

STATE OF MARYLAND JUDICIARY
Procurement and Contract Administration
REQUEST FOR PROPOSALS (RFP)
2014 ADR APPRECIATION AND RECOGNITION EVENT

This procurement is being conducted as a Small Procurement as described in the Judiciary Procurement Policy.

1. Purpose

The District Court ADR Office is an office within the District Court of Maryland that serves as the conflict resolution office for all District Court locations around the State of Maryland. The District Court ADR Office establishes, expands, analyzes and improves ADR programs for civil cases. 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 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 more than 300 ADR practitioners around the state. 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, in 2011 the ADR Office included a “Continuing Education Program” earlier in the day with the dinner to follow. The Continuing Education Program includes lunch (boxed lunch style), one plenary session and four breakout sessions which were repeated.

2. Scope of Work

The requirements are as follows:

2.1 Contractor’s facility must be located in Annapolis, Columbia or near BWI Thurgood Marshall Airport including Linthicum in order to accommodate those traveling from all over the state of Maryland. Contractor shall provide the use of their facility for this event on one of the following dates ONLY:

Tuesday, March 18, 2014
Wednesday, March 19, 2014

2.2 Lunch and Continuing Education Program

- 2.2.1 Estimated attendance for the Lunch and Continuing Education Program is between 90 and 120 persons.

- 2.2.2 The tentative schedule for the Lunch and Continuing Education Program shall be as follows:

10:00 a.m. - 11:30 a.m. Registration set up
11:30 a.m. - 1:00 p.m. Registration Open
11:30 a.m. - 1:00 p.m. Lunch
1:00 p.m. - 1:30 p.m. Plenary Session
1:30 p.m. - 1:45 p.m. Break One
1:45 p.m. - 3:30 p.m. Workshop Series A
(3 breakout rooms)
3:30 p.m. - 3:45 p.m. Break Two (Snack)
3:45 p.m. - 5:30 p.m. Workshop Series B
(3 breakout rooms)
5:30 p.m. - 5:45 p.m. Evaluations & Certificates

- 2.2.3 Contractor shall provide the following room accommodations and setups for the Lunch and Continuing Education Program:

2.2.3.1 One large room with a capacity of approximately 120 persons, with crescent rounds (no one seated with their backs to the podium).

2.2.3.1.1 It is anticipated that this large room will be used for lunch, the plenary session and dinner.

2.2.3.1.2 Contractor shall provide a screen, an LCD projector; sound for videos this includes speakers and internet access. A podium and four microphones (2 preferably being wireless) in the large room.

2.2.3.2 Contractor shall provide three breakout rooms for each Workshop Series (see tentative schedule above) during the Lunch and Continuing Education Program with the following accommodations and setups:

2.2.3.2.1 A preference for classroom style, but theater style is acceptable, with an approximate capacity of 35-40 persons per room.

2.2.3.2.2 4 Skirted table outside of large plenary room for Registration area.

2.2.3.2.3 One skirted table near the door in each room for handouts.

2.2.3.2.4 Contractor shall provide a screen, an LCD projector, cords for laptop connection, internet access, sound for videos (this includes speakers) 1 flip chart and dark markers.

2.2.3.2.4.1 The District Court of Maryland shall provide the laptops needed for the breakout sessions. The District Court shall have the option to notify the contractor in advance if it does not need the screen and/or projector and shall not be charged in the event of its non-use.

2.2.3.3 Contractor shall provide a registration area with four skirted tables with two chairs at each table outside of the large (plenary) room for the Lunch and Continuing Education Program registration.

- 2.2.4 Contractor shall provide the following food and beverages for the Lunch and Continuing Education Program:

2.2.4.1 Contractor shall provide the following lunch for approximately 90-120 persons at a cost not to exceed \$10.00 per person:

2.2.4.1.1 Boxed or buffet lunch with vegetarian options (vegan and kosher lunches upon request after registration) to include sandwiches, wraps, salads, whole fresh fruit, and desserts.

2.2.4.1.2 Soda (mix of diet and regular), water, coffee, (regular and decaf), iced tea, and hot tea.

2.2.4.1.3 Contractor shall serve lunch in at least two lines. One set of serving tables where people can be served on either side of the table is acceptable.

