

Questions and Answers
Appellate Judicial Attorneys Institute
Request for Proposals #CRS SP 193
Bidders' Conference Call, September 6, 2016
Email Questions Received by September 7, 2016

1. **Question:** If the hotel does not have the state maximum available for the sleeping rooms should they still bid?

Judicial Council Response: Yes, the hotel should still bid their best available rate.

2. **Question:** Can the General Session room be used as the larger Breakout?

Judicial Council Response: Yes, we can use the General Session for the larger breakout.

3. **Question:** Are you able to provide a history of the pick-up for this program?

Judicial Council Response:

<u>Year</u>	<u>Contracted</u>	<u>Picked Up</u>
2015	1097	1109
2016	1043	1039

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12. **Question:** How do I indicate which date I have available?

Judicial Council Response: Please indicate on Attachment 5 which set of dates you have available.

13. **Question:** Is the group flexible on the dates?

Judicial Council Response: At this time the dates are not flexible.

14. **Question:** Are Suites okay for the breakouts?

Judicial Council Response: This is not preferred; however a Suite is okay for AV storage.

15. **Question:** Can the staff and faculty share a meeting room?

Judicial Council Response: It is not preferred; however we can share the staff/faculty office.

16. **Question:** Does the Judicial Council need a 24 hour hold on the meeting space?

Judicial Council Response: It is not preferred; however if the hotel is unable to offer 24 hour hold, please note this and it will be ranked accordingly.

17. **Question:** What time is the meeting ending on the last day?

Judicial Council Response: The meeting is expected to end between 2-3pm on the last day