New Jersey Courts
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Date: January 28, 2025

To: All Interested Respondents

From: AOCCONF.MBX@njcourts.gov

Re: **DPAC-25-01 – CHILDREN IN COURT & RACE EQUITY CONFERENCE – MARCH 24-25, 2025 (SET-UP MARCH 23, 2025)**

Amendment #2

The following constitutes Amendment #2 for the above referenced bid:

- Answers to questions received by Due Date for Questions.
- Amended RFQ with highlighted changes stemming from Questions & Answers period.
- Amended Bid Submission Date

NOTE: **As stated in Amendment 2, Bid Submission Due Date: Thursday, January 30, 2025 at 11:00 am**

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	RFQ Section Reference	Question	Answer
1.	Title Page and RFQ Section 4.1	On page 1 the setup day would be Sunday March 23, 2025, and as noted on page 7 that space would be preferred to be set up by 7:00pm but you would be able to work with us on that. We do have another group in the space until the evening and may not be able to be set up for your event until after 10:00pm. Would you be ok with a late night or overnight set up for this event?	Yes, per Section 4.1, the Judiciary prefers 7:00 pm, but willing to work with the awarded Contractor.
2.	RFQ Section 3.6 and Conference Checklist and Questionnaire (Attachment 2)	Please clarify 3.6 of the RFQ. It states the requested forms should be completed and submitted upon the award of the contract. However, on page 2 of the check list you have that a requirement to just place a bid.	Section 3.6 amended to reflect all paperwork to be completed with bid submission.

		Do you want two separate meeting spaces for the general session and meal room or can both be in the same room? If separate, the guest count will have to decreased to 440 attendees	Per Section 4.1 Paragraph 2, the Judiciary shall consider both options; however, the proposed space must be able to accommodate 500 attendees.
3.	RFQ Section 4.1	Do you want two separate meeting spaces for the general session and meal room or can both be in the same room? If separate, the guest count will have to decreased to 440 attendees	Per Section 4.1 Paragraph 2, the Judiciary shall consider both options; however, the proposed space must be able to accommodate 500 attendees.
4.	RFQ Section 4.1	On page 7 this event would require all the event space. With that being said while you would have exclusivity there are two meeting rooms that would not be available due to previously scheduled room maintenance. Just wanted to make you aware ahead of time.	Okay. Ensure this is noted in 3.7 Technical Quote.
5.	RFQ Section 4.2	On page 8 would the Judiciary agree to a 10-business day prior to the event guarantee of attendees. This would bring the due date for the final banquet head count to March 10, 2025.	No, the Judiciary is not willing to change this time frame.
6.	RFQ Section 4.3.2 and Judiciary Price Sheets (Attachments 1 & 1a)	You have a general session that needs 2 screens and nine breakouts that need 9 screens. On request, it's asking for 10 screens total. Does this mean one of the breakouts will not need a screen or should I add another screen to the quote to make it a total of 11 screens?	Submit pricing for 10 screens as shown on Price Sheets (Attachments 1 & 1a).

7.	RFQ Section 4.5.1	On page 11 would the Judiciary agree to a 10-business day prior to the event preliminary lodging list and a final lodging list 5 business days prior to the event. This would bring the due date for the preliminary lodging list to March 10, 2025, and the final lodging list to March 17, 2025.	No, the Judiciary is not willing to change these time frames.
8.	RFQ Section 4.5.1	On page 11 regarding the confirmed number of guestrooms vs the actual number of guestrooms the Judiciary would be responsible for whichever is higher. Meaning if the Judiciary confirms 100 rooms but only actualizes 90 rooms the Judiciary would still be financially responsible for the remaining 10 rooms as they confirmed them with their final lodging list and the hotel was not able to attempt to resell the unreserved rooms.	Yes, Judiciary will pay the confirmed number per the final lodging list provided 2-business days prior to the event.

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9.	RFQ Section 4.5.2	On page 11 a late checkout for the specified number of rooms on the pricing sheet (or less) would be granted a late checkout of 12:00pm at no additional charge. From 12:01pm – 1:00pm would be a $100 fee. From 1:01pm – 4:00pm would be a half day rate, and from 4:01pm on would be additional night's stay.	Please submit with bid submission with 3.7 Technical Quotation.
10.	RFQ Section 4.6	On page 11 that Copy/Facsimile Machine Services will be offered at no cost to the Judiciary, are we able to put a cap on the number of copies that are able to be made to 50 black and white copies at no additional cost and 25 color copies at no additional cost. Any thing about those amounts would be subject to the prevailing cost we charge for black and white and color copies.	See answer to Question 9.

11.	RFQ Section 4.7.1	On page 12 regarding employee lists this information must be obtained by speaking with the hotel's human resources department which the Sales Manger 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	See answer to Question 9.
12.	RFQ Section 4.7.2	On page 12 the hotel does not offer a touchless hotel registration. All guests would need to come to the front desk to obtain their guestrooms keys by providing a valid id and provide a credit card for incidentals.	See answer to Question 9.
13.	RFQ Section 6.8	On page 16 due to the recent tastings and events in fall of 2024 is the Judiciary willing to forgo any tastings for this event as there have been no menu changes since the tastings and events.	Tastings must be made available if requested as noted in RFQ Section 6.8.

14.	Judiciary Price Sheets (Attachments 1 & 1a)	On the price sheet General Session is noted as a preferred set up of Banquet Rounds and then under notes it is noted as classroom, pods, or theater. Can you please clarify the setup type that is needed for General Session space.	The Judiciary prefers set-up with Banquet Rounds, but will consider other set-up types presented on Price Sheets (Attachments 1 & 1a). Alternate options from Banquet Rounds may be submitted with 3.7 Technical Quotation.
15.	Judiciary Price Sheets (Attachments 1 & 1a)	Can the General Session be reused as one of the Breakout Locations by refreshing the original meeting set?	No, the General Session cannot be reused as a Breakout Location.
16.	Judiciary Price Sheets (Attachments 1 & 1a) and Menu Sample (Attachment 4)	Based upon your menu sample I have different pricing for lunch. Where would you like to add the different options?	Yes, please submit all menu options with pricing with 3.7 Technical Quotation.
17.	Judiciary Price Sheets (Attachments 1 & 1a)	Can the "All Day" Refresh of Beverages be combined as (1) AM Break since the PM offers 2 breaks to cover the entire afternoon sessions?	Yes, please submit all break options with pricing and duration with 3.7 Technical Quotation.
18.	Judiciary Price Sheets (Attachments 1 & 1a)	For AV, would the Judiciary like a confidence monitor added to the session?	Please price what is stated on the Price Sheets. You may include price for confidence monitor with AV Price List Per section 4.3.

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19.	Judiciary Price Sheets (Attachments 1 & 1a)	Please clarify lap sound/sound patch, do you mean laptop sound/sound patch. We usually provide one close to the laptop by the projectors on the table and in the event if you were utilizing a podium, we would set it up at the podium. Please let me know what you mean by, "it must be standing."	Laptop sound to be run to AV cart. Further details to be provided after award per Section 6.8.
20.	Judiciary Price Sheets (Attachments 1 & 1a)	Do you need power for the registration area/room?	Yes, power for registration area/room will be needed as stated in Section 4.3.2 Subsection l.
21.	Judiciary Price Sheets (Attachments 1 & 1a)	There is a request for wifi to be available for all attendees. Does this mean I should add a secure wifi package to the quote that can facilitate the devices for all your attendees?	No, secure WiFi is not necessary. Price only what is currently listed on the Price Sheets. If available, per section 4.3, please include with AV Price List should be provided separately.