

Questions and Answers
TCPJAC & CEAC/COCE Statewide Business Meetings Room Block
Request for Proposals # ASU-td-001-SS
Bidders' Conference Call December 8, 2011
Email Questions Received by December 9, 2011

1. Question: Will the RFP be sent to the NSM and Sales contacts in a separate email?

AOC Response: Yes, typically an email will be sent from the Solicitations@jud.ca.gov email, notifying prospective proposers about the RFP. For this RFP, the email will be sent to the National Sales Managers and Convention and Visitor Bureau Contacts, as well as individual hotels. The RFPs will also be available for anyone to see on the www.courts.ca.gov/rfps website.

2. Question: In the past the RFP was 16 – 17 pages long, is it still the case?

AOC Response: The actual RFP information is all included on the website, and the number of pages will vary, but the actual technical attachment and cost attachment are only about 3 or 4 pages.

3. Question: If there's a time the hotels are in need and they want to offer additional concessions, can they add it? If so, where?

AOC Response: If a hotel can offer less than the maximum room rate, or better complimentary room policy, or less than maximum food and beverage costs, they should consider proposing that in the actual cost attachment. If a potential proposer is contemplating proposing something other than requirements set forth in the RFP, the potential proposer (e.g., hotel sales manager) should email the additional concession inquiry for the solicited program to Solicitations@jud.ca.gov for the AOC to consider, prior to deadline for submittal of questions. The AOC would then answer that question specifically and anonymously, and post the Q&A document on the same website as the RFP, so that other potential proposers are provided information on equal basis.

4. Question: How long does the hotel have to respond?

AOC Response: Generally, the RFP will be released at least 10 business days before the submission deadline, but this may vary, and will be specified in each solicitation.

5. Question: Will the next RFP have a checklist of attachments for each envelope?

AOC Response: The RFP has been revised to address this inquiry. See Addendum 1 of the RFP, section 6.6.

6. **Question:** What are the actual dates of the sleeping room block?

AOC Response: The RFP has been revised to address this inquiry. Section Attachment 5 of Addendum #1.

7. **Question:** If a regional office is responding on behalf several hotels for a RFP, can they put all bids for each of the hotels separately into Cost and Technical?

AOC Response: Each would need to be proposed separately, and each proposal would consist of documents submitted in both a cost envelope and a technical envelope, with the RFP Name and Number clearly identified on outside of each envelope. A regional office submitting proposals for several hotels may elect to submit all of the individual envelopes within one larger envelope.

END OF QUESTIONS AND ANSWERS