

Site Selection and Contract Negotiation Services

Request for Proposal: Questions & Responses

July 17, 2013

- 1. Can you provide some history about your meetings and conferences for the past two years? How many rooms booked each year? What was the average attrition utilized? What was the average yearly food & beverage spend?**

Please refer to answers in the RFP Item II Statement of Work.

- 2. What was the average room rate?**

The average room rate varies, yet it does not exceed more than \$250 per night.

- 3. For the past year can you please breakdown the average number of meetings for each of the categories: 1-50 attendees, 50-250 attendees, 250-500 attendees, 500-1000 attendees, and 1000 + attendees?**

Please refer to answers in the RFP Item II Statement of Work.

- 4. Are there specific hotels or venues that the Cal State Bar prefers for its meetings and conferences? Are there specific hotels or venues that should not ever be considered for Cal State Bar meetings and conferences?**

We have no specific general preferences, but if there are, we will indicate our preferences when initiating the lead (i.e. must be a union hotel, etc.).

- 5. What is the average lead time to secure venues for Cal Bar meetings and conferences?**

Oftentimes it is a short lead time. Larger multi-day programs are booked at least 6 months-1 year beforehand.

- 6. What is the average length (in days) of a meeting or conference?**

The average length of a meeting or conference is generally 1-3 days, except for the Annual Meeting which is 4 days.

7. Can you provide a copy of the standard State Bar Contract Terms?

The standard contract terms and conditions are listed in the RFP. The standard Short Form Addendum exclusively for hotel use is available upon request.