



**OFFICE OF THE CIRCUIT EXECUTIVE
UNITED STATES COURTS FOR THE NINTH CIRCUIT**

JAMES R. BROWNING UNITED STATES COURTHOUSE
95 SEVENTH STREET
POST OFFICE BOX 193939
SAN FRANCISCO, CA 94119-3939

August 31, 2026

Request for Proposals for 2027 Transitions Seminar

The Office of the Circuit Executive for the Ninth Circuit is exploring venues for the 2027 Transitions Seminar. We are seeking properties that are 4-star equivalent or better. The closing date to submit proposals is **Friday, September 11, 2026**.

Preferred Date:

Wednesday, March 10 – Wednesday, March 12, 2027

Total Expected Attendees:

55 including speakers and guests

Preferred Location:

- Tucson, AZ
- Palm Springs, CA
- Las Vegas, NV

Sleeping Room Block:

Date	Run of House Rooms
Tuesday, March 9	40
Wednesday, March 10	40
Thursday, March 11	40

Sleeping Room Rate & Room Billing:

- FY27 federal government per diem rate
- Individuals to book and pay on own for sleeping rooms and will submit required documentation for any available tax exemptions for which the individual qualifies.

Meeting and Function Space:

- General session room for 55 people set in crescent rounds plus staging with front projection screen (Wednesday, March 10 – Friday, March 12)
- One (1) breakout room set in classroom for 20 people with front projection screen (Wednesday, March 10 – Friday, March 12)
- Registration space near General Session room (Wednesday, March 10 – Friday, March 12)
- Staff Office set in conference for 10 – 12 people (Tuesday, March 9 – Friday, March 12)
- Security Command Post set in conference for 10 – 12 people (Tuesday, March 9 – Friday, March 12)

Food and Beverage:

- AM/PM breaks daily Wednesday, March 10 – Friday, March 12
- Group will be on own for all meals
- Government per diem menu and pricing is preferred. The judiciary is tax-exempt.

A/V Needs:

- Projector and screen and sound system with microphones for General Session and Breakout Room on Wednesday, March 10 – Friday, March 12.
- Group to provide projectors and additional A/V equipment as needed at no additional charge

Security:

- Security to be provided for the event by the Group.

Preferred features/services:

- Close proximity to dining and shopping
- Comfortable establishment, equivalent to a 4-star rating or better
- Internet Access in rooms
- Onsite dining and Fitness Center

Requested Concessions:

- Two (2) days pre/post at group rate (subject to availability)
- Two (2) complimentary suite upgrades
- One (1) complimentary guest room for every forty (40) rooms booked
- No applicable resort fees
- No fees or penalty for group to provide own A/V equipment
- Twenty percent (20%) off current banquet menu prices
- Twenty percent (20%) off A/V order for equipment ordered from in-house provider

Please include with your proposal:

- Rates for the available dates
- Any concessions
- Banquet menus and information on service charges
- A/V fee schedule
- Guest wi-fi costs and information
- Specifications on costs for internet access, both wireless and wired, in the meeting space

Information on rates and availability of meeting space and sleeping rooms must be submitted in writing by **Friday, September 11, 2026**. Proposals submitted after this date will not be considered.

This request and the resulting contract will incorporate Clause 3-3, Terms and Conditions – Small Purchases and Provision 3-5, Taxpayer Identification and Other Offeror Information. The full text of the judiciary contract clauses may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>

Quotes will be accepted directly from hotels only. Quotes will not be accepted from third party agencies or brokers and any submitted quotes from third parties or brokers will be considered nonresponsive and will be excluded from consideration for award.

Contracting Office Address and Primary Point of Contact:

Office of the Circuit Executive for the Ninth Circuit
95 Seventh Street, Suite 429, San Francisco, CA 94103

Pam O'Neill, Conference Administrator

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