

**CONFERENCE AUDIO RECORDING**  
**OF THE ANNUAL FAMILY DISPUTE RESOLUTION STATEWIDE EDUCATIONAL INSTITUTE**  
**RFP # CFCC-090106**  
**VENDOR QUESTION AND RESPONSE LOG**

<b>No.</b>	<b>Date Question Received</b>	<b>QUESTIONS AND RESPONSES</b>
1	9/15/06	<p><b>Question:</b> Is the recording requirement to be performed "on-site" or through an audio conference call? Please provide clarification.</p> <p><b>AOC Response:</b> All recording must be done onsite at the conference.</p>
2	10/05/06	<p><b>Question:</b> Are you requesting an MP3 CD-Rom of the entire conference, or individual audio CD's of each session? The material needed to supply 65 sets of 35 CD's (estimated number of CD's needed to record all sessions), is cost prohibitive to stay within your cost guidelines. Providing an MP3 CD-Rom makes it more feasible to stay within your cost guidelines. Please clarify.</p> <p><b>AOC Response:</b> Reference Section 3.2.4 of the RFP. The AOC's expectation is that the recording(s) will combine multiple sessions as space allows on a master CD with navigation aids in MP3 or equivalent format. The AOC recognizes that multiple CD's may be required to audio record the entire conference including all sessions, but neither expects nor desires individual CD's for each session.</p>
3	10/05/06	<p><b>Question:</b> Are you accepting proposals from out of state?</p> <p><b>AOC Response:</b> The AOC will accept proposals from any vendor that demonstrates an expertise in audio conference recording and which submits a proposal that is responsive to the requirements of the RFP regardless of what state or where that vendor is physically located or is based. The AOC presently (and in the past) has awarded numerous contracts with vendors headquartered from all parts of the United States, as well as Canada and several overseas locations. All submitted proposals are evaluated strictly against the Evaluation Criteria set forth in the RFP and the AOC gives no preference to California-based companies in determining which vendor will be awarded a contract.</p> <p>Out-of-state vendors should note, however, that pursuant to California Code, non-resident vendors performing services in California may be subject to State income tax withholding. Please see Attachment D (Form STD-204, Payee Data Record) of the RFP for more information on California State income tax withholding.</p>

No.	Date Question Received	QUESTIONS AND RESPONSES
4	10/05/06	<p><b>Question:</b> Are you using Hotels or convention centers for all your conferences?</p> <p><b>AOC Response:</b> Typically our conferences have been held in a hotel with meeting space to accommodate the attendees and multiple sessions. On rare occasions in the past the AOC has used a municipal type convention center, however, our preference is to use hotels and we anticipate that hotels will continue to be used for the conference for the duration of the contract.</p>
5	10/05/06	<p><b>Question:</b> What audio visual company do you use?</p> <p><b>AOC Response:</b> We have an in-house AV team that supports us on location.</p>
6	10/05/06	<p><b>Question:</b> Compact Disk? What format? wav 80 minutes or mp3?</p> <p><b>AOC Response:</b> Please refer to section 3.2.4 of the RFP and the AOC's response to Question #2, above.</p>
7	10/05/06	<p><b>Question:</b> Number of attendees?</p> <p><b>AOC Response:</b> 400 to 450</p>
8	10/05/06	<p><b>Question:</b> How many CDs will be needed for each Superior Courts?</p> <p><b>AOC Response:</b> The AOC recognizes that multiple CD's may be required to audio record the entire conference including all sessions; a complete set of CD's will be defined as however many individual CD's it takes to audio record the entire conference including all sessions.</p> <p>There are fifty-eight (58) superior courts in the California state trial court system. There will need to be 61 separate mailings as follows: one (1) complete set of CD's to be sent to each of 56 superior courts, two (2) complete sets of CD's to be sent to each of 2 remaining superior courts, and the Master CD and the five (5) remaining complete sets to be sent to the AOC Project Manager. The AOC will provide the superior court mailing list addresses to the selected vendor prior to distribution of the CD's. All addressees will be within the State of California.</p>
9	10/05/06	<p><b>Question:</b> Will CDs also be sold on site?</p> <p><b>AOC Response:</b> No, CD's of the conference will not be sold on site.</p>
<b><i>End of Questions and Responses</i></b>		