State of New Hampshire

Department of Justice

Gordon J. MacDonald
Attorney General

2020 Statewide Conference Facilities and Food

Request for Proposals (RFP)

RFP DOJ 2019-06

Release Date: May 28, 2019

Proposals Due: June 21, 2019
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NH DOJ RFP  
2020 Conference  
May 2019
Part 1. Executive Summary

The New Hampshire Department of Justice (hereinafter “the Agency”), Office of Victim/Witness Assistance is legislatively mandated to provide training opportunities to New Hampshire professionals on issues related to child abuse and neglect, domestic and sexual violence, stalking, strangulation, human trafficking and elder abuse. The agency is seeking proposals for the 2020 Partnering for a Future Without Violence conference. This conference will consist of a two-day training and the Agency anticipates over 450 professionals including judges, law enforcement officers, attorneys, victim advocates, child protection workers, adult protective workers, treatment providers, medical professionals and educators will attend. The services sought in this RFP include facility space, parking accommodations, audio-visual equipment and support services, food and beverage service and overnight lodging.

The tentative agenda for the event is as follows. This is just an example and the Agency reserves the right to modify as needed:

<table>
<thead>
<tr>
<th>Conference Day 1</th>
<th>Conference Day 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time</strong></td>
<td><strong>Time</strong></td>
</tr>
<tr>
<td>7:00-8:00</td>
<td>8:00-8:30</td>
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<tr>
<td>8:00-9:00</td>
<td>8:30-9:00</td>
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<tr>
<td>9:00-10:15</td>
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<td>10:15-10:30</td>
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<td>12:00-1:00</td>
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<tr>
<td>1:00-2:45</td>
<td>1:15-2:45</td>
</tr>
<tr>
<td>2:45-3:00</td>
<td></td>
</tr>
<tr>
<td>3:00-4:30</td>
<td></td>
</tr>
</tbody>
</table>

Part 2. Eligibility

Facilities located in New Hampshire that are able to accommodate a minimum of 450 people in one room for plenary and/or possibly meals and have 6 separate breakouts rooms that accommodate the total attendance for two consecutive dates are eligible. All accommodations must be located in buildings, with appropriate electricity, heat, plumbing and running water. All buildings and accommodations must be handicapped accessible. Only proposals that include dates listed below will be considered.
Part 3. Award
If the State decides to award a contract as a result of this RFP process, any award is contingent upon approval of the Contract by the Governor and Executive Council of the State of New Hampshire.

The Agency will require the successful bidder to execute a fixed price Contract using the Terms and Conditions of the State of New Hampshire P-37 Form Contract which is attached as Appendix A. While the Agency may consider minor modifications of this form during negotiations, the State will not accept material changes from this form agreement. To the extent that a Proposer believes that exceptions to the standard form contract will be necessary for the vendor to enter into the Agreement, the Proposer should note those issues during the Proposer inquiry period. The Agency will review requested exceptions and accept or reject the same at its sole discretion. If the Agency accepts a Proposer’s exception the Agency will, at the conclusion of the inquiry period, provide notice to all potential vendors of the change to the P-37 and indicate that the material change is available to all potential bidders. Any exceptions to the standard form contract that are not raised during the vendor inquiry period are waived. In no event is a Proposer to submit its own standard contract terms and conditions as a replacement for the State’s terms in response to this solicitation.

If an award is made, it shall be made based upon evaluation of the submitted proposals in accordance with the review process outlined in Part 7 below. The award will be based upon criteria, standards, and weighting identified in Part 7 of this RFP.

The Term of the Contract will be for the week chosen between April and October 2020.

Part 4. Proposal Submission, Deadline, and Location Instructions
Proposals submitted in response to this RFP must be received by the Agency no later than the time and date specified in the Schedule of Events section herein. Proposals may be submitted by E-mail. Proposals must be addressed to:

OVWA@doj.nh.gov

c/o
Stacey MacStravic, Office of Victim/Witness Assistance
Proposals must be clearly marked as follows:

STATE OF NEW HAMPSHIRE
RESPONSE TO RFP DOJ 2019-06
Statewide Conference

Unless waived as a non-material deviation in accordance with Part 10, h, late submissions will not be accepted. Delivery of the Proposals shall be at the Proposer’s expense. The time of receipt shall be considered when a Proposal has been officially documented by the Agency, in accordance with its established policies, as having been received at the location designated above. The Agency accepts no responsibility for mislabeled email or email that is not delivered or undeliverable for whatever reason. Any damage that may occur shall be the Proposer’s responsibility.

