



**STATE OF MARYLAND JUDICIARY**  
**Administrative Office of the Courts**  
**REQUEST FOR PROPOSALS (RFP)**  
**Project Name: 2018 Pretrial Conference**  
**Project #7530**

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 to accommodate up to 75 guests and meeting space to accommodate up to 200 guests for its 2018 Pretrial Conference. The facility shall have adequate plenary and breakout meeting space, AV services, parking and overnight accommodations, 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:**

• April 17, 2018	• April 25, 2018
• April 18, 2018	• May 1, 2018
• April 24, 2018	• May 2, 2018

**B. Conference Location**

Only facilities in the following locations within the state of Maryland are eligible for contract award: Greater Annapolis and Baltimore City area.

**C. Overnight Rooms Required**

Offerors must be able to accommodate 50 to 75 overnight rooms with king and/or queen beds for the evening before the event.

**D. Conference Requirements**

Offerors must be able to accommodate the following meeting/meal room and AV requirements:

- Registration Area- near plenary meeting room preferred
- Dedicated AV/Equipment professional available to include the following equipment: Microphones, Speakers wired for sound, projectors, laptops and projector screens (at least 2 mics per breakout room and one of each additional item per breakout room)
- Conference Room (theatre style) that can hold up to 200 guests
- Six (6) breakout rooms (pod style) that can hold up to 35 guests in each room
- Morning breakfast (may be held in conference room) that can hold up to 200 guests

#### **E. Meal Requirements**

Offerors must be able to accommodate the following meal requirements and provide options in RFP response:

- Breakfast Buffet- for up to 200 people- Continental Breakfast
- Mid-morning Break Buffet – for up to 200 people-Offeror to propose selection/options in RFP response
- Lunch Buffet – for up to 200 people- Offeror to propose selection/ options in RFP response
- Afternoon Break Buffet – for up to 200 people- Offeror to propose selection/options in RFP response

#### **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, 1) 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.

## 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 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 December 7, 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 this proposal.

<u>Deliverable (INSERT APPLICABLE DATES) FOR _____</u>	Unit Cost	Extended Cost
Overnight stay for night before conference (50-75 rooms with king and/or queen beds)	\$	\$
Rental of Six (6) Breakout Rooms (classroom style- hold up to 35 guests each)	\$	\$
AV Equipment (microphones, speakers, projectors, laptops, and projector screens) & On-Site AV Support		\$
Rental of Conference Room (theatre style- hold up to 200 guests)		\$
Continental Breakfast Per Person Unit & Extended price for 200 persons*	\$	\$
Mid-Morning Break Per Person Unit Cost and Extended price for 200 persons*	\$	\$
Lunch Per Person Unit Cost and Extended price for 200 persons*	\$	\$
Afternoon Break Per Person Unit Cost and Extended price for 200 persons*	\$	\$
<b>Total Evaluated Price</b>		\$

\*Count for evaluating purposes only, not for actual billing purpose

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

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

\_\_\_\_\_  
Title

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