



**STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)**

**2018 ADR Volunteer Appreciation Event
Project #7511**

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 meeting space to accommodate up to approximately 150 guests for its 2018 ADR Volunteer Continuing Education, Appreciation and Recognition Event. The facility shall have adequate plenary and break out meeting space, adequate parking, A/V services, food services 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:**

• Tuesday, April 17, 2018	• Wednesday, April 18, 2018
• Tuesday, April 24, 2018	• Wednesday, April 25, 2018

B. Conference Location

Only facilities in the following locations within the state of Maryland are eligible for contract award: Annapolis, Columbia, Ellicott City, and areas within 5 miles of BWI Thurgood Marshall Airport (including Linthicum Heights, Hanover, Ferndale, etc.)

C. Facility Requirements

Map and Directions: In the RFP response, Offeror shall include an interior map of the facility rooms, an external map of the facility designating/describing the parking lot(s) in relationship to the entrance(s) to the facility, as well as written driving directions to the facility.

Parking: The facility shall have free parking for up to 150 vehicles for invited attendees and ADR Office staff with a minimum of 10 dedicated handicap parking spaces.

Signage - Exterior: Facility shall either: (a) approve the use of the District Court's ADR Office lawn directional signs (directing guests to parking, and from parking to entrance(s) to the facility); or, (b) the facility must provide adequate exterior signage to direct guests to parking areas and from the parking areas to the facility entrance(s).

Signage - Interior: Facility shall either: (a) provide adequate interior signage (to direct guests to registration area, plenary room, lunch room, workshop rooms, afternoon refreshments, dinner registration area and dinner room) from the facility entrance(s) and around the facility; or, (b) approve the use of the District Court's ADR Office interior directional signs (to direct guests to registration area, plenary room, lunch room, workshop rooms, afternoon refreshments, dinner registration area and dinner room) from the facility entrance(s) and around the facility.

Other: If it is known by the Offeror, at the time of this RFP, that any of the areas for use in this RFP will be under construction or renovation at the time of the event, the Offeror shall describe in the RFP response how the construction and/or renovation will impact any and all aspects of the 2018 ADR Volunteer Continuing Education, Appreciation and Recognition Event, as described in this RFP. In addition, if a construction or renovation project is not known at the time of this RFP, but develops after the Offeror is selected for award, the then Contractor shall immediately inform the District Court ADR Office with the information about how the construction and/or renovation will impact any and all aspects of 2018 ADR Volunteer Continuing Education, Appreciation and Recognition Event, as described in this RFP. Failure to do either will serve as a breach of contract and the AOC may cancel this contract at any time prior to the event, without penalty.

D. Daytime Events
8:30am-5:45pm

Event/Room	Requirements	AV Requirements
Daytime Event Registration Area (8:30am-5:45pm)	-Five (5) skirted tables and one (1) chair per table outside of Plenary Room	N/A

	<p>-Area immediately outside of the Plenary Room should be ADA compliant with the 5 skirted table in position</p> <p>-Offerors shall explicitly describe the optimum registration area conveniently located near the entrance to the room where the Plenary event is held</p>	
<p>*Daytime Plenary Session- Theatre Style Seated Room or Dining/Ball Room (10:00am-1:00pm)</p> <p>*Daytime Plenary may take place in Dining/ Ball Room if Facility cannot accommodate both a theatre styled room and dining/ballroom</p>	<p>-Room must accommodate up to 120 people</p>	<p>-Raised platform/stage</p> <p>-Screen, podium, LCD projector</p> <p>-Wi-Fi access at no cost to guests</p> <p>-Sound (entire room must be able to hear any videos played on screen)</p> <p>-Up to four (4) microphones (Two (2) must be wireless)</p> <p>-On site AV support must be available from 10:30am-8:00pm</p>
<p>Lunch- Dining/Ball Room (11:00am-12:30pm)</p>	<p>-Room must accommodate up to 120 people</p> <p>-Room must be able to accommodate 20, 60” crescent rounds with a maximum 6 place settings at each table</p> <p>-Place settings are on 2/3 of the table, creating a crescent shape.</p> <p>-There shall be an area on the table free of place settings and no seating at the front/head of the table.</p> <p>-None of the seats with place settings at the table should be</p>	<p>N/A</p>

	seated with their back to the front of the room. All guests seated at the table must be able to view the front of the room without turning around.	
Daytime Continuing Education Workshops (11:00am-5:45pm) 3 Breakout Rooms	<p>-Each breakout room must accommodate up to 40 people in all of the following arrangements: Classroom, Theatre, Circle, and U-shape.</p> <p>-One (1) skirted presenter table in the front of each breakout room with two (2) chairs, a pitcher of water and cups or bottled water in each room for presenters (water and cups are to be refreshed during the break between 3:00pm and 3:15pm)</p> <p>-Each room shall have a placard on the exterior of the room that identifies the Workshop Number, Name, Time and Presenter(s)</p>	<p>-*LCD projector and screen</p> <p>-**Cords for laptop connection</p> <p>-Wi-Fi access at no cost to guests</p> <p>-Speakers wired for sound</p> <p>-One flipchart for each breakout room</p> <p>*District Court ADR reserves the right to cancel the use of the projector and screen no later than one week prior to the event and will not be charged for cancellation</p> <p>**District Court ADR will provide laptop computers</p>
Daytime Refreshment Break Area (3:00pm-3:15pm)	<p>-Shall be reasonably near workshop sessions and not require an elevator to access</p> <p>-Area shall be ADA accessible</p>	N/A
Daytime Post-Event Certificate Pick-up and Evaluation Drop-off Area (4:30pm-5:45pm)	-Two (2) tables near workshop or daytime registration area	N/A

