

Questions and Answers
Appellate Justices Institute
Request for Proposals #CRS TD 036
Bidders' Conference Call, December 4, 2012
Email Questions Received by December 6, 2012

1. **Question:** Will the Convention & Visitors Bureau (CVB) and hotel National Sales Office (NSO) representatives be copied on notification emails to venues that have made the short list of properties being considered?

AOC Response: A courtesy email will be sent to properties that make the short list of venues being considered for a contract award.

2. **Question:** Can NSO representatives email the meeting planner a list of their chain's properties that are submitting a proposal to host the program?

AOC Response: No. No contact is allowed with any AOC personnel related to the RFP at any time between the release of the RFP and any award and execution of a contract.

3. **Question:** If another group is interested in the meeting space and/or sleeping rooms over the same dates as this program, how should property representatives communicate that information?

AOC Response: Proposers should **NOT** contact any AOC personnel directly regarding this program. Prior to proposal due date, all inquiries, withdrawal of proposals or notifications regarding a program should be sent to ConferenceSolicitations@jud.ca.gov.

As indicated in the RFP, Section 8.0, Offer Period – A proposal is an irrevocable offer for ninety days following the proposal due date for this specific program.

4. **Question:** What time will the program end on the last day?

AOC Response: The program will end at 2 pm on the last day.

5. **Question:** Can Meals be in the General Session?

AOC Response: The Breakfast and Breaks will be in the foyer. Lunch will need to be in a separate room on Day 3 because there will be an speaker.

6. **Question:** Can this group set all function space in classroom format instead of rounds?

AOC Response: The preferred setup is crescent rounds of 5-7.

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7. **Question:** Can the general session be used for one of the breakout rooms?

AOC Response: The preference is a separate room for the breakouts.

8. **Question:** How often will updates be communicated to bidders and potential bidders?

AOC Response: There is a timeline in the RFP that lists the key events and dates associated with communications regarding the solicitation. Updates will be listed on the program's solicitation website according to the timeline listed in the RFP. It is each potential proposer's responsibility to inform itself of any addendum posted on the website, prior to its submission of a proposal.

9. **Question:** Does the AOC prefer to hear from hotels directly or should communication be filtered through CVB and NSO representatives?

AOC Response: The AOC has no preference as to who sends program communications. Anyone can ask a question or send a proposal. However, prior to the proposal due date, all communications must be sent to ConferenceSolicitations@jud.ca.gov.

10. **Question:** Should each attachment be sent in? Is there an online web page we go to, to complete the RFP?

AOC Response: Refer to page 8, section 7.5 of the RFP for attachments that should be submitted with a proposal. There is no online web page to use in order to submit a response to the RFP.

11. **Question:** Is Fed-ex the only acceptable method of submitting proposals?

AOC Response: No. Proposals can be sent by registered or certified mail, courier service (e.g., Fed-ex or UPS), or delivered by hand. Proposals may NOT be transmitted by fax or email.

12. **Question:** If I click out of the program website while working on the RFP documents, how can I go back and access the program's website?

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AOC Response: There are several ways to access the program's solicitation website. Program RFP's are listed on the Judicial Branch website at <http://www.courts.ca.gov/jc/rfps.htm>. Please note that this page contains all of the RFP's for the Judicial Branch, so you will need to scroll through the list and search by program name.