

Questions and Answers
Primary Assignment Orientation
Request for Proposals #CRS SP 051
Email Questions Received by June 5, 2013

1. Question: Will the Convention & Visitors Bureau (CVB) and hotel National Sales Office (NSO) representatives be copied on notification emails to venues that have made the short list of properties being considered?

AOC Response: A courtesy email will be sent to properties that make the short list of venues being considered for a contract award.

2. Question: Can NSO representatives email the meeting planner a list of their chain's properties that are submitting a proposal to host the program?

AOC Response: No. No contact is allowed with any AOC personnel related to the RFP at any time between the release of the RFP and any award and execution of a contract.

3. 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.

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.

4. Question: How often will updates be communicated to bidders and potential bidders?

AOC Response: There is a timeline in the RFP that lists the key events and dates associated with communications regarding the solicitation. Updates will be listed on the program's solicitation website according to the timeline listed in the RFP. It is each potential proposer's responsibility to inform itself of any addendum posted on the website, prior to its submission of a proposal.

Questions and Answers
Primary Assignment Orientation
Request for Proposals #CRS SP 051
Email Questions Received by June 5, 2013

5. Question: Does the AOC prefer to hear from hotels directly or should communication be filtered through CVB and NSO representatives?

AOC Response: The AOC has no preference as to who sends program communications. Anyone can ask a question or send a proposal. However, prior to the proposal due date, all communications must be sent to ConferenceSolicitations@jud.ca.gov.

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: If I click out of the program website while working on the RFP documents, how can I go back and access the program's website?

AOC Response: There are several ways to access the program's solicitation website. Program RFP's are listed on the Judicial Branch website at <http://www.courts.ca.gov/jc/rfps.htm>. Please note that this page contains all of the RFP's for the Judicial Branch, so you will need to scroll through the list and search by program name.

9. Question: How will the reservations be made and who is responsible for the payment of the room rate and taxes?

AOC Response: Hotel reservations will be individual call in and guaranteed with a credit card. A final Approved to Master List will be sent to the hotel prior the program dates with the participants and the dates that are approved to the master.

10. Question: Would you consider breaking the room block into two hotels?

Questions and Answers
Primary Assignment Orientation
Request for Proposals #CRS SP 051
Email Questions Received by June 5, 2013

AOC Response: The preference is to have the room block in one location. The group may consider breaking the room block into two hotels.

11. Question: Regarding the Darfur Contracting Act Certification, when it is mentioned that the “bidder or proposer” has current business or has conducted business in the last three years outside the United States, are you referring to the contract representative or the ownership?

AOC Response: The certification is with regard to the bidder itself, not related corporate entities. So here, the certification is with regard only to the corporate entity that owns the hotel that is submitting this bid.

Even if this bid is being submitted by a corporate entity that owns a hotel in Sudan, that corporate entity would be a “scrutinized company” only if that entity is also involved in power production activities, mineral extraction activities, oil-related activities, or the production of military equipment.

12. Question: We are unable to offer AOC’s maximum sleeping room unit rate of \$140.00, are we still able to bid while offering a higher rate?

AOC Response: Currently the maximum for this program at this time is at the maximum of \$140. Please provide your best available rate.

13. Question Do all forms have to be HAND written or can we type the appropriate information in the Microsoft Word Documents? (Attachment 5: Submission Form for Technical Proposal ; and Attachment 6: Submission Form for Price Proposal)

AOC Response: The documents can be typed with the exception of the signature.

14. Question: The RFP says it is only inquiring about a sleeping room block. However, Section B of Attachment 5 Submission Form for Technical Proposal lists function space needs. It lists two ‘Faculty Office’ for 12pm-8pm for six people in each. Can you please clarify if you need the event space, and if so do you need two separate offices?

AOC Response: The group does need 2 small conference rooms on Sunday.