

Questions and Answers
Trial Court Judicial Attorneys Institute
Request for Proposals #CRS SP 237
Email Questions Received by September 13, 2017

1. **Question:** Are the dates flexible?

Judicial Council Response: At this time we only have the 3 different sets of dates on the RFP.

2. **Question:** Can the General Session room be used as the larger Breakout?

Judicial Council Response: Yes, we can use the General Session for the larger breakout.

3. **Question:** Can the General Session room be used for meals?

Judicial Council Response: Possible, however it depends on the flow of the program, which is still to be determined. We do not have a speaker during lunch so we do not need a room for our meals, we could possibly use larger foyer space or a patio/garden area, weather permitting.

4. **Question:** Can the storage be set conference style? Is there a minimum square footage?

Judicial Council Response: The room can be conference style, however we need about 200 sqft with floor space for our AV equipment. We've used a sleeping room or suite parlor in the past, however a meeting room in close proximity to the meeting space is ideal.

5. **Question:** Can the hotel still submit a rate if we are unable to offer the maximum requested rate?

Judicial Council Response: Yes, please submit your best available rate.

6. **Question:** The RFP states that maximum room rental is \$10,000, however you've requested complimentary meeting space if the sleeping room pick up is 80-100%. If we needed to charge room rental, is it possible to change the section that requests it to be waived?

Judicial Council Response: Yes you can change this. We requested complimentary rental at 80-100%, however some hotels have charged room rental at 80% of the sleeping room pick up. The max cannot exceed \$10,000

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7. **Question:** Are we requested to offer a first option hold on the space?

Judicial Council Response: If the space is offered as a second option, please note this in Attachment 5. If we are the second place option and the hotel wins the bid we can follow up to confirm if we can move forward with a contract. If the space is no longer available, we would move onto our second place RFP response.

8. **Question:** We are not able to waive the Occupancy Tax, per city requirements, is this a deal breaker?

Judicial Council Response: No, if you cannot waive occupancy tax you note what the taxes would be in Attachment 5. We base the sleeping room cost on the sleeping room rate prior to adding applicable taxes.

9. **Question:** Our hotel has an Urban and/or Resort fee, can you pay this?

Judicial Council Response: No, all Urban/Resort fees must be waived for the group.