



ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

Questions/Responses No. 1 to the

Request for Proposals (RFP) K18-00001-25D

2018 Judicial Conference

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. Question: Are your dates flexible or do they have to be June 6-8, 2018?
Response: Dates are firm as specified
2. Question: Will all of your sleeping rooms be at per diem?
Response: Yes
3. Question: To confirm, your group will check in on June 6th and check out on June 9th (3 nights)?
Response: Yes
4. Question: What type of room setup do you need for your business meeting? Is theater ok?
Response: Large enough to accommodate 350-400 people and yes
5. Question: Will there be any exhibits?
Response: No
6. Question: Are you interested in using the convention center if hotels are not available?
Response: No
7. Question: Will you want to conduct site visits of available hotels?
Response: Possibly
8. Question: When will you make a decision on a hotel?
Response: Within days after proposal due date

9. Question: Could you advise of the actual closing date and time? The listed day of the week and date of the month do not match.

Response: Please refer to Addendum #1

10. Question: We do nothing with attachment, E & A until an award is made?

Response: Correct

11. Question: For the certificates of insurance, am I reading correctly, that just by submitting the proposal, we are saying that we have the required insurance and can supply proof of insurance at a later date?

Response: Correct

Issued by: Allison Leebrick

Procurement Officer

April 5, 2017