

**RFP # CRS PD 264**  
**Cow County Judges Intitute-2019**  
**Questions and Answers**

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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).

We could share the AV/Staff space but Faculty Office will need to be a separate room as you have mentioned above.

Can the General Session room be used for breakouts?

Yes

Can the General Session room be used for meals if also being used for breakouts?

No – we prefer the meals service is in a separate room.

Can the meal room be broken into 2 rooms and used as 2 breakouts?

No, this is difficult for a smooth flow

If the meal room cannot be broken into 2 rooms, can the meal room be used as 1 breakout?

No, this is difficult for a smooth flow

Can we charge Room Rental if necessary even if 80-100% of the contracted sleeping room block is utilized?

Yes, as long as it does not exceed the \$10,000 maximum. But please keep in mind that 30% of the evaluation points are in the cost category.