

# Site Selection & Contract Negotiations

## Request for Proposal: Questions & Responses

June 5, 2009

- 1. Per RFP Section IIIA9, what is the Bar's expectation in terms of rebates and commissions? Rebates are generally a negotiated item in the final proposal process; therefore I'd like to have a clear understanding of the expectation to ensure an appropriate response in the RFP.**

*The State Bar is looking for the best offer in this proposal including the amount of commission paid to you and any rebate or incentive plan that may be applicable to a professional member organization such as ours.*

- 2. Does the Bar take additional services which may be subsidized by hotel commissions into consideration? For example, we may offer additional services which would be at no cost to the client, in an effort to increase value.**

*We are only looking for the services described in the scope of work.*

- 3. Will you share the details of the size of your meetings from the last year (how many meetings, how many room nights each, rates paid, etc.)?**

*We have a variety of meetings (75-100 per year) ranging in size from 15 rooms to 1500 rooms on peak.*

- 4. Is there any dissatisfaction with the current process that you would like to see improved?**

*All contracting with a value greater than \$50,000 is subject to our formal competitive bidding process at the conclusion of each contact period. We strive for improvements and increased value each time.*

- 5. Would you please clarify the proper methods of communication with the Bar?**

*Please review the contact information and methods provided in the posted RFP.*

- 6. Would a request for a face to face meeting be appropriate?**

*Not at this time, no. The evaluation team may elect to conduct live interviews with all responsible bidders following the proposal due date.*

- 7. Will the bidders have the opportunity to present their bids directly to the selection committee?**

*See answer # 6 above.*