

Date: April 1, 2025

To: All Interested Respondents

From: AOCCONF.MBX@njcourts.gov

**Re: DPAC-25-04 – CIVIL & GENERAL EQUITY DIVISIONS JOINT
EDUCATION CONFERENCE – MAY 28-29, 2025 (SET-UP MAY 27, 2025)**

Amendment #1

The following constitutes Amendment #1 for the above referenced bid:

- Answers to questions received by Due Date of Questions.

NOTE: Quote Submission Due Date: Monday, April 7, 2025 at 11:00 am

	RFQ Section Reference	Question	Answer
1.	RFQ Section 4.1	What is an Emergent Duty Room?	A private room for a judge to conduct a virtual hearing using the Judiciary's equipment.
2.	RFQ Section 4.1	Would it be okay to reuse the General Session room for one of the breakout rooms?	This is not preferred, but this may be considered depending on Bidder's suggested layout for their venue for this event.
3.	RFQ Section 4.1	Would all breakout rooms be used until then end of day on Thursday? Is it possible to have one of the rooms end at 12:00pm?	This is not preferred but may be considered.
4.	RFQ Section 4.1	What time would you begin set up on Tuesday?	Preferred no later than 7:00 pm.
5.	RFQ Section 4.1	Can the General Session be used as the Meal Room also?	This is not preferred, but this may be considered depending on Bidder's suggested layout for their venue for this event.

6.	RFQ Section 4.1	Knowing that this event would not require all of the event space would you be willing to share space with other groups in similar area including a prom? We would of course ensure no airwalls or shared but events would be in the same hallway across from one another.	The Judiciary prefers not to have other groups in close proximity but may consider proposed alternative – please submit proposed solution with 3.7 Technical Quotation.
7.	RFQ Section 4.2	Is the group only looking to use the standard sample menus provided or will the group be open to using the hotel's standard menus and menu pricing??	Sample Menu provides examples and guidance for what is desired by the Judiciary. The event organizer will meet with banquet manager to select menu items. Please refer to breakdown in Section 4.2 regarding what should be included as minimum within pricing.
8.	RFQ Section 4.2	Is the Judiciary willing to work with the hotel to provide Hala & or Kosher Meals? At this time we do not have a vendor we work solely with and would potentially need some flexibility with this. We will also not this on the price sheet.	The Judiciary is willing to work with awarded contractor but all costs must go through awarded contractor (venue) of this specific event.

9.	RFQ Section 4.5.1	Can you please confirm that the group will not sign for any attrition responsibilities?	Confirmed. The Judiciary will not sign any documentation in agreement with attrition.
10.	RFQ Section 4.7.1	Regarding employee lists this information must be obtained by speaking with the hotel's human resources department which the Sales Manager will be able to get you in contact with. All communication regarding employee lists will need to be between the NJ State Police and the Human Resources Manager directly.	Please submit notes with bid submission with 3.7 Technical Quotation.
11.	Per Diem Pricing	Can you confirm that the group is not looking for per diem pricing for guestrooms and meals?	Judiciary prefers best pricing available.
12.	Judiciary Price Sheet (Attachment 1)	Is the group flexible with their breakout space sizes? We do have some limitations on the number of larger breakout spaces we can offer, especially if the group needs classroom style setup.	Possibly, the Judiciary may consider what is presented. Please ensure to designate rooms proposed and capacity in notes on Judiciary Price Sheet.
13.	Judiciary Price Sheet (Attachment 1)	Is the surcharge considered a service charge?	The surcharge is referencing any additional costs or fees in addition to the established rates listed above on the price sheet.

14.	Judiciary Price Sheet (Attachment 1)	Can Service charge be added onto the total Meeting Room Subtotal and Banquet Charge Subtotal?	If bidder wants to include a service charge or any other surcharges, they should include this in the Surcharge price line. Judiciary prefers best pricing available.
15.	Judiciary Price Sheet (Attachment 1)	I've been experiencing some issues with your RFQ, as the dates in the RFQ are different from the dates listed above in the subject line. Could you kindly confirm the correct dates so we can proceed accurately?	Please make sure that you are utilizing correct RFQ and associated price sheet – DPAC-25-04 – CIVIL & GENERAL EQUITY DIVISIONS JOINT EDUCATION CONFERENCE – MAY 28-29, 2025 (SET-UP MAY 27, 2025)
16.	RFQ	When can we anticipate a response to questions as responding to the RFQ on time and accurately will be contingent on receiving a response to the questions prior to the date the bid is due.	This is the response to questions. If there is an extended time period to provide answers and it is deemed an extension is needed, there will be an Amendment to the RFQ to extend the submission date.