

Questions and Answers
Appellate Judicial Attorneys Institute
Request for Proposals #CRS SP 056
Bidders' Conference Call, August 14, 2013
Email Questions Received by August 16, 2013

1. **Question:** Will the hotel be given advanced notice of the need for a Kosher meal?

AOC Response: Yes, we will give the hotel advanced notice.

2. **Question:** What is the average number of RFP responses received for a program?

AOC Response: The number of RFP responses varies from program to program anywhere from 2-30.

3. **Question:** If another group is interested in the meeting space and/or sleeping rooms over the same dates as this program, how should property representatives communicate that information?

AOC Response: Proposers should **NOT** contact any AOC personnel directly regarding this program. Prior to proposal due date, all inquiries, and withdrawal of proposals or notifications regarding a program should be sent to ConferenceSolicitations@jud.ca.gov.

As indicated in the RFP, Section 8.0, Offer Period – A proposal is an irrevocable offer for ninety days following the proposal due date for this specific program.

4. **Question:** Does the AOC prefer to hear from hotels directly or should communication be filtered through CVB and NSO representatives?

AOC Response: The AOC has no preference as to who sends program communications. Anyone can ask a question or send a proposal. However, prior to the proposal due date, all communications must be sent to ConferenceSolicitations@jud.ca.gov.

5. **Question:** How should each attachment be sent in? Is there an online web page we go to, to complete the RFP?

AOC Response: Refer to page 8, section 7.5 of the RFP for attachments that should be submitted with a proposal. There is no online web page to use in order to submit a response to the RFP.

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6. **Question:** Is Fed-ex the only acceptable method of submitting proposals?

AOC Response: No. Proposals can be sent by registered or certified mail, courier service (e.g., Fed-ex or UPS), or delivered by hand. Proposals may NOT be transmitted by fax or email.

7. **Question:** What is the audience for this program? Is the audience predominately male or female?

AOC Response: The attendees are appellate judicial attorneys.

8. **Question:** Can Meals be in the General Session?

AOC Response: The Breakfast and Breaks will be in the foyer. We will have a speaker during Lunch which will need to be in a separate room.

9. **Question:** Can the general session be used for one of the breakout rooms?

AOC Response: The general session room can be used for the large breakout.

10. **Question:** If I click out of the program website while working on the RFP documents, how can I go back and access the program's website?

AOC Response: There are several ways to access the program's solicitation website. Program RFP's are listed on the Judicial Branch website at <http://www.courts.ca.gov/rfps>. Please note that this page contains all of the RFP's for the Judicial Branch, so you will need to scroll through the list and search by program name.

11. **Question:** What is the typical cut-off date for sleeping rooms?

AOC Response: 2-3-weeks

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12. **Question:** What is the program history?

AOC Response: Santa Clara Marriott Hotel, 2013
Westin LAX, 2012
Hyatt SFO, 2010
Westin Long Beach, 2009
Sacramento Grand, 2008

13. **Question:** How do I indicate which date I have available?

AOC Response: Please indicate on Attachment 5 which set of dates you have available.

14. **Question:** I would like to verify that the State per Diem rate in San Diego is now \$125.00 not \$110.00, I just want to make sure we are all on the same page regarding per diem rates?

AOC Response: The AOC has not received clarification on the rate increases throughout the state of California. For this program we will move forward with the contract based on the \$110 rate.

15. **Question:** Is the group flexible on the dates, to arrive on Sunday vs. Monday? Meeting on Monday Tuesday?

AOC Response: At this time the dates are not flexible.