

Date: September 12, 2025

To: All Interested Respondents

From: AOCCONF.MBX@njcourts.gov

Re: RFQ JUDAOC-26-09 – STAFF COLLEGE

Amendment #1

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

- Answers to questions received by Bidder Electronic Questions Due Date.
- Amended RFQ Section 4.1 with updates highlighted pertaining to Breakout Rooms and Converted Guest Rooms.

NOTE: **Submission Date: Wednesday, September 17, 2025, at 11:00 am**

	RFQ Section Reference	Question	Answer
1.	RFQ Section 4.1/Judiciary Price Sheet	Which dates/times is the Meeting space required and for how many total guests?	<p>Meeting Space is required for Set-Up on November 23, 2025, and the event is to be hold November 24-25, 2025. Per RFQ Section 4.1, “Event space is required the day before the scheduled event preferably by 4:00 pm and no later than 7:00 pm.”</p> <p>Refer to JUDAO-26-09 Judiciary Price Sheet Attachment 3 and this Amendment for further meeting space details and guest totals.</p>
2.	Judiciary Price Sheet	What meeting space is required and for what set-up and for what numbers? G/S Room, Breakouts, Meal Rooms, etc.	<p>For meeting space required, requested set-up and total guests, refer to JUDAO-26-09 Judiciary Price Sheet Attachment 3.</p>

3.	RFQ Section 4.1/Judiciary Price Sheet	This price sheet is requesting 12 breakouts... are the numbers accurate in stating 60-100 for each b/o? General Session is 600.	Per RFQ Section 4.1, “The Judiciary requires all available meeting space within the venue.” The number of Breakout Rooms is flexible with a minimum of 6 Breakout Rooms. This does not include areas not listed as “Breakout Room” Function Type on the Judiciary Price Sheet.
4.	RFQ Section 4.1/Judiciary Price Sheet	I see the additional 6 rooms can be converted guestrooms.	4 Rooms are listed on the Price Sheet as “Can be guest room converted”. If necessary, the Judiciary may consider converted guest rooms for the 2 Staff Offices only.
5.	Judiciary Price Sheet	Which nights are sleeping rooms required and how many rooms per night?	Sleeping rooms are needed Sunday and Monday, November 23-24, 2025. Refer to JUDAOC-26-09 Judiciary Price Sheet Attachment 3 for quantities.