2.2.4.1.4 Contractor shall provide use of the large (plenary) room for lunch and round-top tables.

2.2.4.2 Contractor shall provide the following afternoon snack for approximately 90-120 persons at a cost not to exceed \$6.00 per person:

2.2.4.2.1 Water, assorted canned soda, assorted herbal hot teas, freshly brewed coffee (regular and decaf).

2.2.4.2.1.1 Contractor may serve smaller size cans or bottles than served at lunch.

2.2.4.2.1.2 Contractor shall provide ice.

2.2.4.2.2 Cookies, sweet or savory snack, and seasonal whole fruit.

2.3 Plated Dinner Event

- 2.3.1 Estimated attendance for the Plated Dinner Event is between 120 and 150 persons.
- 2.3.2 The tentative schedule for the Plated Dinner Event shall be as follows:

4:45 p.m. - 5:30 p.m. Registration Set –up
5:45 p.m. - 6:15 p.m. Dinner Room Open Doors
6:15 p.m. - 6:25 p.m. Welcome
6:25 p.m. - 7:05 p.m. Dinner & Dessert
7:05 p.m. - 8:10 p.m. Welcome and Speakers
8:10 p.m. - 8:25 p.m. Volunteers pick-up plaques
8:25 p.m. Tear down

- 2.3.3 Contractor shall provide the following room accommodations and setups for the Plated Dinner Event:

2.3.3.1 One large room with a capacity of approximately 150 persons, with crescent rounds (no one seated with their backs to the podium) set in the state of Maryland colors: black, white, gold/yellow.

2.3.3.1.1 It is anticipated that this large room will be used for lunch, the plenary session and dinner.

2.3.3.2 One skirted table in the back of the room for handouts.

2.3.3.3 Contractor shall provide a screen, an LCD projector, laptop hook-up, internet access and a podium with a microphone in the large room.

2.3.3.4 Contractor shall provide four skirted tables with two chairs at each table outside of the large (dinner) room for the Plated Dinner Event registration.

2.3.3.4.1 In addition to these four tables, contractor shall provide two additional tables with two chairs at each table outside of the large (dinner) room, but away from the four skirted tables (to be used at the end of the Continuing Education Program for evaluation collection and certificate distribution).

- Contractor shall provide one high top table at each of the doorway exits to the large room , inside of the room for Evaluation/ Name Badge collection.
- 2.3.4 Contractor shall provide the following food and beverages for the Plated Dinner Event to be set and ready for service at 5:30 p.m.:

2.3.4.1 Contractor shall provide the following dinner for approximately 120 – 150 persons at a cost not to exceed \$24.00 per person:

2.3.4.1.1 Plated dinner with three entrée options, including one vegetarian option (vegan and kosher dinners upon request after registration)

2.3.4.1.2 Pre-set salad and dessert.

2.3.4.1.3 Water, iced tea, hot tea, and coffee (regular and decaf).

2.4 Contractor shall provide AV technical support between the hours of 10:30 a.m. and 8:00 p.m.

2.5 Attendance above has been approximated. The number of attendees will be guaranteed once the registration for the event has been closed by the ADR Office of the District Court of Maryland, not less or earlier than 1 week prior to the event.

2.6 Contractor shall provide free parking for up to 150 vehicles.

3. Contract Type

AOC will make one award. The resulting contract shall be fixed price, indefinite quantity, indefinite delivery (IDIQ).

4. Procurement Officer

The sole point-of-contacts for purposes of this RFP prior to the award of any Contract shall be the Procurement Officers at the address listed below. Please send proposals to Karen Hoang at karen.hoang@mdcourts.gov

Karen Hoang, Procurement Officer
Telephone: 410-260-1582
Email: karen.hoang@mdcourts.gov

5. Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted.

5a. Volume I – Technical proposal a written response to the Scope of Work that demonstrates the Offeror’s capabilities and experience in providing the required services.

5b. Volume 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 to Karen Hoang the

email address listed in Section 5, **no later than 2:00 PM (local time) on December 2, 2013** in order to be considered.

7. Award Determination

The Contracts 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.

Evaluation Criteria in descending order of importance:

- Offeror's Experience
- Offeror's Work Plan for this engagement
- Price