



ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

Amendment #1

Request for Proposals

K17-0015-25F

2017 Judicial Conference

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a strikethrough (ex. ~~language deleted~~)

1. Modify Section 2.1- Purpose & Summary

The Administrative Office of the Courts (AOC) issues this Request for Proposals (RFP) to contract for a meeting space that can accommodate approximately ~~330~~ 350 guests. The facility will need to have adequate plenary and break out meeting space, AV services, parking & overnight accommodations, and adequate space for group meals.

2. Modify Section 2.2- Scope of Work

2.2.2 The Contractor must be able to accommodate approximately ~~330~~ 350 guests with adequate parking and on-site overnight accommodations.

2.2.3 The Contractor must be able to accommodate approximately ~~330~~ 350 guests with a plenary meeting space in addition to two (2) break out meeting spaces to conduct educational sessions that can accommodate approximately 150 guests simultaneously.

2.2.4 The Contractor must be able to accommodate approximately ~~330~~ 350 guests with breakfast, lunch, mid-day/afternoon snack, and dinner for each day of the event.

2.2.8 The Contractor must be able to accommodate a check in date on June 11, 2017 and check out on June 14, 2017 for approximately 350 guests.

2.2.9 The Contractor must be able to accommodate approximately 350 single rooms for guests' overnight stay.

3. Modify Attachment D- Price Proposal Form

<u>Deliverable</u>	<u>Total Price</u>
2.2.2- Overnight stay for 330 <u>350</u> guests (3 nights) (include per night rate & overall total)	\$
2.2.3- Plenary Space & 2 Break Out Rooms (3 days)	\$
2.2.6- AV Equipment & Technician (3 days)	\$
2.2.4 Group Meals (Breakfast, Lunch, Dinner, Mid-Day Snack) for 330 <u>350</u> guests (3 days)	
Total Price	\$

Issued By: Whitney Williams

Procurement Officer

6/30/16