



**Administrative Office of the Courts**  

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**Operations Division**

**Amendment #1**

**Request for Proposals**

**New Trial Judge Orientation**

**K19-0017-25D**

This Amendment is being issued to amend and clarify certain information contained in the above named PORFP. All information contained herein is binding on all Offerors who respond to this PORFP. Specific parts of the PORFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~)

<b>RFP Number:</b>	K19-0017-25D
<b>Location Requirements:</b>	<p>1)What are the main check in and check out dates for the group? Will they check in on Nov. 17th and out on Nov. 23rd or check in on Nov. 16th and out on Nov. 22nd?</p> <p style="text-align: center;"><u>Main Check-in date is: Sunday, November 17th; Check out date: Friday, November 22<sup>nd</sup>.</u></p> <p style="text-align: center;"><u>*Please Note: Two staff members will need overnight accommodations on Saturday, November 16th and would like to set-up the meeting room that evening if possible. Otherwise, we will need access to the meeting room at 9:00am on Sunday, November 17th.</u></p> <p>2)Which days/times will you need each of the 6-day meeting rooms? Does your general session meeting start on Nov. 17th or Nov. 18th?</p> <p style="text-align: center;"><u>Meeting Rooms days/times:</u></p> <p style="text-align: center;"><u>Sunday, Nov. 17th: 11:00am – 6:00pm. NOTE: Access to room at 9:00am</u></p> <p style="text-align: center;"><u>*Monday, Nov. 18th – Thursday, Nov. 21st: 9:00am – 6:30pm</u></p> <p style="text-align: center;"><u>Friday, Nov. 22: 9:00am to 2:00pm</u></p>

	<p style="text-align: right;"><u>*Faculty &amp; Staff would like access to set-up at 8:00am each day.</u></p> <p>3)Which day/time do you need each of the following meeting rooms?:</p> <ul style="list-style-type: none"> <li><u>- breakout room for 25 people – Tuesday, Nov. 19th at 9:00am to 6:30pm</u></li> <li><u>- health screening room – Wednesday, Nov. 20th at 6:30am to 12:00pm</u></li> <li><u>- two evenings for dinner – There are three evenings for dinner.</u> <ul style="list-style-type: none"> <li><u>Sunday, Nov. 17 @ approx.. 6:15-6:30pm to 8:30pm</u></li> <li><u>Monday, Nov. 18 @ 6:30pm to 8:30pm</u></li> <li><u>Wednesday, Nov. 20 @ approx.. 6:15-6:30pm to 8:30pm</u></li> </ul> </li> </ul>

Issued by: Alisha Allmond  
Procurement Officer  
July 18, 2018