

Request for Quotation Question and Answers: Meeting Planner

1. Will the project manager provide a list of potential speakers for the event?

Yes, the project manager and/or the project team will provide a list of possible speakers for the event.

2. Are there any specific per diem rates or pricing guidelines to follow?

The New Jersey State Library uses the per diems set forth by the U. S. General Services Administration. <https://www.gsa.gov/travel?topnav=travel> Please use 2025 rates as a good faith estimate for 2026.

3. How will attendee registration be managed? Is that a service we could provide?

Please include attendee registration as a service that your firm will provide.

4. Do you have a preferred location in New Jersey?

There is no preferred location, but the location does need to be proximate to an airport and train station for ease of participant travel.

5. Could you confirm what expenses attendees are responsible for?

Attendees are responsible for the cost of transportation, including mileage, to and from home airport/train station and parking at home airport/train station. We will pay for ground transportation to/from airport or train station to the hotel and conference venue (if not held at the hotel), hotel, per diems, and mileage for local staff and partners.

6. Approximately how many flights should we plan for?

We estimate that 40 participants will require a flight.

November 4, 2024

