

Date: April 2, 2026

To: All Interested Respondents

From: AOCCONF.MBX@njcourts.gov

**Re: RFQ JUDAOC-26-20 – 2026 PROBATION EDUCATION
CONFERENCE**

Amendment #1

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

- Answers to questions received by Bidder Electronic Questions Due Date.

NOTE: Submission Date: Thursday, April 09, 2026, at 11:00 am

	RFQ Section Reference	Question	Answer
1.	4.1.1 ITEMS AND SERVICES	What are the times for each day's meeting-do you have an agenda?	For scheduling reference, see Draft Agenda (Attachment 5). This schedule is subject to change and is considered a draft only.
2.	4.1 CONFERENCE, ROOM & BANQUET RENTALS	Is there any rehearsal/testing time-when do you need the rooms set by?	Event space is required the day before the scheduled event preferably no later than 7:00 pm. Space is to be arranged per the final layouts as agreed upon with Event Organizer(s) which allows the Judiciary to prepare for the upcoming event including, but not limited to, audiovisual (AV) equipment set-up and testing. Technical support should be available during this time. If our preferred time for set-up is not available, the Judiciary, at the sole discretion of the Event Organizer(s), may work with the venue to accommodate mutual needs at no additional cost to the Judiciary.
3.	4.3.1 AV STANDARD REQUIREMENTS	In the general session, what is the size of the stage we're lighting?	16 ft x 20 ft
4.	4.3.1 AV STANDARD REQUIREMENTS	What size screens do you envision for the general session?	We request the bidder to provide a recommendation on the size of the screen to accommodate the room size. Large enough for people

			sitting far away can easily see.
5.	4.3.1 AV STANDARD REQUIREMENTS	What type of laptops are you using?	Dell
6.	4.3.1 AV STANDARD REQUIREMENTS	Is the drape from screen to screen on the entire back wall?	For this bid, screen to screen. Subject to change
7.	JUDAOC-26-20 PRICE SHEET	Are the wired mics on Podiums or table stands-I only saw one podium requested on the RFP?	One podium for the general session room with one wired mic and one wired mic on the table stand.
8.	4.3.1 AV STANDARD REQUIREMENTS	Are wireless handhelds for one Q&A mic in each room?	One wireless handheld is required for each break out room for the speaker and two for the general session room.
9.	4.3.2 AV EQUIPMENT	Do you need audio feeds for recordings listed in the RFQ document?	Yes
10.	4.3.1 AV STANDARD REQUIREMENTS	Do any rooms have more than 4 microphones?	No

11.	4.1 CONFERENCE, ROOM & BANQUET RENTALS	Do you need any drape for privacy for the nursing mothers?	No, drapes are not needed. Emergent room/ Mother's room is requested.
12.	4.3 RENTAL OF EQUIPMENT / TECHNOLOGY FOR CONFERENCE	Do you need any special requirements for your wireless network?	No. We only require public wireless internet access for the conference space.
13.	N/A	Do you have a budget range for me to aim for?	No, we provide equal opportunities to all venues that can meet our requirements to provide a quotation. The Judiciary reviews submitted bids per RFQ 6.0 Quotation Evaluation and Award.