Part 5. Schedule of Events
The following table provides a Schedule of Events for this RFP through Contractor negotiations. The Agency reserves the right to amend this Schedule at its sole discretion and at any time through a published Addendum.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
<th>LOCAL TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Released</td>
<td>5/28/2019</td>
<td></td>
</tr>
<tr>
<td>Proposer Inquiry Period Ends</td>
<td>6/6/2019</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>Final Agency Responses to Proposer Inquiries</td>
<td>6/12/2019</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>Proposer(s) Submit Proposals</td>
<td>6/21/2019</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Site Visit(s) if needed</td>
<td>6/24-28/2019, as necessary</td>
<td></td>
</tr>
<tr>
<td>Estimated Notification of Selection and Begin Contractor Agreement Negotiations</td>
<td>7/1/2019</td>
<td></td>
</tr>
</tbody>
</table>
Part 6. Proposal Inquiries
All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be submitted via email to the following RFP designated Points of Contact:

TO: Stacey.macstravic@doj.nh.gov

CC: Danielle.snook@doj.nh.gov

Inquiries must be received by the Agency’s RFP Points of Contact no later than the conclusion of the Applicant Inquiry Period (see Schedule of Events section, herein). Inquiries received later than the conclusion of the Applicant Inquiry Period shall not be considered properly submitted and may not be considered.

The Agency intends to issue official responses to properly submitted inquiries on or before the date specified in the Schedule of Events section, herein; however, this date is subject to change at the Agency’s discretion. The Agency may consolidate and/or paraphrase questions for sufficiency and clarity. The Agency may, at its discretion, amend this RFP on its own initiative or in response to issues raised by inquiries, as it deems appropriate. Oral statements, representations, clarifications, or modifications concerning the RFP shall not be binding upon the Agency. Official responses by the Agency will be made only in writing by the process described above.

Part 7. Proposed Scope of work
Awards will be made based on a competitive scoring process and are subject to the approval of the Attorney General and the Governor and Executive Council. This is a competitive application process. A panel of NH Department of Justice staff and one or more members from outside the NHDOJ will review and score all eligible applications. Any proposal that does not meet the minimum requirements set forth in each of the scoring value sections or that does not accommodate a minimum of 450 people in one room for plenary and/or possibly meals and have 6 separate breakouts rooms that accommodate the total attendance for two consecutive dates will not be scored.

Scoring Values:
Experience and Resources - 10
Dates and Times - 15
Location - 15
Venue - 40
Food and Beverage - 20
Maximum total points - 100

EXPERIENCE AND RESOURCES
Proposals will be evaluated on how well they establish that the venue and those responsible for management of the event have the sufficient experience and capabilities to manage an event of this scope and size. Considerations include whether or not events of similar size and duration have been held at this venue in the past and whether the event management staff have experience coordinating similar events. Applicants are encouraged to include information about the venue contacts for the event and their related experience (i.e. contract lead, detailing lead, food and beverage manager, audio-visual support person).

DATES AND TIMES
Minimum requirements: Two (2) consecutive weekdays during the periods identified below available from 7:30am – 5:00pm each day. Preference will be given to proposals including a Tuesday/Wednesday or Wednesday/Thursday.

Proposals will be evaluated based on the preferences of the Agency for the dates provided.

Less preferred: 9/8/20 – 10/29/20
Least preferred: 7/14/20 – 8/20/20

Vendors are able to provide multiple dates within each range.
**LOCATION**
Proposals will be evaluated on the venue’s accessibility to major New Hampshire airports, major highways/main roads, proximity to other eating establishments and off site overnight lodging (if necessary).

