

Questions and Answers
Appellate Judicial Attorneys Institute
Request for Proposals #CRS SP 106
Bidders' Conference Call, July 24, 2014
Email Questions Received by July 24, 2014

1. **Question:** Will the hotel be given advanced notice of the need for a Kosher meal?

Judicial Council Response: Yes, we will give the hotel advanced notice.

2. **Question:** What is the average number of RFP responses received for a program?

Judicial Council Response: The number of RFP responses varies from program to program anywhere from 2-30.

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?

Judicial Council Response: Proposers should **NOT** contact any Judicial Council personnel directly regarding this program. Prior to proposal due date, all inquiries, and 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:** Does the Judicial Council prefer to hear from hotels directly or should communication be filtered through CVB and NSO representatives?

Judicial Council Response: The Judicial Council 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.

5. **Question:** How should each attachment be sent in? Is there an online web page we go to, to complete the RFP?

Judicial Council Response: Refer to page 5, section 6.0-6.5 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.

Questions and Answers
Appellate Judicial Attorneys Institute
Request for Proposals #CRS SP 106
Bidders' Conference Call, July 24, 2014
Email Questions Received by July 24, 2014

6. **Question:** Is Fed-ex the only acceptable method of submitting proposals?

Judicial Council 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.

7. **Question:** What is the audience for this program?

Judicial Council Response: The attendees are appellate judicial attorneys.

8. **Question:** Can Meals be in the General Session?

Judicial Council Response: The Breakfast and Breaks will be in the foyer. We will have a speaker during Lunch which will need to be in a separate room.

9. **Question:** Can the general session be used for one of the breakout rooms?

Judicial Council Response: The general session room can be used for the large breakout.

10. **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?

Judicial Council 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/rfps>. 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.

11. **Question:** What is the typical cut-off date for sleeping rooms?

Judicial Council Response: 2-3-weeks

Questions and Answers
Appellate Judicial Attorneys Institute
Request for Proposals #CRS SP 106
Bidders' Conference Call, July 24, 2014
Email Questions Received by July 24, 2014

12. **Question:** How do I indicate which date I have available?

Judicial Council Response: Please indicate on Attachment 5 which set of dates you have available.

13. **Question:** Is the group flexible on the dates?

Judicial Council Response: At this time the dates are not flexible.

14. **Question:** Are Suites okay for the breakouts?

Judicial Council Response: This is not preferred; however a Suite is okay for AV storage.

15. **Question:** Can the staff and faculty share a meeting room?

Judicial Council Response: It is not preferred; however we can share the staff/faculty office.

16. **Question:** Does the Judicial Council need a 24 hour hold on the meeting space?

Judicial Council Response: It is not preferred; however if the hotel is unable to offer 24 hour hold, please note this and it will be ranked accordingly.

17. **Question:** What time is the meeting ending on the last day?

Judicial Council Response: The meeting is expected to end between 2-3pm on the last day