



**STATE OF MARYLAND JUDICIARY**  
**Administrative Office of the Courts**  
**REQUEST FOR PROPOSALS (RFP)**  
**2019 Kinship Conference**  
**RFP# 9376**  
**ISSUED: March 13, 2019**

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

**Purpose**

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to solicit one Contractor to provide meeting and lodging space for its 2019 Kinship Conference. The facility shall have adequate plenary and break out meeting space, A/V services, food services and adequate space for group meals.

**1. Scope of Work**

**A. Conference Date**

The Offeror **must** be able to accommodate the following conference date to be eligible for Contract award: **June 11, 2019**

**B. Conference Location**

Only facilities located in the following counties within the state of Maryland are eligible for Contract award: Anne Arundel, Baltimore City, and Baltimore County.

**C. Overnight Rooms Required**

- June 10, 2019- Approximately 7 overnight rooms with king and/or queen beds **(included with invoice)**
- June 10, 2019- Approximately 20 overnight rooms with king and/or queen beds **(not included in invoice; will be self-paying; reserve only)**

#### **D. Facility Requirements**

**Parking:** The facility shall have free and handicapped accessible parking for all attendees.

#### **E. Event Specifications**

<b>Event</b>	<b>Requirements</b>	<b>AV Requirements</b>
<b>Registration</b>	* <b>Registration-</b> 4 registration tables, skirted with 2 chairs each for registration check-in	N/A
<b>Breakfast</b>	*Continental Breakfast  *Accommodate up to approximately 155 people	N/A
<b>General Plenary Session</b>	*Session must be set up for up to 150 people  *Room set up in rounds  *Room set up with head table including 4 chairs	*2 LCD Projectors *2 Large Screens *Podium and microphone *2 wireless microphones *Wireless and wired Internet connection available for all guests *Technical Support available from 7:30am- 5:00pm *Laptops to be provided by Maryland Judiciary
<b>Lunch</b>	*Buffet style with several stations  *Accommodate up to 155 people  *Buffet to include a salad and soup bar, hot entrees with vegetarian, vegan, dairy free and gluten free options, and desserts.	N/A

<b>Breakout Sessions (up to 5 concurrent breakout sessions)</b>	*Round table set up for approximately 30 people in each room	*4 flip charts per room *Dark markers *Wireless Internet available to all guests
<b>PM Refreshments</b>	*Freshly brewed regular and decaffeinated coffee, assorted herbal teas, assorted soda, water, cookies, sweet or savory snacks, seasonal whole fruit and ice  *Accommodate up to 155 people	N/A

**F. Pre-Award Site Visit**

Offerors must provide an opportunity for an on-premise walkthrough and further clarifications to their proposal, to be scheduled at a mutually convenient date. The walkthrough shall include a review of all proposed meeting rooms and a tasting menu provided offering the types of foods proposed to be served at the conference.

**G. Acceptance**

The AOC Contract Manager or designated representative has sole authority to determine acceptable level of service.

**H. Insurance**

1. The Contractor shall at all times during the term of the Contract maintain in full force and effect, the policies of insurance required by this Section. Evidence that the required insurance coverage has been obtained may be provided by Certificates of Insurance duly issued and certified by the insurance company or companies furnishing such insurance. Such evidence of insurance must be delivered to the AOC Office of Procurement before the actual implementation of the Agreement.
2. All insurance policies shall be endorsed to provide that the insurance carrier will be responsible for providing immediate and positive notice to the AOC in the event of cancellation or restriction of the insurance policy by either the insurance carrier or the Contractor, at least 60 days prior to any such cancellation or restriction. All insurance policies shall name as an additional insured the Administrative Office of the Courts and the Maryland Judiciary.
3. The limits required below may be satisfied by either individual policies or a combination of individual policies and an umbrella policy. The requiring of any and

all insurance as set forth in this RFP, or elsewhere, shall be in addition to and not in any way in substitution for all the other protection provided under the Contract.

No acceptance and/or approval of any insurance by AOC, or the Manager of Procurement, shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon it by the provisions of the Contract.

