



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

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SUSAN Y. SOONG
CIRCUIT EXECUTIVE

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March 17, 2026

Request for Proposals for 2026 IT Conference

The Office of the Circuit Executive for the Ninth Circuit is exploring venues for the 2026 IT Conference. The group will be primarily court staff and speakers. We are seeking properties that are 4-star equivalent or better.

Closing date: Tuesday, March 31, 2026

Dates:

- Preferred: Tuesday, September 1 – Thursday, September 3, 2026

Total Expected Attendees: 250

Preferred Location:

- Long Beach, CA
- San Diego, CA
- Portland, OR

Sleeping Rooms:

Room block need date	Run of House Rooms
Sunday, August 30	15
Monday, August 31	200
Tuesday, September 1	200
Wednesday, September 2	180
Thursday, September 3	8

Sleeping Room Rate:

- Federal government per diem rate (FY26)
- Attendees will make their own reservations and pay individually

Meeting and Function Space:

The following meeting and function space should be available for programs from 7am – 6pm daily with a 24 hour hold for each day requested:

- Staff Office: Minimum of 500 square feet (Monday, August 31 – Thursday, September 3)
- Event Registration: Registration desk and display tables (Tuesday, September 1 – Thursday, September 3)
- General Session Room: Set classroom for 250 with staging with front projection screens (Tuesday, September 1 – Thursday, September 3 with set-up Monday, August 31)
- Breakout Session Rooms: Two (2) rooms set in classroom for 100 people (Wednesday, September 2 with set-up Tuesday, September 1)
- Vendor Room: One (1) room with space for 20 six-foot exhibitor tables (Wednesday, September 2 with set-up Tuesday, September 1)

Food and Beverage:

- AM/PM breaks for 2.5 days Tuesday, September 1 – Thursday, September 3. Attendees are on own for all meals.
- The judiciary is tax-exempt

A/V Needs:

- Meeting room support packages
- Group to provide projectors and additional A/V equipment

Preferred features/services:

- Proximity to dining and shopping
- Comfortable establishment, equivalent to a AAA four-diamond or better
- Internet Access in rooms
- Onsite dining
- Fitness Center

Requested Concessions:

- Room rate available three (3) days pre/post at group rate
- One (1) complimentary guest room for every forty (40) rooms booked
- Complimentary parking or a reduced fee for attendees
- Waived or reduced resort fee
- No fees or penalty for group to provide own A/V equipment
- Twenty percent (20%) off current banquet menu prices and A/V fee schedule

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 **Tuesday, March 31, 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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