

Questions and Answers
Trial Judicial Attorney Institute
Request for Proposals #CRS SO 060
Bidders' Conference Call, September 17, 2013
Email Questions Due By: September 19, 2013

1. Question:

Does the Technical Proposal (Attachment 5) need to be submitted in a separate envelope from the Cost Proposal (Attachment 6)?

AOC Response:

Yes, please submit the proposal in two parts and in two separate envelopes following the directions as noted in Section 6.0 and titled "Submissions of Proposals" within RFP# CRS SO-060.

2. Question:

You've noted "ability to accommodate an increase of up to 10% of estimated participants" as evaluation criterion in both Sleeping Rooms, and Meeting and Function Space categories. How can I address this in my proposal?

AOC Response:

You can address this within the Attachment 5, Submission Form for Technical Proposal.

For sleeping rooms, you can address this within Section A, in the box titled "Other" which can be found under the dates of the program.

For meeting space, we will be able to determine this from the information you submit within section B, where you will list the Meeting Room name and square footage for all needed space. It will help if you submit a meeting space diagram with your proposal. We may also determine that "Interviews" are necessary to make further determinations, in which case you will be contacted by the meeting planner.

3. Question:

What time will the General Session be used on Day One (Wednesday, February 26, 2014)?

AOC Response:

A tentative agenda shows sessions taking place from 1-5pm.

4. Question:

Can the General Session Room be used as a Break-out room?

AOC Response:

A General Session does not take place on Day Two and Three. Yes, the General Session space used on Day One may be used to accommodate Break-outs on Days Two and Three, or meals; but not both Break-outs and meals.

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5. Question:

Do you want prices for both buffet and plated meals, or should I list the one I can give you the best price for (E.G. Deli lunch.)

AOC Response:

Please provide your best offer for both, not to exceed the maximums noted earlier and listed within the RFP, Section 2.0.

6. Question:

You noted the need for wireless internet connection within the General Session and (2) Break-outs daily. Will that be needed for the presenters only, or all the meeting participants as well?

AOC Response:

One internet connection per room will be needed for presenters only.

7. Question:

You haven't noted the need for any complimentary parking passes within Attachment 5, "Submission Form for Technical Proposal", Section F. Does that mean you don't need any?

AOC Response:

Please submit your best overall offer. This includes parking. Though not specifically requested within Section F of the "Submission Form for Technical Proposal", offers of complimentary parking will be favorably evaluated as noted within the section Criterion chart on page 10 of the RFP, in the box titled "Additional Concessions Provided by Hotel."

8. Question:

If my property is interested in responding to more than one AOC RFP, may I submit a combined response in one envelope?

AOC Response:

No, please do not combine bids. All bids for AOC RFP's should be submitted individually, and labeled according to each applicable RFP (as per the instructions listed within the RFP document.) This is in the best interest of the bidder, and will help to ensure a submission does not get inadvertently misdirected.

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9. Question:

In terms of location, are you open to hearing from the entire Los Angeles region? (E.G. Hollywood, Pasadena, LAX, and downtown areas.)

AOC Response:

Yes, we are.