

BID BOARD NOTICE

PROCUREMENT ID NUMBER: FHA-S1029

ISSUE DATE: February 9, 2012

TITLE: Maryland State Department of Health and Mental Hygiene, Family Health Administration, Center for Maternal and Child Health, 2nd Annual Maryland State FASD Conference

THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07

Background

Fetal Alcohol Syndrome (FAS) was first recognized in 1973 as a collection of birth defects that included distinct dimorphic facial features, mental retardation and other developmental disorders. Initially FAS was thought to occur only among births to alcoholic or alcoholic-abusing women, but subsequent research findings showed that less obvious but equally disabling developmental disorders also resulted from prenatal alcohol exposure, known collectively as Alcohol-Related Neurodevelopment Disorders (ARND). Another more inclusive term-“Fetal Alcohol Effects” (FAE)-came into wide use. Today, both FAS and FAE have been subsumed under the broader and more accurate term, Fetal Alcohol Spectrum Disorders (FASD).

US Role in FASD

In February 2005, the U.S. Surgeon General issued the first advisory on alcohol use in pregnancy since 1981.

Methodology:

Why Formed:

In September 2003, the National Organization for Fetal Alcohol Syndrome (NOFAS) held a “Hope for Women in Recovery Summit” in Baltimore. Many key policy makers, including several Maryland legislators, attended the Summit. Delegate Pauline Menes (D-Prince George’s and Anne Arundel) became a champion for FASD. At the request of the late Delegate Menes, an FASD Work Group was convened in July 2004 by DHMH and the Governor’s Office on Crime Control and Prevention. DHMH assumed sole responsibility for leadership and staffing of the work group in December 2004.

Mission:

Our mission is to prevent FASD and create an enduring, integrated system of care for individuals and their families that assure lifelong access to services that are comprehensive, coordinated, continuous and culturally appropriate.

SCOPE OF WORK

The Department of Health and Mental Hygiene Center for Maternal and Child Health is accepting bids from qualified providers located in the surrounding Baltimore and Baltimore County, Maryland area to provide space, equipment and meals to accommodate a minimum of 200 and maximum of 225 participants for a one-day conference to be held on Friday, September 21, 2012. The facility must be clean, neat, and have adequate restrooms.

DESCRIPTION OF SERVICE

The contractor shall provide the following services:

Provide facility space and appropriate staffing support to the Center for Maternal and Child Health to conduct a one-day Conference on Friday, September 21, 2012. This conference should accommodate a minimum of 200 and maximum of 225 participants. Conference activities will take place between 7:30 AM-5:00PM with cleanup from 5:00-6:30PM. Please allow department entrance at 6:00AM on the day of the event.

The following space is required for the conference:

Plenary Session: One large room (theatre/auditorium) to accommodate all 225 participants. 12' table skirted to seat at least 8-10 persons, including 4 microphones. This room will be used for the plenary session, all day.

Lunch/Networking: One large room with minimum of 25 tables, with maximum of 9 seats per table. Arrangement of seating may vary depending on room configuration.

Vendor Tables: 6 skirted tables, with two chairs, per table. Locations of the vendor tables must be outside of the plenary room.

d. Convenient access to parking on the premises and with **no** cost to participants.

2. The contractor shall provide audio/visual support that includes: a LCP laptop, DSL internet access per line, a podium with a microphone, and a screen for the plenary room.

3. The contractor shall work with the Center for Maternal and Child Health to coordinate the conference and serve a menu that meets the needs of the attendees.

Meals will include a continental Breakfast, mid-morning break and a seated buffet luncheon, which shall consist of the following:

Continental Breakfast (from 7:30am to 9:00 am):

Fresh fruit, assorted fresh baked muffins, croissants, and bagels or the equivalent (No Donuts);

Whipped butter, regular and low fat cream cheese, assorted jams and jellies.

Freshly brewed regular and decaffeinated coffee, assorted teas, orange juice, apple juice, and bottled water.

Mid-Morning Break (from 10:30 am to 10:45 am):

Beverages including bottled water and assorted sodas.

Buffet Lunch (separate room to include seating) (from 12:30 – 1:30):

Choice of appetizer, salad or soup;

Choice of two hot entrees of poultry, beef, pasta, or seafood;

Choice of two vegetable or medley of vegetables;

Starch according to entree;

Choice of dessert; and
Freshly brewed regular and decaffeinated coffee, assorted teas, and sodas, and bottled water.

Late afternoon snack: (from 2:30-4:00):
Assorted cookies, sodas, and bottled water.

MANDATORY REQUIREMENTS

The contractor shall meet the following minimum requirements:

Support a conference and lunch room to accommodate a minimum of 200 and maximum of 225 participants on Friday, September 21, 2012 from 7:30 AM to 5:00 PM with clean up from 5:30-6:00PM. No cost parking to 200/225 participants on premises.

The Center for Maternal and Child Health shall provide an exact count of attendees by the close of business Monday, September 17, 2012.

Continental breakfast, mid morning and late afternoon snack, and lunch. There must be sufficient floor space to accommodate tables for all participants in one room with lunch served in 60 minutes. Total Cost must not exceed \$7,000.

Location of venue must not be more than 25 miles outside of Baltimore City Inner Harbor.

CONTRACT TERM

The term of this contract shall be from May 1, 2012 to October 31, 2012.

