

Questions and Answers
Appellate Justices Institute Conference
Request for Proposals #CRSEG055
Bidders' Conference Call, August 14, 2013

1. **Question:** The room rate is listed as no higher than \$110.00 for San Diego. Would that now be \$125.00 based on the increased California per diem room rate?

AOC Response: The guest room maximum allowance for the Judicial branch (AOC) have not changed therefore, the rates remain as follows:

\$140.00 in SF County, San Mateo County and Santa Clara County.

\$110.00 all other cities/counties.

2. **Question:** Some of the sessions are listed with a set-up of "CABA" and I am unfamiliar with that.

AOC Response: The set-up is listed in attachment 5 "Form for submission of technical proposal" The copy on our end does not show "CABA" but to clarify the set up is as follows:

General session and breakouts: Crescent rounds of 5 – 6

Group discussions #1 - #5: Conference set up

3. **Question:** Would you kindly send me the day by day agenda? The info received listed your set-up as 24 hour hold on all rooms starting at 6 a.m. on Monday, 4/28.

AOC Response: The agenda for the program has not been created. We are using last year's agenda as a guide but there might be changes to the 2014 agenda. We will set up all meetings rooms on Monday by 6 a.m., registration opens at 10:00 a.m. with the program starting at 1:00 – 5:30 p.m. (TBD). Tuesday, sessions will be 8:00 a.m. – 5:30 p.m. (TBD), and Wednesday 8:00 a.m. – 12:00 p.m. with AV strike from 12:00 – 2 p.m.

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

AOC Response: The dates are not flexible.

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4. Question: I went to the site www.courts.ca.gov/23150.htm I printed out all of the document. However, I would like to know how to submit the proposal. is there something I am missing there so I can submit the one online, or should I just submit the hotel proposal?

AOC Response: The submission of proposals instructions are listed in the “Request For Proposal” section 6.0

5. Question: I understand your room rate limit is \$110.00 and your breakfast per diem is \$25.00. our guest room rates include complimentary breakfast, so will the maximum room rate of \$135.00 be considered.

AOC Response: unfortunately it cannot be considered. The maximum budget for guest rooms is \$110.00 per room, per night.

6. Question: We are limited in our meeting space and wondering if one of the break out session on Monday could also be held in the General session meeting room? Would you also consider maybe one of our large guest room suites for a break out room?

AOC Response: Yes, we can use the General session for a break out session. We can also you an unfurnished guest suite for one of the group discussions (not break out session) as long as it can be set up in conference set up.

7. Question: I've been informed by my corporate office that in order to send over my properties federal tax ID numbers (for attachment 5 of the RFP) I need to submit to them the email address of the main contact, and my corporate office will send over our ID number. What email should I send to them and what other attachments would you like to come with that?

AOC Response: Due to new rules and regulations for sourcing hotels enacted by the Legislature and effective October 1, 2011 all bids are sent via hard copy. Please review attachment 1 detailing the Administrative Rules Governing RFPs, this document may be helpful to understand the rules and the process. We also encourage you to contact your hotel National Sales Manager as they are familiar with the new process.

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8. **Question:** Is the \$110.00 or \$140.00 rate before taxes?

AOC Response: yes.

9. **Question:** Breaks are \$8.00 what should be included?

AOC Response: Correction. Our AM and PM break for the AJI program will be \$15.00 per break inclusive of tax and service fee.

AM breaks can be coffee/tea refresh with a snack.

PM breaks can be coffee/tea and soft drinks with healthy and not so healthy snack combination.

10. **Question:** Internet 50 – 75 users – what date will this be needed? How many classes? How much mbps needed?

AOC Response: The agenda has not been created. We are looking for open access internet starting Monday morning – Wednesday noon. We don't know how much mbps will be needed, but the expectation is that they will be looking at apps in various sessions.

11. **Question:** General session can be used as a breakout but not lunch?

AOC Response: Correct. We will be going from a break out directly to lunch. The Chief Justice will be speaking during lunch so the room has to be set up and prepared as soon as the breakout is over.