

Date: March 17, 2025

To: All Interested Respondents

From: AOCCONF.MBX@njcourts.gov

**Re: DPAC-25-03A – CRIMINAL DIVISION EDUCATION
CONFERENCE
PREFERRED DATE - MAY 7-8, 2025 (SET-UP MAY 6, 2025)
SECONDARY DATE - MAY 6-7, 2025 (SET-UP MAY 5, 2025)**

Amendment #3

The following constitutes Amendment #3 for the above referenced bid:

- Answers to questions received by Due Date of Questions.

NOTE: Quote Submission Due Date: Friday, March 21, 2025 at 11:00 am

	RFQ Section Reference	Question	Answer
1.	RFQ Section 4.1	Is the Judiciary willing to share space with other groups? Meaning other groups across the hall and sharing the same foyer spaces. Even with the date shift the event space would need to be shared and would not be exclusive.	Judiciary will consider depending on layout of the facility. Please submit layout of meeting space with bid submission.
2.	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.
3.	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.
4.	Judiciary Price Sheet (Attachment 1)	Is the group flexible with their breakout space sizes? We will not be able to accommodate for any breakout larger than 80 people, theater style...	Possibly, the Judiciary may consider what is presented. Please ensure to designate rooms proposed and capacity in notes on Judiciary Price Sheet.

5.	Draft Agenda (Attachment 3)	Can you confirm that the group will be flexible with their agenda and set up requirements if meals need to be served in the same space as the general session?	Yes, Judiciary will be flexible depending on turnaround time. Please ensure no. 10. On Conference Checklist and Questionnaire is answered.
6.	Per Diem Pricing	Can you confirm that the group is not looking for per diem pricing?	Judiciary prefers best pricing available.
7.	RFQ	Would you be able to guide me through the process?	To ensure a fair and even process, the Judiciary can not be in direct contact with individual vendors during the bid process. Please read the RFQ carefully and submit all documents per RFQ section 3.4.