

**CRS PD 223 – Presiding Judges/Court Executives Officers Management Program (PJ/CEO)
Questions/Answers**

Question I.

-Can GS be used for breakouts?

Yes

-Can GS and/or Breakouts be set in rounds of 6 or 7 vs. rounds of 5?

6 would work

-Can GS be used for meals?

Lunch needs to be in a separate space

-Can the AV office and On-Site office be set in conference style?

Yes

-What size rooms do you require for the AV office and On-Site office?

They can be on the small side – AV is used for storage of our equipment – Staff Office should accommodate (1) round with 5 chairs and three 6ft tables around the perimeter walls to be used as work stations

-Can hotel still submit a rate if we are unable to offer the requested per diem?

Yes, just do the best you can.

-The RFP states that maximum room rental is \$10,000.00 but page D-3, section A shows no room rental if 80-100% of rooms are filled. If we needed to charge room rental, is it possible to change the section that requires it to be waived and if so, how would we change that section?

On Attachment 5 – indicate your meeting room rental charges in the box provided

Question II.

- Where did the group last meet? What was their room night pick up per night?
 - 2016 – Contracted 228 sleeping rooms picked up 187 – The Marker San Francisco
 - 2015 – 110 attendees – sleeping rooms picked up 150 – Dolce Hayes Mansion
 - 2014 – 113 attendees – sleeping rooms picked up 163 – Marriott Napa Valley
- This program is an annual mandatory training. Last year, we experimented with just doing a room block and holding the training here at our JC offices. Usually we hold this program entirely off site. And now we are continuing with our tradition in holding it completely off-site. And we are extending it by an entire day. So the numbers indicated below are based on a two day program. Whereas this year will be three days.

Question III.

- Are we required to offer a first option hold on the space? The RFP states that the offer has to be valid for 90 days. What if we have another group that is ready to contract immediately while you are still in your decision making process. Do we have to hold the rooms and space for you on a definite basis for that amount of time no matter what, even with no guarantee that we will be chosen in the end?

No, if this happened we would have a conversation regarding the situation. I have been here over three years and have not ever seen it take 90 days for a decision to be made. If you notice on the RFP timeline, the estimated date for a selection of venue is -

Short list of venues to be determined and site visits or interviews to be arranged. <i>(estimate only)</i>
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Week of May 22, 2017

Notice of Intent to Award (<i>estimate only</i>)	Week of June 5, 2017
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Once a short list of venues is identified, the meeting planner contacts the hotels that did not make the short list to let them know to release the space they are holding in conjunction to the proposal. And then those that make the short list are also notified and if necessary site visits are set up. Following the site visit we re-evaluate to identify the winning bid.