

Questions and Answers
Pathways to Justice Conference - Room Block
Request for Proposals #ASU TD-005-NN
Bidders' Conference Call, January 25, 2012
Email Questions Received by January 27, 2012

1. **Question:** What is the method of payment for the sleeping rooms?

AOC Response: Sleeping room charges will be IPO (Individual Pay Own). This requirement has been changed through issuance of RFP Addendum 1.

2. **Question:** Explain how attachments should be mailed in.

AOC Response: Please refer to RFP Section **6.0 SUBMISSIONS OF PROPOSALS** and **Sections 7.1, 7.2, 7.3, 7.4 and 7.5 Submission of Proposals**. Both proposal parts are to be submitted or mailed together, in two separate sealed envelopes consisting of:

- 1) **Technical Proposal Envelope** with RFP Attachments 2(if changes are proposed), 3, 4, 5 and 7; and
- 2) **Cost Proposal Envelope**-Attachment 1.

3. **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 all conference facility and related services solicitations.

4. **Question:** Is there a minimum number of room nights for this new RFP process?

AOC Response: The number of sleeping rooms does not determine if the new RFP process must be used for solicitations. The projected value of a contract determines which RFP process must be used. In accordance with the new Judicial Branch Contracting Law and Manual (available at: <http://www.courts.ca.gov/documents/jbcl-manual.pdf>), the AOC will use the current RFP process for any event with a projected contract amount of \$5,000 or more.

5. **Question:** Under Section 8.0, Offer Period, of the RFP, does the AOC expect a property to hold space for the period of time specified in this section?

AOC Response: The AOC expects that all successful proposers will hold their proposed Room Block at least until a contract has been awarded and executed or otherwise as stated in the RFP Section 8.0. Proposers **not selected** for contract award are authorized to release their Room Block upon receiving the Notice of Award. Please refer to RFP Section 3.0 for the estimated timeline for contract award and execution.