



**STATE OF MARYLAND JUDICIARY**  
**Administrative Office of the Courts**  
**REQUEST FOR PROPOSALS (RFP)**  
**Project Name: 2018 MACRO Convention**  
**Project #7464**

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

**Purpose**

The Administrative Office of the Courts (AOC) issues this Request for Proposals (RFP) to provide meeting space for a convention to accommodate up to approximately 300 guests for its 2018 Maryland Mediation and Conflict Resolution Office (MACRO) Convention. The facility shall have adequate plenary and break out meeting space, A/V services, food services and adequate space for group meals.

**1. Scope of Work**

**A. Conference Date**

A firm date has not been set. **The Offeror must propose to at least one of the following dates:**

• Friday, November 30, 2018
• Friday, December 7, 2018
• Friday, December 14, 2018

**B. Conference Location**

Only facilities located within 50 miles of Annapolis, Maryland are eligible for award.

**C. Facility Requirements**

**Parking:** The facility shall have free and handicapped accessible parking for all attendees.

## D. Event Specifications

7:00am-5:00pm (start and end times are flexible within a half hour)

### Tentative Schedule

Event	Requirements	AV Requirements
<p><b>7:00am- Registration and Exhibitor Setup Begins</b></p>	<p><b>*Registration-</b> 8 registration tables all skirted with 2 chairs each for registration check-in</p> <p>*One table located away from the registration for on-site registration, with electrical outlet and two chairs.</p> <p><b>*Exhibitor Program-</b> 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</p>	<p>N/A</p>
<p><b>8:00am- 10:00am AM refreshments available</b></p> <p><b>Registration Opens</b></p>	<p>*Freshly brewed regular and decaffeinated coffee, assorted herbal teas, assorted fruit juices, water, assorted pastries, muffins, seasonal whole fruit and ice</p>	<p>N/A</p>
<p><b>9:00am-9:45am General Session</b></p>	<p>*Session must be set up for up to 300 people</p>	<p>*LCD Projector            *Screen            *Podium and microphone            *2 wireless microphones            *Internet connection            *Technical Support available from 7:30am- 5:00pm            *Laptops to be provided by Maryland Judiciary</p>
<p><b>10:00am-11:30am Workshop Series 1 (up to 8 concurrent breakout sessions)</b></p>	<p>*Theatre style set up for approximately 35 people in each room</p>	<p>*LCD projector            *Screen            *1 flip chart            *Dark markers            *Internet connection</p>

	<p>*One skirted table for handouts near the door of each room</p> <p>*One skirted presenters table in the front of each room with 2 chairs</p>	*Laptops to be provided by Maryland Judiciary
<b>11:30am- 12:45pm Lunch</b>	<p>*Buffet style with several stations</p> <p>*Accommodate up to 300 people</p> <p>*Buffet to include a salad and soup bar, hot entrees with vegetarian, vegan, dairy free and gluten free options, and desserts.</p>	N/A
<b>1:00pm-2:30pm Workshop Series 2 (up to 8 concurrent breakout sessions)</b>	<p>*Theatre style set up for approximately 35 people in each room</p> <p>*One skirted table for handouts near the door of each room</p> <p>*One skirted presenters table in the front of each room with 2 chairs</p>	<p>*LCD projector</p> <p>*Screen</p> <p>*1 flip chart</p> <p>*Dark markers</p> <p>*Internet connection</p> <p>*Laptops to be provided by Maryland Judiciary</p>
<b>2:30pm-3:15pm PM Refreshments</b>	<p>*Freshly brewed regular and decaffeinated coffee, assorted herbal teas, assorted soda, water, cookies, sweet or savory snacks, seasonal whole fruit and ice</p>	N/A
<b>2:45pm-4:15pm Workshop Series 3 (up to 8 concurrent breakout sessions)</b>	<p>*Theatre style set up for approximately 35 people in each room</p> <p>*One skirted table for handouts near the door of each room</p>	<p>*LCD projector</p> <p>*Screen</p> <p>*1 flip chart</p> <p>*Dark markers</p> <p>*Internet connection</p> <p>*Laptops to be provided by Maryland Judiciary</p>

	*One skirted presenters table in the front of each room with 2 chairs	
<b>4:30pm-5:00pm General Session Closing Event</b>	*Session must be set up for up to 300 people	*LCD Projector *Screen *Podium and microphone *2 wireless microphones *Technical Support available from 7:30am- 5:00pm *Internet connection *Laptops to be provided by Maryland Judiciary

#### **E. Pre- Award Site Visit**

**Offerors may be asked to facilitate an on premise walkthrough and further clarifications to their proposal, to be scheduled at a mutually convenient date.**

Significant representations made by an Offeror during that occasion shall be submitted in writing. All such representations will become part of the Offerors proposal and are binding if the Contract is awarded.

#### **2. Contract Type**

The resulting contract shall be for Fixed Price.

#### **3. Contract Term**

The Contract resulting from this RFP shall begin **with contract execution** and through the conference year of 2018.

#### **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:

**Whitney Williams**  
Maryland Judiciary  
Procurement and Contract Management  
Telephone: 410-260-1581  
Email: whitney.williams@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, 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 5, no later than **no later than 2:00PM (local time) on February 9, 2018** 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 this proposal.**

<u>Deliverable (INSERT PROPOSED DATES)</u> _____	Unit Cost	Extended Cost
<b>General Session Space Rental (up to 300 people)</b>	\$	\$
<b>Breakout Room Rental (min 5 rooms, max 8 rooms; 35 people in each)</b>	\$	\$
<b>AV Equipment (as specified in RFP) including Internet Access and All Day AV Technician</b>		\$
<b>Lunch (as specified in RFP; up to 300* people)</b>	\$	\$
<b>AM Snack (as specified in RFP; up to 300* people)</b>	\$	\$
<b>PM Snack (as specified in RFP; up to 300* people)</b>	\$	\$
<b>Fees associated with use of venue (specify in detail)</b>		\$
<b>Total Evaluated Price</b>		\$

\*Count for evaluating purposes only, not for actual billing purpose

\_\_\_\_\_  
Authorized Individual Name/Date

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Tax ID #