



**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

June 11, 2025

Law Clerk Orientation Request for Proposals

The Ninth Circuit Court of Appeals is exploring venues for the 2025 Law Clerk Orientation. We are seeking properties that are 4-star equivalent or better. The closing date to submit proposals is **Wednesday, June 25, 2025**.

Preferred Date:

Monday, September 8, 2025 – Friday, September 12, 2025

Total Expected Attendees:

200

Preferred Location:

San Francisco, CA

Sleeping Room Block:

Room block need date	Run of House Rooms
Monday, September 8	20
Tuesday, September 9	165
Wednesday, September 10	165
Thursday, September 11	20

Sleeping Room Rate and Requested Concessions:

- Prevailing FY25 federal government per diem rate
- Waived resort fee
- Two (2) days pre/post at group rate (subject to availability)
- Two (2) complimentary suite upgrades

Meeting and Function Space:

- Dinner on Wednesday, September 10, 2025 from 5:30pm – 8:30pm with no host reception (cash bar) from 5:30pm – 6pm and plated dinner from 6pm – 8:30pm.
- Banquet rounds with 8 chairs per table for up to 200 attendees
- Podium for announcements set in front of room

Food and Beverage:

- Plated three course dinner with three entrée options including one (1) vegetarian entrée (vegan entrée included upon request for no additional fee)
- No host, cash bar with hosted soft drinks

Food and Beverage Requested Concession:

- Twenty percent (20%) off published banquet menu prices

A/V Needs:

- Sound system with microphone at podium for general announcements

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
- Fitness Center

Please include with your proposal:

- Rates for the available dates
- Any concessions
- Banquet menus and information on service charges
- A/V fee schedule

Information on rates and availability must be submitted in writing by **Wednesday, June 25, 2025**. Proposals submitted after this date will not be considered. Quotes will be accepted directly from venues 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.

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:

<https://www.uscourts.gov/sites/default/files/vol14-ch01-appx1b.pdf>

Contracting Office Address:
Ninth Circuit Court of Appeals
95 Seventh Street
San Francisco, CA 94103

Primary point of contact:
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