

Questions and Answers
Appellate Judicial Attorneys Institute Conference
Request for Proposals #ASU EG-002-SS
Bidders' Conference Call, December 19, 2011
Email Questions Received by December 20, 2011

1. Question: Will the Convention & Visitors Bureau (CVB) and hotel National Sales Office (NSO) representatives be copied on notification emails to venues that have made the short list of properties being considered?

AOC Response: A courtesy email will be sent to properties that make the short list of venues being considered for a contract award.

2. Question: Can CVB and NSO representatives send the RFP to a property if that property was not specifically requested in the RFP?

AOC Response: Yes, CVB and NSO representatives can forward the RFP web link to any property within the location(s) specified in the RFP if they think the property can accommodate the program requirements.

3. Question: Can a hotel that is two to three miles away from the location(s) specified in the RFP submit a bid?

AOC Response: In most cases, yes. Questions regarding the acceptability of a specific location or property should be sent to Solicitations@jud.ca.gov. Answers will be posted on the program's solicitation website.

4. Question: Can NSO representatives email the meeting planner a list of their chain's properties that are submitting a proposal to host the program?

AOC Response: No. No contact is allowed with any AOC personnel related to the RFP at any time between the release of the RFP and any award and execution of a contract.

5. 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, withdrawal of proposals or notifications regarding a program should be sent to Solicitations@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.

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6. Question: If a property notifies the AOC that another group is interested in the meeting space and/or sleeping rooms over the same dates as the AOC program, will the AOC be able to get back to the property within the requested timeframe?

AOC Response: The solicitation process will be conducted according to the timeframe listed in the RFP. Prior to the RFP due date, if a property is unable to hold meeting space and/or sleeping rooms according to the timeline, they should withdraw the proposal according to direction in Attachment 1, Section 5 and the AOC will move forward with other properties.

After the RFP due date, 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.

7. Question: What should a property representatives do if the dates requested in the RFP are not available at the property and they would like to propose alternate dates?

AOC Response: If there is no place in Attachment 5 to list alternate dates, send an email to Solicitations@jud.ca.gov and ask if alternate dates are acceptable. It's possible the AOC may elect to issue an addendum to revise the RFP's requirements.

8. Question: What if the property can offer different rates over the different dates that are listed in the RFP?

AOC Response: The hotel should only propose one set of dates for the program. We suggest putting your best proposal forward. If there is a question regarding preference or clarification, send an email to Solicitations@jud.ca.gov and ask if alternate dates are acceptable. It's possible the AOC may elect to issue an addendum to revise the RFP's requirements.

9. Question: Does Lunch require a separate room or can one of the general session or breakout rooms be used for Lunch?

AOC Response: For this Program – Appellate Judicial Attorneys Institute, yes Lunch is required in a separate room.

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10. Question: Is there any flexibility regarding the meeting room set-ups?

AOC Response: The required meeting room set-ups are listed in the RFP. Any questions regarding alternate meeting room set-ups should be sent to Solicitations@jud.ca.gov. If a proposal is submitted that has different meeting room set-ups than those specified in the RFP, the proposal can receive a lower rating during the evaluation process. Therefore, if you are unsure about any aspect of the program, it is to your benefit to ask a question if you think that it might negatively impact the evaluation of your proposal. Then, if the AOC wishes to consider other arrangements, the AOC may elect to revise the solicitation via an addendum.

11. Question: How often will updates be communicated to bidders and potential bidders?

AOC Response: There is a timeline in the RFP that lists the key events and dates associated with communications regarding the solicitation. Updates will be listed on the program's solicitation website according to the timeline listed in the RFP. It is each potential proposer's responsibility to inform itself of any addendum posted on the website, prior to its submission of a proposal.

12. Question: Will every RFP moving forward have a pre-proposal conference call?

AOC Response: Currently, the AOC intends to conduct pre-proposal conference calls for its RFP's.

13. 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 Solicitations@jud.ca.gov.

14. 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.

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15. 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.

16. Question: Where are the RFP question and answers posted?

AOC Response: The questions and answers will be posted to the program's solicitation website according to the timeline listed in the RFP.

17. 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/jc/rfps.htm>. 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.