

**Minnesota Judicial Branch  
Human Resources and Development Division  
State Court Administrators Office**

**Request for Proposal for host site for the Minnesota District Judge's Foundation Conference**

The Human Resources & Development Division of the State Court Administrator's Office and the Minnesota District Judges Foundation (MDJF) is seeking proposals from hotels and conference venues in area to host the annual Minnesota District Judge's Foundation Conference. The venue shall include meeting rooms, catering, sleeping rooms, A/V, and free parking for the entirety of the conference.

The RFP submitted will be valid for the annual Minnesota District Judge's Foundation Conference host site for the years 2025 through 2028.

The request for proposal does not obligate the Minnesota Judicial Branch and MDJF to award a contract or complete the project, and the Minnesota Judicial Branch and MDJF reserves the right to cancel the solicitation if it is considered to be in its best interest.

Interested party's submissions must be in writing and received by the Minnesota Judicial Branch no later than 4:30 CST, December 20, 2024. The sealed proposal must include one (1) paper copy and sent to the following address; no electronic submissions will be accepted:

Susan Love  
Judicial and Employee Education Program Manager  
Minnesota Judicial Branch  
25 Dr. Rev Martin Luther King Jr Blvd  
Suite 120  
St. Paul, MN 55155

A complete copy of the Request for Proposal may be found on the Minnesota Judicial Branch website (in the News and Announcements/Public Notices section) at [Minnesota Judicial Branch - News and Announcements \(mncourts.gov\)](https://www.mncourts.gov/news-and-announcements)