

Questions and Answers  
Presiding Judges Orientation Program  
Request for Proposals #ASU EG-018  
Bidders' Conference Call, May 24, 2012

1. **Question:** Does Lunch require a separate room or can one of the general session or breakout rooms be used for Lunch?

*AOC Response:* For this Program – Presiding Judges Orientation, yes, lunch is required in a separate room. There will be a speaker during lunch.

2. **Question:** Can the general session room be used as a breakout room?

*AOC Response:* For this Program – Presiding Judges Orientation, the general session room may be used for a breakout out.

3. **Question:** Do the responses need to be hand written?

*AOC Response:* Each attachment is in both Word and Adobe PDF. You may write the responses on the PDF or type the responses in the Word document.

4. **Question:** Can lunch be plated or does it have to be buffet?

*AOC Response:* It can be either one.

5. **Question:** Where can I find a copy of the tax waiver?

*AOC Response:* A copy of the lodging tax waiver is located on the last page of attachment 2 AOC Standard Terms and Conditions

6. **Question:** Is the Meeting and Function room percentage of blocks in the 80-100% section set in stone at “Complimentary?”

*AOC Response:* No.

7. **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

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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.

8. **Question:** Will every RFP moving forward have a pre-proposal conference call?

***AOC Response:*** Currently, the AOC intends to conduct pre-proposal conference calls for its RFP's.

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

***AOC Response:*** Attachments 3, 4, 5, 6 and 7 should be sent in. There is no online web page to use in order to submit a response to the RFP.

10. **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.

11. **Question:** Where are the RFP question and answers posted?

***AOC Response:*** The questions and answers will be posted to the program's solicitation website according to the timeline listed in the RFP.

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?

***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.