**Attachment 5**

**Submission Form for**

**Technical Proposal**

**(Full Service)**

1. 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: |  |
| Email Address: |  |
| Federal Tax ID Number: |  |
| Web Site:  |  |
| Hotel Check-in and Check-out time  |  |
| Guest room reservation cancellation policy  |  |

**Program Dates: October 22 – 24, 2014**

1. 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.

| **Time** | **Function** | **Set Up** | **Expected Attendance** | **Room Name****Sq. Footage** |
| --- | --- | --- | --- | --- |
| **Day 1 – Wednesday, October 22, 2014****Set up: 6 a.m. – 10 a.m.** **Registration: 10 a.m.** **Program 1:00 – 5:00 p.m.** **\*\*General session room may also be used for breakout sessions on days 1 - 3\*\*****\*All breakout and general session rooms have air walls\*****\*All breakout and general session rooms on the same floor – very important\*** |
| 6:00 a.m. – 24 hr hold  | Staff Office | Conference | 6 |  |
| 6:00 a.m. – 24 hr hold  | AV Storage | Empty Room  |  |  |
| 6:00 a.m. – 24 hr hold  | Faculty Room  | Conference set up  | 10  |  |
| 6:00 a.m. – 24 hr hold  | Registration  |  | Flow  |  |
| 6:00 a.m. – 24 hr hold  | Breakout #1  | Crescent rounds of 5 – 6 | 50 |  |
| 6:00 a.m. – 24 hr hold  | Breakout #2 | Crescent rounds of 5 – 6  | 50  |  |
|  |  | **BREAKOUT 1 & 2 ON WEDNESDAY SHOULD BE NEXT DOOR TO EACH OTHER SHARING AN AIRWALL**  |  |  |
| 3:00 – 3:30 p.m.  | PM Break  | Foyer  | 100  |  |
| 5:00 p.m. – 24 hr hold \*Set up only\*  | General Session  | Crescent rounds of 5 – 6 | 320 w. riser  |  |
| **Day 2 – Thursday, October 23, 2014****Program: 8 a.m. – 5 p.m.**  |
|  |
| 6:00 a.m. – 24 hr hold  | Staff Office | Conference | 6 |  |
| 6:00 a.m. – 24 hr hold  | AV Storage | Empty Room  |  |  |
| 6:00 a.m. – 24 hr hold  | Faculty Room  | Conference set up  | 10  |  |
| 6:00 a.m. – 24 hr hold  | Registration  |  | Flow  |  |
| 6:00 a.m. – 2 p.m.  | Hospitality Room for guest speaker to prep  | Parlor portion of guest room or other suggestion  | 3 |  |
| 6:00 a.m. – 24 hr hold (starts 8 – 9:45 a.m.)  | General Session  | Crescent rounds of 5 – 6  | 320  |  |
| 6:00 a.m. – 24 hr hold (starts 10a.m. – 3:00 p.m.)  | Breakout #1  | Crescent rounds of 5 – 6  | 25 – 50  |  |
| 6:00 a.m. – 24 hr hold (starts 10a.m. – 3:00 p.m.)  | Breakout #2 | Crescent rounds of 5 – 6  | 25 – 50  |  |
| 6:00 a.m. – 24 hr hold (starts 10a.m. – 3:00 p.m.)  | Breakout #3 | Crescent rounds of 5 – 6  | 25 – 50  |  |
| 6:00 a.m. – 24 hr hold (starts 10a.m. – 3:00 p.m.)  | Breakout #4 | Crescent rounds of 5 – 6  | 25 – 50  |  |
| 6:00 a.m. – 24 hr hold (starts 10a.m. – 3:00 p.m.)  | Breakout #5 | Crescent rounds of 5 – 6  | 25 – 50  |  |
| 6:00 a.m. – 24 hr hold (starts 10a.m. – 3:00 p.m.)  | Breakout #6  | Crescent rounds of 5 – 6  | 25 – 50  |  |
| 3:00 – 4:30 p.m.  | General Session  | Crescent rounds of 5 – 6 w/ riser  | 320  |  |
|  |  | **MEAL ROOM** |  |  |
| 7:00 – 8:30 a.m.  | Breakfast  | Rounds of 10  | 320  |  |
| 10 – 10:30 a.m.  | AM Break  | Foyer or meal room  | 320  |  |
| 12:00 – 1:30 p.m.  | Lunch w/ speaker  | **Rounds of 6** (Plated lunch), Riser  | 320  |  |
| 3:00 – 3:30 pm. | P.M. break  | Foyer or meal room  | 320  |  |
| **Day 3– Friday, October 24, 2014****Program 8 – 11:30 a.m.** **AV strike: 11:30 a.m. – 2:00 p.m.** **\*Final agenda is TBD\*** |
| 6:00 a.m. – 2:00 p.m.  | Staff Office | Conference | 6 |  |
| 6:00 a.m. – 2:00 p.m.  | AV Storage | Empty Room  |  |  |
| 6:00 a.m. – 2:00 p.m.  | Faculty Room  | Conference set up  | 10  |  |
| 6:00 a.m. – 2:00 p.m.  | Registration  |  | Flow  |  |
| 6:00 a.m. – 2:00 p.m.  | Breakout #1  | Crescent rounds of 5 – 6  | 25 – 50  |  |
| 6:00 a.m. – 2:00 p.m.  | Breakout #2 | Crescent rounds of 5 – 6  | 25 – 50  |  |
| 6:00 a.m. – 2:00 p.m.  | Breakout #3 | Crescent rounds of 5 – 6  | 25 – 50  |  |
| 6:00 a.m. – 2:00 p.m.  | Breakout #4 | Crescent rounds of 5 – 6  | 25 – 50  |  |
| 6:00 a.m. – 2:00 p.m.  | Breakout #5 | Crescent rounds of 5 – 6  | 25 – 50  |  |
| 6:00 a.m. – 2:00 p.m.  | Breakout #6  | Crescent rounds of 5 – 6  | 25 – 50  |  |
| 6:00 a.m. – 2:00 p.m.  | General Session  | Crescent rounds of 5 – 6  | 320  |  |
| 7:00 – 8:00 a.m.  | Breakfast  | Rounds of 10  | 320  |  |
| 9:45 – 10:00 a.m.  | AM Break  | Foyer | 320  |  |

