

Questions and Answers
Labor Relations Academy I and II
Request for Proposals #CRS SP 045
Bidders' Conference Call, March 12, 2013
Email Questions Received by March 14, 2013

1. **Question:** Will the hotel be given advanced notice of the need for a Kosher meal? Are there often Kosher meals needed? Is being able to provide a Kosher meal a priority?

AOC Response: Yes, we will give the hotel advanced notice. There are not often Kosher meals needed. Being able to provide a Kosher meal at the group price is not a priority.

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

AOC 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?

AOC Response: Proposers should **NOT** contact any AOC 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:** Is there a main contract person with whom I may be able to reach out to with questions? I do have some questions in regards to submitting this proposal as I have never submitted one through this format?

AOC Response: You can email conferencesolicitations@jud.ca.gov with any questions. During the RFP process we cannot have direct contact with the hotels. Questions can be asked during the bidder's call where we go over the process and answered any questions about the RFP process or this RFP specifically. An alternative contact is your local Conference and Visitors Bureau. Questions must be asked before the deadline and will be posted by the end of this week.

5. 14. **Question:** Will lunch be in the meeting room or will you need a separate room?

AOC Response: Lunch can be in the meeting room.

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6. **Question:** Can this group set all function space in classroom format instead of rounds?

AOC Response: The preferred setup is crescent rounds of 5-7.

7. **Question:** Is 1 breakout room okay with pipe and drape to separate the 3 groups okay?

AOC Response: The group would prefer a separate room for the breakouts. The room does not need to be located in the meeting space, the parlor of a suite could be used.

8. **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.

9. **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.

10. **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.

11. **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/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.

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12. Question: Will the internet in the rooms be used by the participants and facilitator?

AOC Response: The participants will not be using the internet in the meeting rooms, only the facilitator.

13. Question: Should the sleeping room rate be inclusive of tax, breakfast and any other applicable fees?

AOC Response: The group would like the rate to include breakfast, but does not have to include taxes or applicable fees.