

Questions and Answers
Institute for Court Management CourTools Course - Room Block Only
Request for Proposals ASU DC-008-LM
Bidders' Conference Call, March 9, 2012
Email Questions Received by March 13, 2012

- Question #1.* Will the property that selected to host the program have to provide a contract?
Answer #1. The property selected to host the program will have to sign the contract provided by the AOC. Please refer to *Attachment 2, JBE/AOC Standard Terms and Conditions*, for the contract document. No other agreements or contracts will be required to be signed for the program.
- Question #2.* How should a property go about proposing a rate that is different from the rate requested in the Request for Proposal?
Answer #2. Proposed sleeping room rates should be listed in Attachment 6, Submission Form for Price Proposal. If the proposed rate is different from the rate requested in the Request for Proposal, the evaluation of the proposal will be adjusted accordingly. Proposed rates that are lower than the requested rate will receive a higher evaluation score, while proposed rates that are higher than the requested rate will receive a lower evaluation score.
- Question #3.* Are bidders notified that proposals have been received?
Answer #3. Currently, bidders are not notified that proposals have been received. If a confirmation of receipt is needed, bidders may send their proposal by mail through a service that offers a tracking option and/or a delivery receipt (e.g., FedEx, UPS, USPS certified or registered mail).
- Question #4.* How are bidders notified that a property has been selected?
Answer #4. A Notice of Intent to Award will be posted on <http://www.courts.ca.gov/17148.htm> according to the timeline listed in the Request For Proposal.
- Question #5.* Which Attachments should be submitted in order to bid on the program?
Answer #5. Please refer to provision *6.0 Submission of Proposals*. *Attachment 2* should be returned *only if a bidder is proposing changes per Attachment 3, JBE/AOC Standard Terms and Conditions*.

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