

Questions and Answers
Probate and Mental Health Institute
Request for Proposals #CRS SP 219
Email Questions Received by April 6, 2017

1. **Question:** Meeting space – can the meeting room be set for Crescent Rounds of 6 instead of 5?

Judicial Council Response: Yes, please make a note on Attachment 5 that the rooms are in Crescents of 6 instead of 5.

2. **Question:** Can the Hotel ask for a F&B minimum?

Judicial Council Response: We cannot pay a F&B minimum, however we can pay room rental. Room rental is based on a sliding scale for our sleeping room pick up.

3. **Question:** You request a 24-hour hold. Can the Hotel guarantee that closer to the arrival date?

Judicial Council Response: We request a 24 hour hold because we bring our own AV and there is not enough the time or people to pull out our AV and reset daily. We understand that a room or two may be sold for a dinner and we've accommodated that in the past. The office and AV storage must be on 24 hour hold because we store all of our material in those rooms.

3. **Question:** What are the maximum pricing for food and beverage and sleeping rooms?

Judicial Council Response: This information (as well meeting room rental/termination maximum) are in the RFP.

Food/Beverage: Breakfast - \$25, AM Coffee/Tea - \$8, Lunch - \$40.
Sleeping rooms in Long Beach or Anaheim \$120, San Diego \$125.

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

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

5. **Question:** What attachments must be completed?

Judicial Council Response: Attachments 3, 4, 5 & 6 must be completed and returned by the deadline date. Additional information can be found in the RFP attachment including costs, deadlines and evaluation ranking criteria.