

Questions and Answers
Primary Assignment Orientations Conference
Request for Proposals #ASU EG-024
Bidders' Conference Call, July 12, 2012

Additional Questions received after the conference call:

1. Question: If a property does not have availability for your program what is the best way to provide that information to the Judicial Council of California? Email to this email address or send a letter via regular mail.

AOC Response: email to: conferencesolicitations@jud.ca.gov

2. Question: Can you please clarify parking. Exhibit F, Section 1 of the Sample Agreement shows complimentary parking for all. Then in Section 3 under Individual Charge for Parking, it states twenty parking passes for the attendees at a rate.

Is complimentary parking required for group?

AOC Response: Attachment 2 is a sample contract. The final details will be added to the contract. All concessions requested are listed in Attachment 5, Submission for Technical Proposal on page 5 and 6.

1. Question: What is the proposal deadline date?

AOC Response: Monday, July 23, 2012
See RFP timeline on RFP page 3 of the proposal attachment.

2. Question: Are the dates flexible?

AOC Response: No, the dates are not flexible.

3. Question: Who do we contact if we need to ask more questions or follow up?

AOC Response: conferencesolicitations@jud.ca.gov

4. Question: What is the address to mail the proposal?

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AOC Response:

Administrative Office of the Courts

Attn: John Remington, **RFP# ASU EG-024**

5th Floor Reception

455 Golden Gate Avenue

San Francisco, CA 94102

**Send 1 original and 1 copy of each of the following attachments: 3,4,5,6,7

5. Question: What is the John Remington's phone number to add on the overnight delivery shipping label?

AOC Response: (415) 865-7530

6. Question: Is it okay to offer classroom set up instead of crescent rounds?

AOC Response: Crescent rounds is the preferred set up for education training however, we will accept bids with classroom set up.

7. Question: Are rounds of 8 accepted rather than rounds of 7?

AOC Response: rounds of 7 are preferred but 8 will be accepted.

8. Question: What cities are being considered for the bid?

AOC Response: Anaheim/Orange County, Sacramento and LAX (airport properties)

**The Judicial Council of California, Administrative Office of the Courts,
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party or outsourced representation. All quoted rates are to be net, not commissionable.