

CRS AU-032 Family Law Education Program (FLEP)
Q& A

Q: Please specify SF Bay Area- would this also include the South Bay- San Jose, etc. The same applies for Southern California would this only be for Los Angeles area or San Diego as well?

A: Yes, this includes South Bay-San Jose and So. Cal includes Los Angeles and San Diego.

Q: Can you clarify the response deadline; the web link says November 14th however the RFP page 1 of 10 documents says November 16th.

A: My apologies, **the deadline is November 14th.** The Attachment has been corrected..

Q. Are the Breakfasts in a meeting room or a foyer space? If these are located in a meeting room can the breakfast room be reused for the General Session?

A. The breakfast can be in the foyer. The participants can have breakfast in the general session room if no other rooms are available.

Q. Is there flexibility on the General Session and breakout session to theater or classroom instead of Crescent?

A. Yes. Crescent Rounds are preferred but please do the best to accommodate.

Q. Will your program be open to having overflow rooms at a neighboring hotel?

A. Yes, you would have to coordinate with the overflow hotel and send in a complete bid.

Q. Will alternate dates be considered above and beyond what was listed in the RFP?

A. They will be considered if no one bids on the requested dates on the RFP.

Q. On date 5, can lunch with the speaker be set-up in the foyer and participants would pick them up and go to the assigned rooms?

A. Yes, although try to make it a boxed meal so that they don't spend their time in line for buffet.

Q. Can there be a multi-year agreement proposed and if yes, how?

A. Since the multi- year proposal was not requested, it will not be evaluated as the top choice criteria. Therefore, you should not submit it in this case.

Q. Will LAX Airport or any other airport location be considered for this RFP?

A. Yes, any Airport area for proposals can be included.

Q. Will San Francisco be reviewed first and decided as a top runner, and Sacramento after that and Southern California after that?

A. Yes, San Francisco Bay Area is the top choice followed by Sacramento and So. Cal. However, we will choose the top hotels from each area to review and decide on the venue that is best suited for this program (budget driven).

Q: Is the pattern flexible? Can this meeting go over weekend dates or only over Monday-Friday?

A: The pattern is not flexible. We are not able to hold meetings during the weekend due to the budget constraints of overtime pay for court staff.

Q: In the case of this lead we would like to propos two hotels in very close proximity. Should 2 sets of information (one from each hotel) be filled out but then submitted in the same envelope?

Or how should this be handled and will is be considered?

A: Each hotel should complete all the attachments and submit as one proposal in the same envelope.