

Questions and Answers  
2014 Judicial Council Meetings  
Request for Proposals #CRS SP 063  
Email Questions Received by October 21, 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](mailto: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](mailto: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:** If a hotel can't host all 5 dates can they still bid?

*AOC Response:* Yes, please bid on the dates that you have available.

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13. **Question:** Will you accept bids from SFO/Peninsula area?

*AOC Response:* No, we are looking in San Francisco only.