

STATE OF MARYLAND JUDICIARY
Procurement and Contract Administration
REQUEST FOR PROPOSALS (RFP)
2013 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 and 2012 the ADR Office held a single statewide event. In 2011 and 2012, the ADR Office included in the statewide event 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, Glen Burnie or near BWI Thurgood Marshall Airport 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:

Preferred Dates

Tuesday, March 19, 2013
Wednesday, March 20, 2013
Thursday, March 21, 2013

Alternative Dates

Tuesday, May 8, 2013
Wednesday, May 9, 2013

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:

10:30 a.m. - 11:30 p.m. Registration set up
11:30 p.m. - 1:00 p.m. Registration open
11:30 p.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
(4 breakout rooms)
3:30 p.m. - 3:45 p.m. Break Two (Snack)
3:45 p.m. - 5:30 p.m. Workshop Series B
(4 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 for the plenary session with a capacity of approximately 120 persons with the follow set up:

2.2.3.1.1 If the room to be used for the plenary session is to be the same room used for lunch, the plenary session shall be set in crescent rounds (no one seated with their backs to the podium), if the room to be used for the plenary session is to be a different room than the room used for lunch, the plenary session shall be set in either crescent rounds or classroom style;

2.2.3.1.2 Contractor shall provide a screen, an LCD projector, laptop hook-up, internet access, a podium, four microphones (2 preferably being wireless) in the large room for the plenary session. If the room for the plenary session is to be the same room as the room used for lunch, the Contract shall provide, in addition to the above equipment, a riser for the podium and the microphones to be placed on, so that whoever is speaking can be seen by all in the room.

2.2.3.1.2.1 The District Court of Maryland shall provide the laptops needed for the plenary session.

2.2.3.2 Contractor shall provide four 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 40 persons per room.

2.2.3.2.2 Skirted presenter table in the front of each room with two chairs.

2.2.3.2.3 Contractor shall provide a screen, an LCD projector, laptop hook-up, internet access, cords for laptop connection, 1 flip chart and dark markers.

2.2.3.2.3.1 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 to include sandwiches, wraps, salads, whole fresh fruit, and desserts.

2.2.4.1.1.1 Contractor shall provide vegan or kosher lunches upon request after registration.

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 either the use of the plenary room for lunch set in crescent rounds, or shall provide the use of a separate room for lunch set with round top tables.

2.2.4.2 Contractor shall provide the following afternoon snack for approximately 90-120 persons:

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. Registration Open
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: red, black, white, gold/yellow.

2.3.3.1.1 This may be the same room used for the plenary session and/or lunch, as long as the room is set in crescent rounds.

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

2.3.3.3 Contractor shall provide a screen, an LCD projector, laptop hook-up, internet access and a podium with a microphone, as well as a riser for the podium and the microphones to be placed on, so that whoever is speaking can be seen by all in the room.

2.3.3.4 Contractor shall provide five 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 five tables, Contractor shall provide two additional tables with two chairs at each table outside of the large (dinner) room, but away from the five skirted tables.

2.3.3.4.1.1 These additional tables will be used at the end of the Continuing Education Program for evaluation collection and certificate distribution).

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.

2.3.4.1.1.1 Contractor shall provide vegan or 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 no later than five days prior to the event.

2.6 Contractor shall provide free parking for 150 persons.

3. Contract Type

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

3. 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.

Anna Pfeifer, Procurement Officer
Telephone: 410-260-1416

Email: anna.pfeifer@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 Anna Pfeifer the email address listed in Section 5, no later than 2:00 PM (local time) on October 18, 2012 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