



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

**Project Name: 2017 ADR Volunteer Appreciation Event
Project # K17-0035-69F**

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

Purpose

The ADR Office is a department within the District Court of Maryland that serves as the conflict resolution office for all District Court locations around the State of Maryland to establish, expand, analyze, and improve ADR programs for civil cases in the District Court. The ADR Office programs run efficiently and are successful in no small part due to the active participation of more than 300 ADR professionals who give of their time to provide ADR services to the court and to the citizens of Maryland.

Since 2008, the ADR Office has held an Appreciation and Recognition Event for its ADR Practitioners. Until 2011, there were multiple regional appreciation events held around the State. In 2011, the ADR Office moved to a single statewide event. In addition, the ADR Office included a “Continuing Education” Program earlier in the day with the dinner to follow. The Continuing Education Program included lunch, a plenary session, and four to eight breakout sessions.

1. Scope of Work

The District Court of Maryland Alternative Dispute Resolution (ADR) Office is seeking a venue to host a luncheon, a series of concurrent continuing education workshops, and a dinner on **any one** of the following dates:

• Tuesday, March 28, 2017	• Tuesday, April 25, 2017
• Wednesday, March 29, 2017	• Wednesday, April 26, 2017
• Thursday, March 30, 2017	• Thursday, April 27, 2017

The requirements are as follows:

1.1 Location

Contractor's facility must be located in Annapolis, Columbia, Ellicott City and area surrounding BWI Thurgood Marshall Airport (including Linthicum, MD).

1.2 Lunch and Continuing Education Event

- Estimated attendance for the Lunch and Continuing Education Program is between 90 and 120 guests
- The *tentative* schedule for the Lunch and Continuing Education Event shall be as follows:

9:30 a.m. – 11:00 a.m.	Registration Set-up
11:00 a.m.- 3:15 p.m.	Registration Open
11:30 a.m.- 1:00 p.m.	Lunch & Plenary Session
1:00 p.m. – 1:15 p.m.	Break
1:15 p.m. – 3:15 p.m.	Workshop Series (3 breakout rooms)
3:15 p.m. – 3:30 p.m.	Break with snacks
3:30 p.m. – 5:30 p.m.	Workshop Series (3 breakout rooms)
5:30 p.m. – 5:45 p.m.	Evaluations & Certificates

1.3 Buffet Dinner Event

- Estimated attendance for the Lunch and Continuing Education Program is between 120 and 150 guests
- The *tentative* schedule for the Buffet Dinner Event shall be as follows:

4:30 p.m. – 5:30 p.m.	Registration Set-up
5:45 p.m. - 6:15 p.m.	Registration Open
6:15 p.m.- 6:25 p.m.	Welcome & Occasion
6:25 p.m. – 6:55 p.m.	Dinner & Dessert
6:55 p.m. – 7:45 p.m.	Staff Introductions, Introduce Speakers, Greetings & Presentations to New Volunteers
7:45 p.m. – 8:00 p.m.	Volunteers pickup plaques & take group photo
8:00 p.m. – 8:30 p.m.	Tear Down

1.4 Rooms & Set-ups

1.4.1 Lunch & Continuing Education Event

- 1 large room to serve as the Plenary and lunch room. Set up to include crescent rounds (no one seated with their back to the podium).
- Capacity of room up to 120
- 3 to 4 smaller break-out (workshop) rooms, seating arrangements (i.e. classroom, theatre, circle, U-shaped) TBD (set-up to be confirmed no later than one week prior to event).
- Capacity of up to 40 in each breakout room
- Each room with a skirted presenter table in the front of the room with 2 chairs
- Include a pitcher of water and cups in each room for presenters

1.4.2 Buffer Dinner Event

- Dinner room needs to be set up and ready to be opened at 5:30 p.m.
- 1 large room with crescent rounds (no one seated with their back to the podium)
- Capacity of room up to 150
- Buffet Dinner
- Salad and dessert pre-set
- One skirted table in front of room for plaques, handouts, etc.