- A. The Contractor shall maintain Worker's Compensation insurance as required by the laws of the State of Maryland and including Employer's Liability coverage with a minimum limit of \$500,000-each accident; \$500,000 disease-each employee; and \$500,000 disease-policy limit.
- B. Occurrence forms of comprehensive general liability insurance covering the full scope of this agreement with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for personal or bodily injuries and \$1,000,000 per occurrence and aggregate for property damage. A combined single limit per occurrence of \$2,000,000 is acceptable. All policies issued shall include permission for partial or total occupancy of the premises by or for the Administrative Office of the Courts within the scope of this Contract. Such insurance shall include but shall not be limited to, the following:
  - C. Comprehensive general liability insurance including a comprehensive broad form endorsement and covering: a) all premises-operations, b) completed operations, c) independent Contractors, d) liability assumed by oral or written contract or agreement, including this contract, e) additional interests of employees, f) notice of occurrence, g) knowledge of occurrence by specified official, h) unintentional errors and omissions, i) incidental (contingent) medical malpractice, j) extended definition of bodily injury, k) personal injury coverage (hazards A and B) with no exclusions for liability assumed contractually or injury sustained by employees of Contractor, l) broad form coverage for damage to property of the Administrative Office of the Courts, as well as other third parties resulting from completion of the Contractor's services.
- D. The insurance required under sub-paragraphs (A), (B), and (C) above shall provide adequate protection for the Contractor against claims which may arise from the Contract, whether such claims arise from operations performed by the Contractor or by anyone directly or indirectly employed by him, and also against any special hazards which may be encountered in the performance of the Contract. In addition, all policies required must not exclude coverage for equipment while rented to others.

- E. If any of the work under the Contract is subcontracted, the Contractor shall require subcontractors, or anyone directly or indirectly employed by any of them, to procure and maintain the same coverages in the same amounts specified above.

## **I. Payment**

- i. By submitting a response to this solicitation, Offeror agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption.
- ii. Offeror also recognizes that the AOC will not submit a deposit prior to the event. A Purchase Order must be accepted by the Contractor to secure direct billing.
- iii. Invoice must be received within (30) calendar days upon completion and acceptance by the AOC. Payment to the Contractor shall be made no later than (30) days after acceptance and receipt of proper invoice from the Contractor. Charges for late payment of invoices are prohibited.

## **2. Contract Type**

The resulting contract shall be for Fixed Price.

## **3. Contract Term**

The Contract resulting from this Small Procurement (RFP) shall begin **with Contract execution and extend through the conclusion of the conference.**

## **4. Procurement Officer**

The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

**Whitney Williams**

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-1581

Email: whitney.williams@mdcourts.gov

## **5. Form of Response**

Proposals must be in writing.

- a. **Part I** – Technical proposals must include a written response to the Scope of Work that demonstrates the Offeror's work plan, capabilities and experience in providing the required services.

- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

**6. Proposal Closing Date**

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 5, no later than **no later than 2:00pm (local time) on March 26, 2019** in order to be considered.

**7. Award Determination**

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience
- Availability
- Work Plan for this engagement
- Price

## Attachment A - Price Proposal Form

**Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in this proposal.**

<u>Deliverables</u>	Unit Cost	Extended Cost
<b>General Session Space Rental (up to 150 people)</b>		\$
<b>Registration Area Rental with tables &amp; chairs</b>		\$
<b>Breakout Room Rental (min 4 rooms, max 5 rooms; 30 people in each)</b>	\$	\$
<b>AV Equipment (as specified in RFP) including Internet Access, flip charts, and All-Day AV Technician</b>		\$
<b>Lunch (as specified in RFP; up to 155* people)</b>	\$	\$
<b>PM Snack (as specified in RFP; up to 155* people)</b>	\$	\$
<b>Additional fees associated with use of venue (specify in detail- use additional pages if necessary)</b>		\$
<b>Total Evaluated Price</b>		\$

\*Count for evaluating purposes only, does not constitute billing purposes.

\_\_\_\_\_  
Authorized Individual Name/Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Tax ID #