

Hotel Site Selection



ADMINISTRATIVE OFFICE
OF THE COURTS

Solicitation Process

- Meet with stakeholders to determine RFP & evaluation criteria
- RFP attachments 1-7 prepared (as mandated by JBCM) posted to the website, sent to bidders
- Bidders Call conducted to ensure “responsive” submissions



- Bidders questions are posted to website with corresponding answers
- After the cut-off date, bids are unsealed
- Comparative analysis and stakeholder evaluations begin



- Site inspections conducted as needed
- Selection is made, Notice of Intent to Award posted to website, five day waiting period begins
- Contract & funding documents are prepared



Current Issues

1. Re-emerging economy

- Reduced Availability
- Higher Rates
- Increased Competition



Current Issues

2. Judicial Branch Contracting Manual

- Complex and time-consuming bidding process has resulted in fewer hotel responses



Current Issues

2. Judicial Branch Contracting Manual

- Reduced flexibility in hotel selection due to mandated evaluation process



Should we hold more programs in Los Angeles?

- Some Costs Higher
 - Hotel food and beverage & meeting space
 - Northern/Central California judge travel
 - AOC staff travel costs
- Some Costs Lower
 - Travel for Los Angeles judges
 - Lodging costs are a little lower



Should we hold more programs in Sacramento?

- Fewer hotels respond in Sacramento
- Many education programs too large for the AOC Sacramento meeting space
- Food and beverage costs same as the AOC San Francisco conference center