**VENUE**

1. **Meeting Space:**

   **Minimum requirements:**

   a) One (1) room to accommodate a minimum of 450 people for morning Plenary Address(es).

   b) One (1) room available to serve lunch, if needed, for a minimum of 450 people. Should they be provided, lunches need to be served to the entire attendance at the same time in the same space.

   c) Six (6) breakout rooms, to be used concurrently for multiple 90-minute sessions each day. The rooms need to be of varying sizes to accommodate different populations in each session of the entire attendance. These breakout rooms can be set in different styles including classroom, banquet or theater.

   o **Note:** We are requesting a variety of room sizes but reserve the right to choose which rooms and setups that best fit the conference structure. Example of breakout rooms needed:

   - One (1) room = 150+ people
   - Two (2) rooms = 100-150 people
   - Two (2) rooms = 60-100 people
   - One (1) room = 40-60 people

   d) Adequate registration area to include space for attendees to check in and receive conference materials. Provide a description of the space and amenities available (ex. Tables and chairs, counter top, etc...).
e) One (1) resource area to include four (4) to eight (8) 6” tables with linens; four (4) to eight (8) chairs and a wastebasket.

f) A reasonable space (including tables and chairs) to assemble and store conference materials the day prior.

Proposals will be evaluated on whether the same room(s) will be used in any combination of a, b and c above. If this is the case, it should be indicated how the transition and setup from one activity to the other will occur, including how much time is needed. Applicants will also be evaluated on the proximity and accessibility of the plenary, luncheon and breakout rooms to each other. Applicants are strongly encouraged to provide a map of their venue and to indicate the specific rooms and spaces proposed for the event, including the capacity (e.g. 50 people) and type of setup (classroom, theater or banquet) for the plenary, meal and breakout rooms.

2. Overnight Lodging

Minimum Requirement: Facility must have the ability to accept the government room rate.

Proposals will be evaluated on their quality and capacity of lodging, if available, including availability of single, double, triple and quadruple occupancy. If lodging options are not available onsite, proposals will be evaluated on the availability, quality, and capacity of lodging available in proximity to the venue. Please describe other options available in the area, including any preferred vendors.

3. Parking Accommodations

Proposals will be evaluated on: their capacity for providing parking for the number of attendees, location of parking area(s) in proximity to conference building(s), special accommodations (ex. multiple parking locations; shuttle service from parking area(s) to conference building(s)), restrictions (ex. no overnight parking) and any fees associated with the parking accommodations.

4. Audio Visual Equipment and Services

Minimum requirements:
a) The plenary room must include: Stage or risers; projector and screen(s) for PowerPoint, audio or video presentations; a podium with microphone; wireless lavaliere microphone; audio equipment/sound-system necessary for the microphones, videos or audio (i.e. as part of PowerPoint presentation); necessary power cords/cables and cart or table to accommodate audio-visual equipment.

b) Each breakout room must include: A projector and screen for PowerPoint, audio or video presentations; necessary power cords and cart or table to accommodate audio-visual equipment.

c) A designated on site audio-visual technician(s) to provide setup and breakdown of the audio-visual equipment in all the conference rooms and to provide technical assistance in each of the rooms as needed throughout the conference.

The Agency understands that additional equipment will be necessary in the breakout rooms to accommodate speakers’ anticipated needs (computers/laptops, sound-systems, microphones). Applicants should indicate what extra equipment is recommended for each room (mixers, external speakers, lavaliere microphones etc.) in addition the minimum requirements listed above. Proposals should include an itemized breakdown of the pricing for all audio-visual equipment and support services recommended for this event.

**FOOD AND BEVERAGE**

*Minimum requirements:*

All proposals must be presented in a per-person format, inclusive of gratuity and other associated fees (which should be explained). As a State entity, the Agency is tax-exempt so this should be reflected in the proposal. At least two different sample menus for each day, should be included.

**Conference Day One (minimum 450 people):**

a. Morning Coffee/Hot Tea service: To be provided at registration through the mid-morning break. (Price not to exceed = $5.00 pp inclusive)
b. Lunch options: Buffet meal, including a vegetarian option and ability to accommodate dietary restriction requests, bottled or canned sodas, bottled water and dessert (Price not to exceed = $27.00 pp inclusive)

c. Mid-PM break: bottled or canned sodas, bottled waters, snack (Price not to exceed = $8.00 pp inclusive)

d. Water stations available throughout the day in all breakout rooms.

Conference Day Two (minimum 450 people):

a. Morning Coffee/Hot Tea service: To be provided at registration through the mid-morning break. (Price not to exceed = $5.00 pp inclusive)

b. Lunch options: Buffet meal, including a vegetarian option and ability to accommodate dietary restriction requests, bottled or canned sodas, bottled water and dessert (Price not to exceed = $27.00 pp inclusive)

c. Mid-PM break: bottled or canned sodas, bottled waters, snack (Price not to exceed = $8.00 pp inclusive)

d. Water stations available throughout the day in all breakout rooms

The Agency reserves the right to determine whether or not it will provide lunch or PM Break each day of the event.