Are all meeting rooms on the same floor?

Please include a floor plan of the meeting space.

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

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Can the Program use its own audio-visual equipment and labor at no additional charge (equipment will be used by our own staff )?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

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

1. Propose Sleeping Room schedule. Enter “n/a” for any items that are not applicable.

| Date | Type of Sleeping Room | Estimated Number of Sleeping Rooms | Confirm Number of Rooms able to provide |
| --- | --- | --- | --- |
| Wednesday October 22, 2014  | Single Occupancy | 225 |  |
| Thursday, October 23, 2014 | Single Occupancy | 225 |  |
| Friday, October 24, 2014  | Check-out  | 0 |  |
|  |  | 450 |  |

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

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Number of ADA rooms: \_\_\_\_\_\_\_\_\_\_\_

1. Propose the cut-off date for reservations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Propose detailed Food and Beverage schedule, including specific menus provided for the unit price indicated on the Form for Submission of Cost Pricing (ex: Hot breakfast, PM break: coffee/tea/soda, healthy and junk food items, Lunch: 3 course, plated).

| Type of Group Meal | Food and Beverage Menu |
| --- | --- |
| **Wednesday, October 22, 2014** |
| P.M. Break  |
| **Thursday, October 23, 2014** |
|  Breakfast Buffet  |  |
| AM Break |  |
| Lunch – Plated options  |  |
| PM Break |  |
|  | **Friday, October 24, 2014** |
| Breakfast Buffet  |  |
| AM Break |  |

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

|  |  |
| --- | --- |
| Yes |  |
| No |  |

 If No, What is the cost of Kosher Meals?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please indicate where your Kosher Meals come from:

|  |
| --- |
|  |
|  |

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

| Item No. | Description | Approved (please note if approved) | Alternative  |
| --- | --- | --- | --- |
| 1. | (10) Complimentary easels |  |  |
| 2. | 4 Complimentary Wired Internet for Registration and Staff Office |  |  |
| 3. | Staff Office and AV storage area on total lock out – complimentary lock out and keys for staff |  |  |
| 4. | Complimentary room policy – please indicate how many booked rooms will earn 1 complimentary room. |  |  |
| 5.  | (3) Complimentary parking for AV staff  |  |  |
|  | **Additional concession provided by the hotel:**  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. 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. |
|  |

**OFFER PERIOD**

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date.  In the event a final contract has not been awarded within this ninety (90) day period, the AOC reserves the right to negotiate extensions to this period.

**H. Signature (must be completed by proposer):**

|  |
| --- |
| Signed this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , 20\_\_\_\_\_\_\_\_. |
| By: |  |  |  |
|  | Signature |  | Print Name |
| Title: |  |  |  |

**The Judicial Council of California, Administrative Office of the Courts, Conference & Registration Services does not retain the services of third party or outsourced representation. All quoted rates are to be net, not commissionable.**