RFI's and their answers.
4. Address all procedural questions via email to Duncan Stewart at: dstewart@accany.com . No interpretations will be made verbally.
5. Responses to the RFP for **Strategic Planning Advisor Firm** may be submitted electronically via email to Duncan Stewart at: dstewart@accany.com. by Wednesday, October 31, 2018 by 2:00 PM EDST.
6. The ACCA is an equal opportunity employer and welcomes proposals from NYS certified Minority and Women Owned businesses.
7. The information provided in this RFP is intended to assist interested parties in the preparation of their proposals. This information is not intended to limit a proposal's content or exclude any relevant or essential data.

The respondent agrees that it shall treat as confidential and not disclose to any third party the financial terms of its RFP or any information whether, or not, it is awarded the Contract.

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