



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Project Name: 2018 Joint Clerks Conference
Project #7753

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 lodging and meeting space to accommodate up to approximately 80 guests for its 2018 Joint Clerks Conference. The facility shall have adequate plenary and meeting space, A/V services, food services, parking & overnight accommodations, 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** (Conference dates will be Monday-Tuesday):

• September 9-11, 2018	• September 23-25, 2018
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B. Conference Location

Only facilities in the following locations within the state of Maryland are eligible for contract award: Lower Eastern Shore (Dorchester, Wicomico, Worcester and Somerset Counties)

C. Overnight Rooms Required

Sunday Night: 20 rooms (for conference organizers)

Monday Night: Approximately 80 rooms (for conference attendees)

**D. DAY 1 of Conference (Monday)
Beginning at 2:00pm (Simultaneous Meetings)**

Room/Area	Room Requirements	AV And Equipment Requirements
Conference Meeting Room	Must accommodate approximately 40 people	None
Conference Meeting Room	Must accommodate approximately 30 people	None
In each of the Conference Rooms	Provide water, mints, pads, pens	n/a

***Following meetings- Hotel Check in
Group Dinner at area restaurant or hotel**

**E. DAY 2 of Conference (Tuesday)
8:00am-3:00pm (Events to occur in one room)**

Room/Area	Room Requirements	AV And Equipment Requirements
Conference Registration		None
Continental Breakfast	Must accommodate approximately 80 people	None
Conference (Group Meeting Room)	Classroom set for 80 people; center aisle if possible Drape and skirt all tables	-Head Table for Speakers -Table top podium -1 long table for equipment -2 power strips, screen, 2 extension cords, 1 flip chart with pads & markers -VGA projector
Mid-day Snack & Lunch	Must accommodate approximately 80 people	None

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 **(including priced menu options)** 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 8, 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 their quote.

<u>Deliverable (INSERT PROPOSED DATES)</u>	Total Proposed Price
<p>*Overnight stay for Sunday night (approximately 20 rooms) *Overnight stay for Monday night (approximately 80 rooms)</p> <p>*Offeror shall provide per night rate and overall total.</p>	\$
Plenary/Meeting & Dining Space	\$
AV Equipment	\$
<p>*Group Meals **Dinner (Monday night) Continental Breakfast (Tuesday) Lunch (Tuesday) Snack (Tuesday)</p> <p>*Offeror shall provide menu options for each meal with proposed price</p> <p>**Dinner may occur at Hotel or local area restaurant. To be determined after proposals are received</p>	
Total Evaluated Price	\$

 Authorized Individual Name/Date

 Company Name

 Title

 Company Tax ID #