BILLING

The Contractor will invoice the Department for 50% of the total price upon receipt of the award letter. The remaining balance will be invoiced upon satisfactory completion of the project and receipt of an itemized bill from the Contractor.

AWARD

Awards will be made to the responsible Offeror whose bid presents the most advantageous offer to the State based on qualifications, facility capabilities, and cost that does not exceed \$7,000.

TIE-BIDS

If bids are received from responsive and responsible bidders that are identical in prices, terms and conditions and which meet all requirements set forth in the Invitation of Bids, an award will be made in accordance with State Regulations 21.05.02.14B. If a tie still exists, the bidder with the most experience shall be used to determine the successful bidder.

BID INFORMATION

Interested parties should submit bids using the attached "Bid Page."

eMARYLAND MARKETPLACE

Each Offeror/Bidder must indicate their eMaryland Marketplace (eMM) vendor number on the bid sheet submitted at the time of their response to a solicitation.

eMM is an electronic commerce portal administered by the Maryland Department of General Services. Questions and Department responses, addenda, and other solicitation related information will be provided via eMM.

FHA will be posting awards on eMM for all solicited small procurements over \$5,000. Therefore, we request that you include your eMM number on the bid sheet. Registration is free. Go to <https://ebidmarketplace.com/> and click on “Registration” to begin the process then follow the prompts. For assistance in the registration process, please call 410-767-1492.

SUBMISSION DEADLINE:

Original, hand-delivered, e-mail or faxed bids will be accepted and must be received by the PROCUREMENT OFFICER no later than **2:00 PM on March 9, 2012** in order to be considered. Bidders are asked to put the Procurement ID Number on the outside of the envelope.

No faxes or e-mail will be accepted.

Bidders who hand deliver bids are requested to please ask the building’s security desk to telephone the PROCUREMENT OFFICER.

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the PROCUREMENT OFFICER. Bids and/or unsolicited amendments to bids arriving after the closing hour and date noted above will not be considered.

Questions regarding this solicitation must be directed to the PROCUREMENT OFFICER.

PROCUREMENT OFFICER:

Mr. Michael J. Trombetta
Family Health Administration
Department of Health & Mental Hygiene
201 West Preston Street
Baltimore, MD 21201
Phone: 410-767-5039
Fax: 410-333-7106
e-mail: mtrombetta@dnhm.state.md.us

ISSUING OFFICE:

Bonnie Birkel, CRNP, MPH
Family Health Administration
Center for Maternal and Child Health
201 West Preston Street, Room 308
Baltimore, Maryland 21201
Phone: 410-767-6713

**MINORITY BUSINESS ENTERPRISES ARE STRONGLY ENCOURAGED TO
RESPOND TO THIS SOLICITATION**

BID PAGE

PROCUREMENT ID NUMBER: FHA-S1029

**TITLE: Maryland State Department of Health and Mental Hygiene, Family Health
Administration, Center for Maternal and Child Health
2nd Annual Maryland State FASD Conference**

Vendor Name: _____
Vendor Address: _____

Contact Name: _____
Telephone Number: _____
FEIN Number: _____
eMM Vendor Number: _____

Submit a specific bid price for each item and a total price based on a guarantee of 200 participants and accommodations for up to 225 participants.

- A. Price per person for room rental**
 - plenary room, theatre/auditorium style seating \$ _____ x 225 = \$ _____
(including stage and podium)
 - Lunch/Networking Room (banquet style) with \$ _____ x 225 = \$ _____
25 tables, 9 seat each table.
 - Vendor Tables (6 skirted) with 2 chairs each. \$ _____ x 225 = \$ _____
- B. Price per person for buffet luncheon**
(Menu: appetizer, salad or soup; two hot entrees of poultry, beef, pasta, or seafood; two vegetable or medley of vegetables; Starch according to entree; Choice of dessert; and freshly brewed regular and decaffeinated coffee, assorted teas, and sodas, and bottled water.) \$ _____ x 225 = \$ _____
- C. Price per person for continental breakfast**
Fresh fruit, assorted fresh baked muffins, croissants, and bagels or the equivalent (No Donuts); Whipped butter, regular and low fat cream cheese, assorted jams and jellies. Freshly brewed regular and decaffeinated coffee, assorted teas, orange juice, apple juice, and bottle water. \$ _____ x 225 = \$ _____
- D. Price per person for AM break**
Assorted cookies, sodas, and bottled water. \$ _____ x 225 = \$ _____
- E. Price per person for PM break**
Assorted cookies, sodas, and bottled water. \$ _____ x 225 = \$ _____

F. Audio Visual services consisting of:

- a) Screen (1) \$ _____
- b) LCD Lap Top Computer (1) \$ _____
- c) DSL internet access per line \$ _____
- d) Microphones

 - Tabletop (4) \$ _____
 - Podium Microphone (1) \$ _____

G. 6 skirted facility-provided display tables \$ _____ x 6 = \$ _____

TOTAL BID PRICE: \$ _____

H. Bids must be mailed or hand delivered to:

Mike Trombetta
 Family Health Administration
 Department of Health & Mental Hygiene
 201 West Preston Street Room 306
 Baltimore, MD 21201
 Phone: 410-767-5039

I. Note: Bids must be received on March 9, 2012 No Later than 1 PM.

Vendor Signature:

Signature Date

Vendor signature and date certifies that bid submissions are correct and that vendor agrees to perform all services stated in IFB FHA-S1029.