1.5 AV Equipment

1.5.1 Lunch & Continuing Education Event

- Each breakout room and large plenary room must be equipped with the following:
 - Screen
 - LCD projector
 - Laptop hook-up (i.e. cords) (District Court will provide laptops)
 - Sound for video (i.e. speakers)
 - One flip chart in each room with dark markers
 - Internet access
 - Podium (*Large plenary room only*)
 - 2-4 Microphones (1 wireless at minimum) (*Large plenary room only*)
 - On site AV technical support from 10:30 a.m. – 8:00 p.m.

*Note: *LCD Projector and screen may not be required in plenary room. We will provide advanced notice and will not be charged if not required**

1.5.2 Buffet Dinner Event

- Dinner room must be equipped with the following:

- Screen
- LCD projector
- Laptop hook-up (i.e. cords) (District court will provide laptops)
- Internet access
- Platform in the front of the room
- Podium
- Microphone and speakers for sound
- On site AV technical support from 10:30 a.m. – 8:00 p.m.

1.6 Registration Area- Lunch & Dinner Events

- 5 skirted registration tables outside of large room with two chairs
- 2 additional skirted tables across from the registration tables
- Facility will help determine optimum registration location

1.7 Food & Beverage

1.7.1 Lunch & Continuing Education Event

Lunch

- Boxed lunch or buffet lunch
- Lunch should include sandwiches, wraps, salads, a vegan option, a vegetarian option, whole fresh fruit, and desserts
- Soda (mix of diet and regular), water, freshly brewed coffee (regular & decaf), and iced and hot tea
- There must be at least two lines for serving (1 set of serving tables where people can be served on either side of the table is acceptable)
- Cost cannot exceed \$11.00 per person for lunch (maximum 120 guests)

Afternoon Snack

- Water, assorted canned soda with ice on the side (smaller size cans or bottles preferably)
- Assorted herbal teas, freshly brewed coffee (regular & decaf)
- Cookies, sweet or savory snacks (i.e. popcorn, soft pretzels) seasonal whole fruit
- Cost cannot exceed \$6.00 per person for snack (maximum 120 guests)

1.7.2 Buffet Dinner Event

- Buffet dinner with three entrée options, one must be vegetarian.
- Plated vegan and/or kosher upon request after registration ends
- Entrée options are chicken, steak or fish, vegetarian (TBD)

- Pre-set salad and dessert
- Water, iced tea, sodas, hot tea, coffee (regular & decaf)
- Two buffet tables on both sides of the room
- Buffet tables must be accessible on both sides for a total of 4 buffet lines in order to expedite dinner service (guests must be able to self-serve on both sides of the table)
- Cost cannot exceed \$25.00 per person for dinner (maximum 150 guests)
- Color theme for dinner should be Maryland's colors (red, black, white, and gold/yellow)

1.8 Facility Contact Person

There must be a contact person readily available at all times throughout the event.

1.9 Parking

The facility must provide free parking for up to 150 vehicles.

1.10 Meetings

The contact person from the ADR Office (with a few members of the planning committee) and the designated vendor representatives from food service, sales and customer support will meet in person to discuss the event 30 days, and again 10 to 14 days prior to the scheduled event. The same group of people will meet after the event (via in person or teleconference) to debrief the event.

2. Contract Type

The resulting contract shall be for Fixed Price.

3. Contract Term

The Contract resulting from this RFP shall begin **on date to be determined**, and extend for a base period of (1) one day.

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, Procurement Officer

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 with proposed menus, 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 4, no later than **no later than 2:00 PM (local time) on September 30, 2016** 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.

Deliverable	Unit Cost	Total Cost
Plenary Space Rental with Specified Set-Ups (1.4)		\$
Rental of Breakout Rooms with Specified Set-Ups (1.4)		\$
AV Equipment for all Rooms & On-Site AV Support from 10:30am-8:00pm (1.5)		\$
Rental/Use of Registration Area and Specified Set-Ups (1.6)		\$
Boxed or Buffet Lunch per Person for estimated <u>120</u> persons (1.7.1)	\$	\$
Afternoon Snack per Person for estimated <u>120</u> persons (1.7.1)	\$	\$
Buffet Dinner per Person for estimated <u>150</u> persons (1.7.2)	\$	\$

Total Proposed Price.....\$

FOR SERVICES AS REQUIRED AND PROPOSED, \$ _____

Submitted by _____
Authorized Signature Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____