

Questions and Answers
Juvenile Law Institute
Request for Proposals #CRS SP 084
Bidders' Conference Call, March 28, 2014
Email Questions Received by April 1, 2014

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:** 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.

5. **Question:** How 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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6. 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.

7. Question: Is there a lunch on Day 2? Is a separate room needed for lunch?

AOC Response: On Date 2 there will be a morning meeting for 35 people who will have lunch. This meeting will take place in one of the breakout rooms and the lunch can be in their meeting room.

On Date 3 we will have a speaker during and will need to be in a separate room, the meal cannot be in the general session room.

8. 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.

9. Question: What is the typical cut-off date for sleeping rooms?

AOC Response: 2-3-weeks

10. Question: The Sample contract shows a Lunch on day 2 for 35 people only with a meeting for 110, will there be offsite lunch on day 2?

AOC Response: The entire meeting/program will begin later in the day on Day 2.

11. Question: Does day 4 have a lunch?

AOC Response: The meeting/program will adjourn before lunch

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