

Questions and Answers
Primary Assignment Courses
Request for Proposals #CRS SP 066
Bidders' Conference Call, October 8, 2013
Email Questions Received by October 10, 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:** 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.

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.

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

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:** 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.

12. **Question:** Can Meals be held in the restaurant? Will there be a speaker?

AOC Response: If the restaurant has a semi private space and table tops for 8-10 for the group to have lunch we would consider lunch in the restaurant. The meals are the only time for the breakout groups to network with each other.

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13. **Question:** Is the set up flexible? Would you consider classroom style?

AOC Response: The set up is not flexible; the group preference is crescent rounds of 5-6.

14. **Question:** On the last day there is a 24 hour hold for the meeting rooms, what time will the group be done with the meeting space?

AOC Response: The meeting should end no later than 2:00pm on the last day of the program. The group should be out of the rooms no later than 5:00pm.

15. **Question:** There are only 110 participants; however the breakouts are 40 people each. Can we offer smaller breakout rooms for two of the breakouts?

AOC Response: Yes, the hotel can offer two breakouts for 40 people each and two breakouts for 30 people each.

16. **Question:** Is the kosher meal question a blanket question or are you expecting kosher meals for this program? Can we put TBD in the price/vendor section of the kosher meal?

AOC Response: We do not expect a need for kosher meals; this is a question we ask on all of our RFPs. You may put TBD in the price/vendor section of the Kosher Meals.

17. **Question:** The instructions say only handwritten responses will be accepted, can we type them?

AOC Response: Yes, the information may be typed, however the signature must be handwritten.

18. **Question:** Will all the guest rooms be singles?

AOC Response: No, we typically offer our participants singles or doubles.

19. **Question:** Is the breakfast continental or full breakfast buffets?

AOC Response: We prefer to offer our participants protein with breakfast.

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20. Question: On page 7 of the RFP, line 7.4. iii. It says that if proposer is a corporation, proof that Proposer is in good standing and qualified to conduct business in California. Can you please give some examples of what adequate proof would be?

AOC Response: This is applicable if proposer is a corporation, limited liability company, or limited partnership, and when effort will be performed in California. Proof will have to be submitted upon request, not with the RFP.

Per California Secretary of State web site (<http://www.sos.ca.gov/business/be/information-requests.htm>), "good standing" can be demonstrated as follows:

Certificates, Copies, Status Reports and Processing Times

Certificates, copies and status reports can be obtained by submitting a request to the California Secretary of State's Sacramento office either in person (drop off) or by mail. Instructions and fees for ordering certificates, copies and status reports (as described below) are available on the **Business Entities Records Order Form** (pdf ~132KB).

- **Certificates** - Customers can order certificates relating to business entities filed with the California Secretary of State such as a Certificate of Status certifying to the current status of an entity (e.g., active/good standing, suspended, dissolved, cancelled, etc.) or a Certificate of Filing certifying to the filing of a particular document by an entity (e.g., articles of incorporation, certificate of dissolution, certificate of cancellation, statement of information, etc.). In addition, customers can request a Certificate of No Record certifying there is no record of a particular business entity.