**E. Evening Events
(3:30pm-8:30pm)**

Event/Room	Requirements	AV And Equipment Requirements
<p>*Evening Event Registration Area (3:30pm-8:30pm)</p> <p>*If Daytime Plenary and Dinner Event are being held in the same room, the same registration area may be used for Daytime and Evening Registration</p>	<p>-Five (5) skirted tables and one chair per table outside of the room used for the Dinner Event</p> <p>-Area shall be ADA compliant with the five (5) skirted tables in position</p> <p>-Offerors shall explicitly describe the optimum registration area conveniently located near the entrance to the room where the Dinner event is held</p>	<p>N/A</p>
<p>Evening Dinner Event/Ballroom (4:30pm-8:30pm)</p>	<p>-Room must accommodate up to 150 people</p> <p>-Room must be able to accommodate 25, 60” crescent rounds with no more than 6 place settings at each table</p> <p>-Table settings shall coincide with Maryland’s colors (red, black, white, and gold/yellow)</p> <p>-No plastic ware on any place settings</p> <p>-Two (2) skirted tables shall be placed at the head/front of the room, to the left or right of the stage/raised platform</p>	<p>-Raised platform/stage</p> <p>-Screen, podium, LCD projector</p> <p>-Wi-Fi access at no cost to guests</p> <p>-Sound (entire room must be able to hear any videos played on screen)</p> <p>-Up to three (3) microphones (2 must be wireless)</p> <p>-On site AV technical support must be available until 8:00pm</p>

F. Food and Beverage

Meal	Requirements	Food/Beverage Requirements
<p>Lunch (120 guests estimated)</p>	<p>-Ready at 11:00am via *buffet or a box lunch</p>	<p>-Lunch shall include sandwiches, wraps, salads, a vegan option, a vegetarian</p>

	<p>*If buffet, there shall be a minimum of two buffet lines (one set of serving tables with a line on each side is acceptable)</p>	<p>option, whole fresh fruit, and desserts</p> <p>-Beverages shall include soda (mix of diet and regular), water, iced and hot tea, and coffee (regular and decaf)</p> <p>-Cost per person cannot exceed State of Maryland Standard Meal Allowance of \$12 per person</p>
<p>Afternoon Refreshment Break (120 guests estimated)</p>		<p>-Afternoon Break shall include freshly brewed regular and decaffeinated coffee, assorted canned or bottled sodas, assorted herbal teas, water, and sweet & savory snacks, (popcorn, pretzels, cookies, fresh fruit, veggies, etc.) and ice</p> <p>-Cost per person cannot exceed State of Maryland Standard Meal Allowance of \$6 per person</p>
<p>Buffet Dinner (150 guests estimated)</p>	<p>-Ready by 6:10pm</p> <p>-Tables shall begin being called no later than 6:10pm in coordination with the Master of Ceremonies greeting and welcoming guests to the Dinner Event via the stage and podium</p>	<p>-Buffet dinner shall include three (3) entrée options: Chicken, Steak, and Fish or Vegetarian</p> <p>-At least one (1) vegetable, one (1) starch, and bread with butter</p> <p>-*Vegan and Kosher options must be available upon request or must be available with the buffet</p> <p>-Salad and desert pre-set no later than 5:30pm</p> <p>-Beverages to include water, iced and hot tea, coffee</p>

		(regular and decaf), and soda (mix of regular and diet) -Cost per person cannot exceed State of Maryland Standard Meal Allowance of \$25 per person *The District Court of Maryland ADR guarantees the number of meals with dietary restrictions (vegan, vegetarian, kosher, etc.) will be provided no later than five days prior to the event
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G. Access to Space

	Plenary & Lunch Room(s)	Workshop Rooms	Dinner Room
Doors open/Space accessible by District ADR Office staff	10:00 a.m.	11:00 a.m.	4:30 p.m.
Room Set (place settings set)	10:30 a.m.	11:00 a.m.	5:30 p.m.
Doors open to guests	10:30 a.m.	11:00 a.m.	5:40 p.m.
Food ready to be served by	11:00 a.m. buffet or boxed lunch	N/A	5:30 p.m. pre-set salad and dessert 6:10 p.m. buffet

H. 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 (preferably, December 6, 2017).

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.

I. Post Award Meetings

District Court ADR staff will meet with the Contractors representatives from food service, sales, and customer service in person approximately 30 days prior to the scheduled event.

Approximately 10-14 days prior to the scheduled event, a conference call will occur with District Court ADR staff with the Contractors representatives from food, service, sales and customer service.

District Court ADR staff and Contractor representatives will conduct an in-person meeting or conference call no later than 45 days after the event for a post event meeting.

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 extend through the conference year of 2018.

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 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 November 28, 2017** 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.

<u>Deliverable (INSERT APPLICABLE DATES) FOR _____</u>	Unit Cost	Total Cost
Rental of Plenary Session Meeting Room with Specified Set-Up		\$
Rental of Three (3) Breakout Rooms with Specified Set-Up		\$
AV Equipment for All Rooms & On-Site AV Support from 10:30am to 8:00pm		\$
Rental/Use of Separate Registration Area and Specified Set-Up		\$
Boxed or Buffet Lunch Per Person Unit Cost & Estimated Price for 120 persons	\$	\$
Afternoon Snack Per Person Unit Cost and Estimated Price for 120 persons	\$	\$
Buffet Dinner Per Person Unit Cost and Estimated Price for 150 persons	\$	\$
Total Evaluated Price		\$

Authorized Individual Name/Date

Company Name

Title

Company Tax ID #