



**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

October 9, 2024

Ninth Circuit Symposium Request for Proposals

The Ninth Circuit Court of Appeals is exploring venues for the 2025 Ninth Circuit Symposium. We are seeking properties that are 4-star equivalent or better.

Closing date:

- Friday, October 25, 2024

Dates:

- Preferred: Sunday, April 27 – Wednesday, April 30, 2025

Total Expected Attendees:

- 55 including speakers and guests

Preferred Location:

- Coronado, CA
- Huntington Beach, CA
- Oceanside, CA
- Palm Springs, CA
- San Diego, CA

Sleeping Room Block:

Room block need date	Run of House Rooms
Sunday, April 27	42
Monday, April 28	42
Tuesday, April 29	42

Sleeping Room Rate:

- FY25 federal government per diem or best available rate

Meeting and Function Space:

- General Session room set hollow square for 45 with 4 banquet rounds in the back of room for breaks. Meeting room with windows/doors that open to the outside is preferred. Set-up on Sunday, April 27 from 12pm – 6pm. Sessions on Monday, April 28 – Wednesday, April 30 from 8am – 1pm.
- Welcome Reception for 50 (outdoor space requested with weather back-up option) on Sunday, April 27 from 6:00pm – 7:00pm.
- Reception and Dinner on Tuesday, April 29 for 55 set in banquet rounds (outdoor space requested with weather back-up option) from 5:30pm – 9pm.

Food and Beverage:

- AM breaks Monday – Wednesday (coffee/tea, pastries and fruit)
- Reception on Sunday with light appetizers and no host/cash bar
- Plated dinner on Tuesday with no host/cash bar (dinner guests estimated 10 - 15 total are required to pay on own for their meal)

A/V Needs:

- Projector support package for general session room Sunday, April 27 – Wednesday, April 30
- Sound system with podium microphone for dinner on Tuesday, April 29
- Group to provide projector, discussion system with multiple mic/speaker units connected to central unit and additional A/V equipment for general session room.

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

Requested Concessions:

- Group rate available two (2) days pre/post
- Waived or reduced resort fee
- Complimentary or reduced parking fee
- Three (3) complimentary suite upgrades
- One (1) complimentary guest room for every forty (40) rooms booked
- No fees or penalty for group to provide own A/V equipment
- Twenty percent (20%) published banquet menu prices

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, October 25, 2024**. 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:

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

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:

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

Primary Point of Contact:

Pam O'Neill, Conference Administrator
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