

## Frequently asked questions

**1. Question:** If another group is interested in the meeting space and/or sleeping rooms over the same dates as this program, how should property representatives communicate that information?

***AOC Response:*** Proposers should **NOT** contact any AOC personnel directly regarding this program. Prior to proposal due date, all inquiries, withdrawal of proposals or notifications regarding a program should be sent to [conferencesolicitations@jud.ca.gov](mailto:conferencesolicitations@jud.ca.gov).

As indicated in the RFP, Section 8.0, Offer Period – A proposal is an irrevocable offer for ninety days following the proposal due date for this specific program.

**2. Question:** If a property notifies the AOC that another group is interested in the meeting space and/or sleeping rooms over the same dates as the AOC program, will the AOC be able to get back to the property within the requested timeframe?

***AOC Response:*** The solicitation process will be conducted according to the timeframe listed in the RFP. Prior to the RFP due date, if a property is unable to hold meeting space and/or sleeping rooms according to the timeline, they should withdraw the proposal according to direction in Attachment 1, Section 5 and the AOC will move forward with other properties.

After the RFP due date, as indicated in the RFP, Section 8.0, Offer Period – A proposal is an irrevocable offer for ninety days following the proposal due date for this specific program.

**3. Question:** What if the property can offer different rates over the different dates that are listed in the RFP?

***AOC Response:*** The hotel should only propose one set of dates for the program. We suggest putting your best proposal forward. If there is a question regarding preference or clarification, send an email to [conferencesolicitations@jud.ca.gov](mailto:conferencesolicitations@jud.ca.gov) and ask if alternate dates are acceptable. It's possible the AOC may elect to issue an addendum to revise the RFP's requirements.

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4. **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 – Civil Law Institute, yes Lunch is required in a separate room.

5. **Question:** Is there any flexibility regarding the meeting room set-ups?

***AOC Response:*** The required meeting room set-ups are listed in the RFP. Any questions regarding alternate meeting room set-ups should be sent to [conferencesolicitations@jud.ca.gov](mailto:conferencesolicitations@jud.ca.gov). If a proposal is submitted that has different meeting room set-ups than those specified in the RFP, the proposal can receive a lower rating during the evaluation process. Therefore, if you are unsure about any aspect of the program, it is to your benefit to ask a question if you think that it might negatively impact the evaluation of your proposal. Then, if the AOC wishes to consider other arrangements, the AOC may elect to revise the solicitation via an addendum.

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

***AOC Response:*** Refer to page 8, section 7.5 of the RFP for attachments that should be submitted with a proposal. There is no online web page to use in order to submit a response to the RFP.

7. **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.

8. **Question:** How many guestrooms each night? I don't see that on the RFP.

***AOC Response:*** See attachment #5 Technical Proposal, section C, page 3 and 4.

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**9. Question:** Are only proposals with the per diem rates being considered? We do have meeting space open for this program, however the per diem rate is not available over these dates.

***AOC Response:*** Yes, only the maximum allowance is being considered. The maximum allowances are found in the RFP, attachment 4 cost proposal and attachment 5 technical proposal.

**10. Question:** Can the General session room be used for a breakout room?

***AOC Response:*** For this program, Civil Law Institute, the General session room will be used for meals (breakfast, lunch and breaks).

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