



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

**Project Name: 2016 MACRO Mediators Convention  
Project # 5523**

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

**Purpose**

MACRO is an agency of the Maryland Judiciary that serves as the conflict resolution resource for the state of Maryland. MACRO provides educational program, technical assistance, grants and other programs all designed to improve and enhance the peaceful resolution of conflicts throughout the state. Since 2003, MACRO has sponsored the Maryland Mediators Convention every other year, which includes one general session and eight breakout sessions. The food and beverage requirement are morning and afternoon refreshment breaks as well as lunch. There is also a tabletop exhibitor program.

**1. Scope of Work**

The Maryland Mediation and Conflict Resolution Office (MACRO) is looking for a venue for a convention to be held on **one** of the following dates for approximately 7a.m. to 5 p.m. (start and end times are flexible within a half hour):

- **Friday, December 2, 2016**
- **Friday, December 9, 2016**

**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 Event Specifications

- Estimated attendance **250-300**
- The *tentative* schedule shall be as follows:

7:00 a.m.	Registration and Exhibitor Set-up begins
8:00a.m. - 10:00a.m.	AM refreshments available, Registration open
9:00 a.m.- 9:45 a.m.	General Session – need round table seating
10:00 a.m. – 11:30 a.m.	Workshop Series 1 (8 breakout rooms)
11:30 a.m. – 12:45 p.m.	Lunch
1:00 p.m. – 2:30 p.m.	Workshop Series 2 (8 breakout rooms)
2:30 p.m. – 3:15 p.m.	PM refreshments
2:45 p.m. – 4:15 p.m.	Workshop Series 3 (8 breakout rooms)
4:30 p.m. – 5:00 p.m.	General Session Closing Event

## 1.3 Rooms Set-up for Workshops

Theater style - approx 35 for each room – there could be a couple of larger rooms. Skirted presenters table in the front with 2 chairs. One skirted table for handouts near the door.

## 1.4 AV Equipment

LCD projector, screen, 1 flip chart and dark markers. Presenters will provide their own laptops.

## 1.5 General Session:

The setup for general session should be a roundtable style for up to 300 people. AV should include LCD Projector, screen, podium and microphone, 2 wireless microphones with stands. AV technical support available from 7:30 a.m. - 6:00 p.m. We will provide laptops.

## 1.6 Registration Area:

8 registration tables all skirted with 2 chairs each for registration check-in. One table located away from the registration for on-site registration, with electrical outlet and 2 chairs.

## 1.7 Exhibitor Program:

Up to 10 skirted tables with 2 chairs each near the workshop area or the registration area or in a well-spaced thoroughfare that all attendees would be expected to pass throughout the day.

## 1.8 Food and Beverage:

- **AM Refreshment:** Freshly brewed regular and decaffeinated coffee, assorted herbal teas, assorted fruit juices, water, assorted pastries, muffins, seasonal whole fruit and ice.
- **PM Refreshment:** Freshly brewed regular and decaffeinated coffee, assorted herbal teas, assorted soda, water, cookies, sweet or savory snacks, seasonal whole fruit and ice.
- **Lunch:** Lunch should be a buffet with several stations to accommodate up to 300 people in the time period indicated on the schedule. The buffet should include a salad and soup bar, hot entrees with vegetarian and gluten free options, and desserts.

### **1.9 Facility Contact Person**

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

### **1.10 Parking**

The facility must provide free parking for 250 to 350 vehicles.

## **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:

**Yashica Forrester**, Procurement Officer

Maryland Judiciary  
Procurement, Contract and Grant Administration  
Telephone: 410-260-3591  
Email: [yashica.forrester@mdcourts.gov](mailto:yashica.forrester@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 October 12, 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
<b>1.3 Rooms Set-up for Workshops</b>		\$
<b>1.4 AV Equipment</b>		\$
<b>1.5 General Session</b>		\$
<b>1.6 Registration Area</b>		\$
<b>1.7 Exhibitor Program</b>		\$
<b>1.8 Food and Beverage</b>		\$

**TOTAL PRICE FOR SERVICES AS REQUIRED AND PROPOSED, \$ \_\_\_\_\_**

Submitted by \_\_\_\_\_  
Authorized Signature
Date

Print Name and Title \_\_\_\_\_

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

Company Address \_\_\_\_\_

Telephone \_\_\_\_\_

Federal Tax Identification # \_\_\_\_\_