

## Questions and Answers

RFP # CRS PD 272

### Presiding Judges/Court Executive Officers Management Institute

- Are your dates flexible outside of the 2 options given? If so, is the day pattern flexible as well? We could switch to Monday arrival for each set of dates versus the Sunday – Monday (set up) – Program days (Tues, Wed, Thursday until 3 pm)
- If dates are not flexible, could breakout rooms be switched on the final day, or do you need to stay in the same space for all days? If needed, could they end at 1pm instead of 3pm? Would not be ideal to switch breakout rooms on the last day. But would be okay. We would need the space until 3 pm.
- To lessen and/or avoid Room Rental, can we utilize board rooms for the Staff Office, AV Storage Office, and Facility Office? (Staff and AV Storage office have flexible sets and are 374 sq. ft. each. The Facility Office would be in a 675 sq. ft. board room set with a permanent conference table). Faculty office is fine in a boardroom – AV/& Staff office would be better suited in a shared space on the main meeting room floor.
- Can the General Session room be used for breakouts and/or meals? GS rooms can be used for a breakout but not a meal room.
- If the GS cannot be used for the Meal Room, can the Meal Room be used as a breakout? The meal room needs to be a separate room that serves the meal function only
- Can the crescent set up be in rounds of 8 vs. rounds of 5 or 6? (most times we use a 72” round) – if needed
- Other than rooms being used for meals, can the breakouts be set with theater seating instead of crescent rounds? Classroom? Crescents of up to 7 but not theater or classroom
- Can we charge Room Rental if necessary even if 80-100% of the contracted sleeping room block is utilized? Our meeting room rental cannot exceed the \$10,000 maximum.