



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

**2019 ADR Volunteer Appreciation Event  
Project #9162**

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 2019 ADR Volunteer Continuing Education, Appreciation and Recognition Event. 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**

A firm date has not been set. **The following dates are the only dates the event can occur:**

• *Tuesday, April 16, 2019	• *Wednesday, April 17, 2019
• *Thursday, May 2, 2019	• Tuesday, May 7, 2019
• Wednesday, May 8, 2019	• Thursday, May 9, 2019

**\* Offeror must propose to at least one of the dates labeled with asterisk**

**\*\*Offeror should include all available dates in proposal (from dates above)**

**B. Conference Location**

Only facilities in the following locations within the state of Maryland are eligible for 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:** 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).

**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 2019 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, then the 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 2019 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
<b>Daytime Event Registration Area (8:30am-5:45pm)</b>	-Five (5) skirted tables and one (1) chair per table outside of Plenary Room  -Area immediately outside of the Plenary Room should be ADA compliant with the 5 skirted table in position	N/A

	<p>-Offerors shall explicitly describe in their RFP the optimum registration area conveniently located near the entrance to the room where the Plenary event is held</p> <p>-No less than three directional signs to a workshop room shall be provided to the AOC if more than two turns from registration area to any workshop room is necessary to get to the room, or if the use of stairs or an elevator is necessary to get to the workshop room</p>	
<p><b>*Daytime Plenary Session &amp; Lunch- Theatre Style Seated Room or Dining/Ball Room (10:00am-1:00pm)</b></p>	<p>-Room must accommodate up to 120 people</p> <p>-Set-up may be either theatre style seated room (only if lunch is served in a cafeteria promptly at 11:00am for up to 120), or a large room (ex. Ballroom) that can accommodate 20, 60” crescent rounds with no more than 7 place settings at each table</p> <p><b>-If the Offeror proposes one large room for both the Lunch and Plenary session, attendees will eat lunch during some portion of the Plenary session.</b></p> <p><b>-If the Offeror includes a lunchroom area separate and apart from the large room, the lunch will need to be consumed prior to the start of the Plenary session.</b></p> <p>-The area for consuming lunch and the area for the</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>-AOC will provide laptop and mouse</p> <p>(If Offeror is able to provide a separate lunch room, AV is not required in lunch room. AV is required for plenary session only)</p>

	<p>Plenary session <b>must</b> seat up to 120 people</p> <p><b>For Ballroom set up:</b></p> <ul style="list-style-type: none"> <li>-Place settings shall be on 2/3 of the table creating a crescent shape.</li> <li>-There shall be area on the table free of place settings and no seating at the front/head table</li> <li>-None of the seats with place settings at the table shall be seated with their back to the front of the room</li> <li>-Everyone at the table shall be able to view the front of the room without turning around</li> </ul>	
<p><b>Daytime Continuing Education Workshops (11:00am-5:45pm)</b></p> <p><b>3 Breakout Rooms</b></p>	<ul style="list-style-type: none"> <li>-Each breakout room must accommodate up to 40 people in all of the following arrangements: Classroom, Theatre, Circle, and U-shape.</li> <li>-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)</li> <li>-Each room shall have a placard on the exterior of the room that identifies the Workshop Number, Name, Time and Presenter(s)</li> <li>-If the facility does not prepare the room sign, the AOC will prepare the sign and display within the existing sign holder. If no sign holder exists, the AOC</li> </ul>	<p><b>For <u>each</u> breakout room:</b></p> <ul style="list-style-type: none"> <li>-*LCD projector and screen</li> <li>-**Cords for laptop connection</li> <li>-Wi-Fi access at no cost to guests</li> <li>-Speakers wired for sound</li> <li>-One flipchart for each breakout room</li> <li>*AOC 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 if itemized cost for projector and screen is provided with proposal</li> <li>**AOC will provide laptop computers</li> </ul>

	<p>will affix a sign to the door or the wall outside of the room with the aforementioned workshop information.</p> <p>-Designated room arrangements for each breakout room will be communicated by the AOC to the designated facility representative not later than five (5) days prior to the event</p>	
<b>Daytime Refreshment Break Area</b>	<p>-Shall be reasonably near workshop sessions and not require an elevator to access</p> <p>-Area shall be ADA accessible --Break time TBD, some time between 230-4 p.m..</p>	N/A
<b>Daytime Post-Event Certificate Pick-up and Evaluation Drop – off Area</b>	<p>-Two (2) tables near workshop or daytime registration area -Setup by AOC staff sometime between 230-330p.m., pick up/drop off area accessible from 3-5:45p.m. - Area shall be ADA accessible</p>	N/A

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

<b>Event/Room</b>	<b>Requirements</b>	<b>AV And Equipment Requirements</b>
<p><b>*Evening Event Registration Area (3:30pm-8:30pm)</b></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><b>-Offerors shall explicitly describe the optimum registration area conveniently located near the entrance to</b></p>	N/A

