

Addendum Number: 1

RFP Title: *Criminal Assignment Courses*

RFP Number: *CRS SP 041*



REQUEST FOR PROPOSALS

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

REGARDING:

RFP TITLE: Criminal Assignment Courses

RFP NUMER: CRS SP 041

(Room Block Only)

PROPOSALS DUE:

January 22, January 30, 2013 NO LATER THAN END OF BUSINESS PACIFIC TIME

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This Addendum 1 hereby modifies the RFP as follow:

- I. Attachment 5 Submission of Technical Proposal ROOM BLOCK ONLY, has been replaced in its entirety with Attachment 5, Attachment 5 Submission of Technical Proposal ROOM BLOCK ONLY (Revision 1). Attachment 6 Cost Proposal ROOM BLOCK ONLY, has been replaced in its entirety with Attachment 6 Cost Proposal ROOM BLOCK ONLY (Revision 1). Attachment 2 - AOC Hotel Agreement Template has been replaced in its entirety with Attachment 2 - AOC Hotel Agreement Template (Revision 1), The revised versions include date changes.

For changes to the RFP document, any deletions in the RFP are shown in strikeout font (~~strikeout font~~) and any insertions are shown in underlined font (underlined font).

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

The AOC seeks the hotel or conference center for the following program:

- Title: Criminal Assignment Courses
- Dates: ~~November 17-21, 2013~~ November 11-15, 2013 or November 3-7, 2013
- Description: Furnish sleeping rooms only for the program
- Location: San Francisco, SFO (San Mateo, Burlingame)

- Payment: American Express Meeting Planner Account

- AOC's maximum sleeping room unit rate: \$140.00

- The Judicial Council of California, Administrative Office of the Courts, Conference & Registration Services does not retain the services of third party or outsourced representation. All quoted rates are to be net, not commissionable.

3.0 TIMELINE FOR THIS RFP

The AOC has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the AOC.

EVENT	DATE
RFP issued	Tuesday, January 8, 2013 <u>Wednesday, January 16, 2013</u>
Deadline for questions to conferencesolicitations@jud.ca.gov	Tuesday, January 15, 2013 <u>Tuesday, January 22, 2013</u>

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Questions and answers posted (<i>estimate only</i>)	Wednesday, January 16, 2013 <u>January 23, 2013</u>
Latest date and time proposal may be submitted	Tuesday, January 23, 2013 <u>Wednesday, January 30, 2013</u> <i>By end of Business Day</i>
Evaluation of proposals (<i>estimate only</i>)	Week of January 23, 2013 <u>January 30, 2013</u>
Short list of venues to be determined and site visits or interviews to be arranged. (<i>estimate only</i>)	<i>Week of February 4, 2013</i>
Notice of Intent to Award (<i>estimate only</i>)	<i>Week of February 11, 2013</i>
Negotiations and execution of contract (<i>estimate only</i>)	<i>Week of February 18, 2013</i>
Contract start date (<i>estimate only</i>)	<i>February 25, 2013</i>
Contract end date (<i>estimate only</i>)	<i>November 23, 2013</i>

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