

Questions and Answers
Criminal Law Institute
Request for Proposals #CRS SP 052
Bidders' Conference Call, June 18, 2013
Email Questions Received by June 19, 2013

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

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

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:** What is the audience for this program? Is the audience predominately male or female?

AOC Response: The attendees are presiding judges and court executive officers. There ratio of male to female is close, but may be up to 2/3 male.

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

AOC Response: The Breakfast and Breaks will be in the foyer. Lunch will need to be in a separate room on Day 2 because there will be a speaker.

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

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AOC Response: The preference is a separate room for the breakouts.

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.

12. Question: Can the general session room be used for breakfast and/or lunch? Can the general session room be re-used for the one or both breakouts?

AOC Response: General Session can be used for Breakfast and Lunch or Breakfast and one breakout, but not all 3.

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13. Question: Can you clarify the room block pattern i.e. for April 30 - May 2, 2014 option date, is the room block pattern as follows:

April 30 - 5 sleeping rooms

May 1 - 90 sleeping rooms

May 2 - 90 sleeping rooms

AOC Response: No, April 30-May 2, 2014 are the meeting dates. The room block pattern would be:

April 29 – 5 rooms

April 30 – 90 rooms

May 1 – 90 rooms

May 2 – check out

14. Question: Why is there a 24 hour hold for the meeting rooms?

AOC Response: We bring most of our own AV and we keep the AV in the meeting space. We have the 24 hour hold so we do not have to pull the AV out each night and put it back in the rooms in the morning.

13. Question: Do you need 1 envelope for Attachments 3, 4, 5, 7 and another envelope for Attachment 6?

AOC Response: No all attachments can be in one envelope. We need one original and one copy of each.

13. Question: What is the typical cut-off date for the group?

AOC Response: 3-weeks is our typical cut-off date.

13. Question: Do the guest double up on rooms?

AOC Response: No, it is usually 1 participant per room, although occasionally they may bring a spouse.

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14. Question: Will there be an additional workshop required that would mean three total breakouts per day and that this possible third breakout would be a Technology Session?

AOC Response: There are only two breakouts planned for this program. It is possible that one of the breakouts may want to have access to the internet, however the agenda is not finalized.