	<b>the room where the Dinner event is held</b>	
<b>Evening Dinner Event/Ballroom (5:00pm-8:30pm)</b>	<ul style="list-style-type: none"> <li>-Room shall be accessible to AOC staff by 3:15 pm for setup (programs on tables, promo item, etc.)</li> <li>-Doors shall be open to guests no later than 5:30pm</li> <li>-Room must accommodate up to 150 people</li> <li>-Room must be able to accommodate 60” crescent rounds with no more than 7 place settings at each table</li> <li>-Table settings shall coincide with Maryland’s colors (red, black, white, and gold/yellow)</li> <li>-No plastic ware on any place settings</li> <li>-Two (2) skirted tables shall be placed at the head/front of the room, to the left or right of the stage/raised platform</li> </ul>	<ul style="list-style-type: none"> <li>-Raised platform/stage and podium</li> <li>-Screen and LCD projector</li> <li>-Wi-Fi access at no cost to guests</li> <li>-Sound (entire room must be able to hear any videos played on screen)</li> <li>-Up to three (3) microphones (1 must be wireless)</li> <li>-On site AV technical support must be available until 8:00pm</li> <li>-AOC will provide laptop and mouse</li> </ul>

**F. Food and Beverage**

Meal	Requirements	Food/Beverage Requirements
<b>Lunch (120 guests estimated)</b>	<ul style="list-style-type: none"> <li>-Ready at 11:00am via buffet</li> <li>There shall be a minimum of two buffet lines (one set of serving tables with a line on each side is acceptable)</li> </ul>	<ul style="list-style-type: none"> <li>-Lunch may be hot or cold</li> <li>-Hot selections may include: pasta, chicken, fish, starch, etc.</li> <li>-Cold selections may include: sandwiches, wraps, salads, etc.</li> <li>-Offeror must provide vegan,vegetarian, and kosheroptions (at no additional charge)</li> <li>-Offeror must provide whole fresh fruit and dessert options</li> </ul>

		<p>-Beverages shall include soda (mix of diet and regular), water, iced and hot tea, and coffee (regular and decaf)</p> <p><b>-Cost per person cannot exceed State of Maryland Standard Meal Allowance for FY19</b></p> <p>-AOC will guarantee the number of attendees for lunch, afternoon break, dinner, and the number of meals with dietary restrictions, by type (vegan, vegetarian, kosher, etc.) no later than five days prior to the event.</p>
<p><b>Afternoon Refreshment Break (120 guests estimated)</b></p>		<p>-Afternoon Break shall include:</p> <p>- Freshly brewed regular and decaffeinated coffee</p> <p>-Assorted canned soda (smaller cans are acceptable to reserve cost)</p> <p>-Assorted herbal teas, water, and sweet and savory snacks (popcorn, soft pretzels, cookies, fresh fruit, veggies, etc.) and ice</p> <p><b>-Cost per person cannot exceed State of Maryland Standard Meal Allowance for FY19</b></p>
<p><b>Buffet Dinner (150 guests estimated)</b></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><b>-Buffet dinner shall include three (3) entrée options: Chicken OR Steak, AND Fish AND Vegetarian</b></p> <p>-At least one (1) vegetable, one (1) starch, and bread with butter</p> <p><b>-Vegan and Kosher options must be available upon request or must be available with the buffet</b></p> <p>-Salad and dessert pre-set no later than 5:45pm</p>

		<p>-Beverages to include water, iced and hot tea, coffee (regular and decaf), and soda (mix of regular and diet)</p> <p><b>-Cost per person cannot exceed State of Maryland Standard Meal Allowance for FY19</b></p> <p>-</p> <p>AOC will guarantee the number of attendees for lunch, afternoon break, dinner, and the number of meals with dietary restrictions, by type (vegan, vegetarian, kosher, etc.) no later than five days prior to the event.</p>
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**G. Pre-Award Site Visit**

**Offerors may be asked to facilitate an on premise walkthrough and further clarifications to their proposal, to be scheduled on a mutually convenient date. Offerors shall include their availability in their proposal to host the site visit for up to 2 hours. The following dates/times are preferred:**

**December 14, 2018: 2:30pm-4:30pm or December 18, 2018: 9:30am-11:30am  
Back up date: January 4, 2019, 10:00am-3:00pm**

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

If the Offeror’s proposal does not include information describing how the Offeror will meet all items in the Scope of Work of this small procurement RFP, as described above, the Offeror will have accepted all terms and conditions of this stated in this RFP.

**H. Post Award Meetings**

The AOC will meet with the Contractor’s representatives from food service, sales, and customer service in person at the facility approximately 30 days in advance of the selected event date.

Approximately 10-14 days prior to the scheduled event, a conference call will occur between AOC staff and the Contractor’s representatives from food, service, sales and customer service.

AOC staff and Contractor’s 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 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 2:00PM (local time) on November 28, 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 the Offeror's quote.

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

\*Per person price shall not exceed FY19 State of Maryland Standard Meal Allowance

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

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

\_\_\_\_\_  
Title

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

