

Questions and Answers
Primary Assignment Orientations
Request for Proposal #CRS PD 097
Bidders Conference Call, April 10, 2014
Email Questions Received by April 14, 2014

1. **Question:** Is your date pattern flexible?

AOC Response: No, due to the structure of the program (Monday-Friday) there is no flexibility.

2. **Question:** Will you be evaluating on preferred dates or location?

AOC Response: The dates and locations indicated in the RFP are not listed in an order of preference. Therefore you will not be evaluated on set of dates or locations.

3. **Question:** Is it required to have meals in a separate room?

AOC Response: Lunch needs to be in a separate room that can accommodate the entire group. AM & PM Breaks are fine to set up in the Foyer Area adjacent to the assigned meeting space and if necessary Breakfast as well.

4. **Question:** Can Lunch be served in hotel restaurant if it is reserved exclusively for group?

AOC Response: Yes, as long as it's reserved exclusively for group.

5. **Question:** Can the attendees have breakfast in hotel restaurant if they are given meal vouchers?

AOC Response: Yes, as long as it is within our Breakfast per diem rate of \$25 (inclusive) per person.

6. **Question:** Would you consider classroom set versus crescent?

AOC Response: It's not ideal but it would be considered.

7. **Question:** Would you consider an overflow hotel for sleeping rooms?

AOC Response: No, we want to keep the group together.

8. **Question:** What are the meeting specs per day?

AOC Response: The meeting specs are indicated in pages 2-4 in Attachment 5.

9. **Question:** Is there any wiggle room to reallocate the breakfast per diem (which is provided in the sleeping room rate) to breaks and lunch?

AOC Response: As long as the invoice reflects the unit per diem rates.

10. **Question:** What is Attachment 7?

AOC Response: This is a Conflict of Interest Form that must be signed and submitted with the entire RFP packet.