



**STATE OF MARYLAND JUDICIARY**  
**Administrative Office of the Courts**  
**REQUEST FOR PROPOSALS (RFP)**  
**Project Name: 2019 Joint Conference**  
**Project #9060**

This procurement is being conducted as a Small Procurement as described in the Judiciary Procurement Policy, not to exceed \$25,000.

**Purpose**

The Administrative Office of the Courts (AOC) issues this Request for Proposals (RFP) to provide lodging and meeting space to accommodate up to approximately 80 guests for its 2019 Joint Conference. The facility shall have adequate plenary and meeting space, A/V services, food services, parking and adequate space for group meals.

**1. Scope of Work**

**A. Conference Date**

A firm date has not been set. **The Offeror must propose to at least one of the following dates** (Conference dates will be Monday-Tuesday):

• May 6-7, 2019
• June 3-4, 2019
• June 24-25, 2019

**B. Conference Location**

Only facilities in the following counties within the state of Maryland shall submit proposals: Calvert County or St. Mary's County

**C. Overnight Room Requirements**

Sunday Night (day before event): 60 rooms for conference attendees  
Monday Night: Approximately 80 rooms for conference attendees

\*Offeror must allow final rooming list and head count to be submitted no more than 10 days before event date.

**D. DAY 1 of Conference (Monday)**  
**Beginning at 9:00 a.m. (Simultaneous Meetings)**

<b>Room/Area</b>	<b>Room Requirements</b>	<b>AV/Equipment Requirements</b>
<b>Conference Meeting Room #1</b>	-Must accommodate approximately 40 people  -Classroom layout	None
<b>Conference Meeting Room #2</b>	Must accommodate approximately 30 people  -Classroom layout	None
<b>Outdoor Meeting Area</b>	-Must accommodate approximately 30 people.  -Offeror shall provide a contingency plan in the event there is inclement weather	None
<b>Each Conference Room/Area</b>	Provide water, mints, pads, pens for each participant	
<b>Dining Room for Dinner</b>	-Must accommodate 80 people	-Sign-in/ Registration Area space - One skirted table and one chair outside of dining area

**\*Following meetings- Hotel Check in**

**E. DAY 2 of Conference (Tuesday)**  
**8:00am-4:00pm (Events to occur in one room)**

<b>Room/Area</b>	<b>Room Requirements</b>	<b>AV And Equipment Requirements</b>
<b>Conference Registration</b>		-One skirted table with chair outside of room
<b>Continental Breakfast</b>	Must accommodate approximately 80 people	None
<b>Conference (Group Meeting Room)</b>	-Classroom set for 80 people; center aisle if possible  -Drape and skirt all tables	-Head Table for Speakers -Table top podium -1 long table for equipment -2 power strips and 2

	-Provide water, mints, pads, and pens for all participants	extension cords -1 flip chart with pads & markers -2 wireless mics with stand -1 LCD projector -Accessible WiFi for participants
<b>Mid-day Snack &amp; Lunch</b>	Must accommodate approximately 80 people	None

**F. Menu**

Offer shall provide government per diem menu and standard menus with proposal.

**G. Pre-Award Site Visit**

**Offerors may be asked to facilitate an on premise walkthrough and further clarifications to their proposal, to be scheduled at a mutually convenient date.**

Significant representations made by an Offeror during that occasion shall be submitted in writing. All such representations will become part of the Offerors proposal and are binding if the Contract is awarded.

**H. 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 Offeror 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 RFP shall begin **with contract execution** and through the conference year of 2019.

**4. Procurement Officer**

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

**Whitney Williams**  
Maryland Judiciary  
Procurement and Contract Management  
Telephone: 410-260-1581  
Email: whitney.williams@mdcourts.gov

**5. Form of Response**

Proposals must be in writing.

- a. **Part I** – Technical proposal 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 proposals 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 October 31, 2018** in order to be considered.

**7. Award Determination**

The Contract resulting from this 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 their quote.

**Offeror Proposed Date(s):** \_\_\_\_\_

<u>Deliverables</u>	<u>Unit Cost</u>	<u>Extended Cost</u>
<b>60 sleeping rooms (night before conference)</b>  <b>80 sleeping rooms (Monday night)</b>  <b>*Offeror shall provide per night rate and overall total.</b>		
<b>Plenary/Meeting &amp; Dining Space</b>  <u>Day 1 of Conference</u> Meeting Room 1 for 40 Meeting Room 2 for 30 Outdoor Meeting Space for 30 Dining Room for 80 (Dinner)  <u>Day 2 of Conference</u> Dining Room for 80 (Breakfast) Conference Meeting Space for 80 Dining Room for 80 (Lunch)		
<b>AV Equipment</b>  <b>*Group Meals</b> <b>**Dinner (Monday night)</b> <b>Continental Breakfast (Tuesday)</b> <b>Lunch (Tuesday)</b> <b>Snack (Tuesday)</b>  *Offeror shall provide government per diem and standard menu options for each meal <u>with proposed price</u>  **Dinner may occur at Hotel or local area restaurant. <b>To be determined after proposals are received</b>		
<b>Total Evaluated Price</b>	\$	

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Authorized Individual Name/Date

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Company Name

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Title

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Company Tax ID #