

**MARYLAND JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)  
REQUEST FOR PROPOSALS (RFP)**

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

1. *Background*

The Judicial Institute of Maryland was established to provide comprehensive, relevant, diverse, and cost-effective continuing legal education to the judges of Maryland. The Institute also offers a number of special courses and residence educational programs, such as the Family Law and Business and Technology curricula, which provide judges with specialized training to address complex civil cases involving business and technology issues. The Constitution Criminal Procedure Two-Day Seminar shall be held on October 9 and 10, 2013.

2. *Scope of Work*

2.2.1 Contractor shall provide a secure conference facility for the Constitutional Criminal Procedure Two-Day Seminar (Seminar) to be held on October 9 and 10, 2013.

2.2.1.1 Contractor shall provide handicap accessible conference rooms, meeting rooms, dining rooms, common areas, guest rooms and restrooms.

2.2.1.2 Contractor shall provide a single point of contact for all aspects of the Seminar with an experienced and professional support team available to assist during and through the Seminar, as needed.

2.2.2 Contractor shall provide overnight accommodations for approximately 30 Seminar attendees, two staff persons, and one media person for October 9, 2013, with the following guest room amenities:

2.2.2.1 Unlimited wireless internet access

2.2.2.2 Voicemail

2.2.2.3 Work area

2.2.3 Contractor shall provide full breakfast for overnight guests the morning of October 10, 2013.

2.2.4 Contractor shall provide a private, formal dining room that will accommodate up to 40 persons and shall provide a full service dinner the evening of October 9, 2013.

2.2.4.1 Full service dinner shall consist of a pre-selected choice of two or three entrees. One choice shall be a seafood entrée.

2.2.4.2 Accommodations for a podium and microphone shall be made, if necessary.

2.2.5 Contractor shall provide a 24-hour private, soundproof main meeting room with space to accommodate Seminar attendees, staff, and faculty on October 9 and 10, 2013, including the following amenities:

2.2.5.1 Tables to accommodate all Seminar attendees.

2.2.5.2 Unlimited wireless internet access

2.2.5.3 Audiovisual equipment consisting of:

2.2.5.3.1 2 flip charts

2.2.5.3.2 1 VCR/LCD Monitor/DVD

2.2.5.3.3 Technical support, if necessary

2.2.5.4 Tables with chairs in the rear of the room for staff and visiting faculty

2.2.6 Contractor shall provide a continental breakfast and continuous refreshments (a.m. and p.m. snacks and beverages) throughout both days of the Seminar for all Seminar attendees, staff and visiting faculty. Breakfast and refreshments shall be located in a designated, separate area in the main meeting room.

2.2.7 Contractor shall provide a hot lunch on-site on October 9 and 10, 2013

2.2.8 Contractor shall provide a full service business center to include copying and faxing capabilities, computers, and wireless internet access for both days of the Seminar.

2.2.9 Contractor shall provide a private common area for all Seminar attendees near guest rooms for both days of the Seminar.

2.2.10 Contractor shall provide ample parking for all Seminar attendees, staff and visiting faculty beginning for both days of the Seminar.

### 3. *Deliverables*

See Statement of Work

### 4. *Contract Type*

The resulting Contract (Purchase Order) shall be based on Fixed Price -- Indefinite Quantity/Indefinite Delivery (IDIQ).

5. *Contract Term*

The term of the Contract that results from this RFP shall be for the period beginning on October 9, 2013 and ending on October 11, 2013. Payment shall be made within 30 days of receipt of a proper invoice from the Contractor and after completion of the seminar and acceptance of by the AOC of the Contractor's delivered goods and services.

6. *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 Specialist  
Administration of the Courts  
Telephone: 410-260-1416  
Email: anna.pfeifer@mdcourts.gov

7. *Form of Response*

Proposals must be in writing. Two volumes must be separately prepared and submitted. Volume I – Technical proposals must not exceed five (5) pages in length (excluding attachments). Volume I must include a written response to the Scope of Work that demonstrates the offeror's capabilities and experience in providing the required services.

Volume II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

8. *Proposal Closing Date*

All proposals must be received via Email to the Procurement Office at the email address listed in Section 6, no later than 2:00 PM (local time) on April 12, 2012, in order to be considered.

9. *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 Judiciary based on the evaluated spectrum of services proposed and price.