RFP Title: Appellate Judicial Attorneys Institute Conference

RFP Number: ASU EG-002-SS

## Attachment 5 Submission Form for Technical Proposal (Full Service)

A. Proposer's name, address, telephone and fax numbers, email and federal tax identification number.

Firm (Legal Name):	
Address:	
Address Line 2:	
City, State, Zipcode	
Contact:	
Title:	
Phone Number:	
Fax Number:	
Email Address:	
Federal Tax ID Number:	

B. Please indicate which dates you are offering for the program:

March 27 – 30, 2012	
<b>April</b> 4 – 7, 2012	

C. Estimated Meeting and Function Room Block:

Propose Meeting and Function Rooms schedule, including the date, time, and a description of the set is detailed below. Please add the Function room name, square footage, noting dimensions, any odd shapes, angles, pillars and other salient characteristics). Enter "n/a" for any items that are not applicable.

RFP Title: Appellate Judicial Attorneys Institute Conference RFP Number: ASU EG-002-SS

			Expected	Room Name
Time	<b>Function</b>	Set Up	Attendance	Sq. Footage
	DAY #1: Tue	sday, March 27th or Wedne	esday, April 4th	
Day 1: Set Up Only	Staff Office	Conference	5	
3:00 p.m. – 24 hour hold				
Day 1: Set Up Only	Faculty Office	2 rounds	10	
3:00 p.m. – 24 hour hold	-			
Day 1: Set Up Only	AV Storage	Empty Room		
3:00 p.m. – 24 hour hold				
Day 1: Set Up Only	Registration Desk	Existing Reg Desk or two 6ft	250	
3:00 p.m. – 24 hour hold		tables w/ 3 classroom against		
		the wall		
Day 1: Set Up Only	General Session	Rounds of 8	250	
6:00 p.m. – 24 hour hold	Set Up	Head table for 5 on Stage	100	
Day 1: Set Up Only	Break out #1	Crescent rounds of 6	100	
6:00 p.m. – 24 hour hold	D 1		100	
Day 1: Set Up Only	Break out #2	Crescent rounds of 6	100	
6:00 p.m. – 24 hour hold	D1	Constant of the Co	70	
Day 1: Set Up Only	Break out #3	Crescent rounds of 6	70	
6:00 p.m. – 24 hour hold Day 1: Set Up Only	Break out #4	Crescent rounds of 6	50	
6:00 p.m. – 24 hour hold	Break out #4	Crescent rounds of 6	30	
	Manala 204la an Tha	yes Appil 54h, thuangh Day	42. There Manale	20 on Eni Annil (4h
	Staff Office	ur, April 5th through Day #		29 or Fri, April 6th
Day 2 – 3: 24 hour hold until 5:00	Starr Office	Conference	5	
p.m. on day 3 Day 2 – 3:	Faculty Office	2 rounds	10	
24 hour hold until 5:00	raculty Office	2 Tourids	10	
p.m. on day 3				
Day 2 – 3:	AV Storage	Empty Room		
24 hour hold	TTV Storage	Empty Room		
Day 2 – 3:	Registration Desk	Existing Reg Desk or two 6ft	250	
24 hour hold until 5:00	8	tables w/ 3 classroom against		
p.m. on day 3		the wall		
Day 2 – 3:	General Session	Rounds of 8	250	
24 hour hold until 5:00	Set Up	Head table for 5 on Stage		
p.m. on day 3	_			
Day 2 – 3:	Break out #1	Crescent rounds of 6	100	
24 hour hold until 5:00				
p.m. on day 3				
Day $2 - 3$ :	Break out #2	Crescent rounds of 6	100	
24 hour hold until 5:00				
p.m. on day 3				
Day 2 – 3:	Break out #3	Crescent rounds of 6	70	
24 hour hold until 5:00				
p.m. on day 3	D 1 . #4	0 1 66	70	
Day 2 – 3:	Break out #4	Crescent rounds of 6	50	
24 hour hold until 5:00				
p.m. on day 3	Drag1-foot	Downda	250	
7:00 – 8:00 a.m.	Breakfast AM Break	Rounds	250 250	
10:00 – 10:30 a.m.	AM Break	Foyer	+	
12:00 – 1:00 p.m. 3:00 – 3:30 p.m.	Lunch PM Break	Rounds	250 250	
3.00 – 3.30 p.III.	r ivi dieak	Foyer	230	

Attachment 5

RFP Title: Appellate Judicial Attorneys Institute Conference

RFP Number: ASU EG-002-SS

Time	Function	Set Up	Expected Attendance	Room Name Sq. Footage
	Day#	<mark>4 Fri, March30 or Sat, Apr</mark>	il 7th	
Day 3- 4:	AV Storage	Empty Room		
24 hour hold – 8:00 a.m.				
on day #4				

Are Meeting and Function Rooms compliant with American Disabilities Act (ADA)?

Ye	es	
No	)	

Can the Program use its own audio-visual equipment and labor at no additional charge?

Yes	
No	

Please include an audio-visual price list sheet with this proposal for the Program.

D. Propose Sleeping Room schedule. Enter "n/a" for any items that are not applicable.

		Estimated	Confirm
	Type of	Number of	Number of
	Sleeping	Sleeping	Rooms able
Date	Room	Rooms	to provide
Tuesday,	Single/Double	7	
March 27th	Occupancy		
or			
Wednesday,			
April 4th			
Wednesday,	Single/Double	195	
March 28th	Occupancy		
or Thursday,			
April 5th			
Thursday,	Single/	3	
March 29th	Double		
or Friday,	Occupancy		
April 6th			
		205	

Are Sleeping rooms compliant with American Disabilities Act (ADA)?

Yes	
No	

RFP Title: Appellate Judicial Attorneys Institute Conference

RFP Number: ASU EG-002-SS

	Propose the cut-off date for reservations:	
H	Propose the clit-off date for reservations.	
L.	1 1000sc the cut-off date for reservations.	

F. Propose Food and Beverage schedule, including specific menus provided for the unit price indicated on the Form for Submission of Cost Pricing.

	Food and Beverage Menu
Type of Group Meal	G
DAY #2:	Wed, March 28th or Thur, April 5th
Lunch – Plated or Buffet	
PM Break	
Day #	<mark>3: Thur, March 29 or Fri, April 6th</mark>
Breakfast Buffet	
AM Break	
Lunch – Plated or Buffet	

Are you able to provide Kosher Meals at the same price as the group rate?

Yes	
No	

Please indicate where your Kosher Meals come from:

G. Other Program Needs (identify if included in other proposed pricing):

Ite	Description	Approved	Alternative
m		(please note if	
No.		approved)	
1.	Complimentary Registration area telephone		
2.	(10) Complimentary easels		
3.	(3) Complimentary Wired Internet for		
	Registration and Staff Office		
4.	Staff Office and AV storage area on total		

Attachment 5

RFP Title: Appellate Judicial Attorneys Institute Conference RFP Number: ASU EG-002-SS

Ite	Description	Approved	Alternative
m		(please note if	
No.		approved)	
	lock out – complimentary lock out and keys		
	for staff		
5.	Complimentary room policy		
6.	(3) Comp parking for AV & Security (ERS)		
7.	Complimentary access to executive lounge		
	for event staff (8) for meal purposes		

Н.	Propose options for transportation to the hotel on public transportation Discuss the various means of transportation to local airports. Discuss the approximate distance from major freeways.							
H Signs	ature (mu	st be completed by	nronoser).					
ii, bigii	iture ( <u>inu</u>				20			
	Ву: _	SIGNED thisSignat				 nt Name		
	Title:	_						