PRICE

Proposals should include itemized pricing for the Venue (Meeting Space, Parking and Audio-Visual Equipment and Services) and Food and Beverage. The pricing components will be scored on the perceived value of the submission for each category. Since the Agency reserves the right not to provide lunch or PM break on any or all of the days of the event, proposals should include pricing with and without the inclusion of lunch and PM break for each day. Proposers are advised that this is not a low bid award.

Part 8. Rights of the Agency in Accepting and Evaluating Proposals

The Agency reserves the right to:

- Make independent investigations in evaluating Proposals;
• Request additional information to clarify elements of a Proposal;
• Waive minor or immaterial deviations from the RFP requirements, if determined to be in the best interest of the State;
• Omit any planned evaluation step if, in the Agency’s view, the step is not needed;
• At its sole discretion, reject any and all Proposals at any time; and
• Open contract discussions with the second highest scoring Proposer and so on, if the Agency is unable to reach an agreement on Contract terms with the higher scoring Proposer(s).

Part 9. Site Visit(s)
If the Agency determines that it is appropriate, site visit(s) may be conducted. The Agency retains the sole discretion to determine whether to conduct site visit(s) and how many to conduct. Proposers are advised that the Agency may decide to conduct site visit(s) with less than all responsive vendors.

The purpose of site visit(s) is to clarify and expound upon information provided in the written Proposals. Proposers are prohibited from altering the basic substance of their Proposals during the site visit(s). The Agency may ask the Proposer to provide written clarifications of elements in their Proposal regardless of whether it intends to conduct site visit(s).

Information gained from site visit(s) will be used to refine technical review scores assigned from the initial review of the Proposals.

Part 10. Scoring and Award
The Agency will conduct a final selection based on the final evaluation of the proposals and begin contract negotiations with the selected Proposer(s).

The form of contract will be substantially similar to the document set forth as Appendix A.

If the State decides to award a contract as a result of this RFP process, any award is contingent upon approval of the Contract by Governor and Executive Council of the State of New Hampshire and upon continued appropriation of funding for the contract.
Any resulting Contract from this RFP will be a non-exclusive Contract. The State reserves the right, at its discretion, to retain other Contractors to provide any of the Services or Deliverables identified under this procurement or make an award by item, part or portion of an item, group of items, or total Proposal.

Part 11. Contractor Requirements

Eligible Contractors must meet the following requirements before the Agency may enter into a contract. Contracting with the State of New Hampshire will require the vendor to provide the following documentation as part of the contracting process: Certificate of Insurance (liability and workman’s compensation), Certificate of Good Standing and Certificate of Authority.

If overnight lodging becomes part of the contract, the facility must be able to accommodate a Master Rooming list for lodging that will include staff, presenters and committee members to be billed directly to the Department of Justice as part of the contract. Additionally, the facility must be able to process reservations for individual conference attendees responsible for making their own arrangements.

The selected vendor will be expected to participate in meetings or conference calls with Department of Justice staff to discuss progress of the project, including event logistics, as deemed necessary by the agency.

Part 12. Additional Terms

a. RFP Addendum -The Agency reserves the right to amend this RFP at its discretion, prior to the Proposal submission deadline. In the event of an addendum to this RFP, the Agency, at its sole discretion, may extend the Proposal submission deadline, as it deems appropriate.

b. Public Disclosure - Pursuant to RSA 21-G:37, all responses to this RFP shall be considered confidential until the award of a contract. At the time of receipt of proposals, the Agency will post the number of responses received with no further information. No later than five (5) business days prior to submission of a Contract to the Department of Administrative Services pursuant to RSA 21-G:37, the Agency will post the name, and rank or score of each proposer.
The content of each Proposer’s Proposal shall become public information upon the award of any resulting Contract. Any information submitted as part of a response to this request for proposal (RFP) may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP will be made accessible to the public online via the website Transparent NH (http://www.nh.gov/transparentnh/).

c. Non-Commitment - Notwithstanding any other provision of this RFP, this RFP does not commit the Agency to award a contract. The Agency reserves the right, at its sole discretion, to reject any and all Proposals, or any portions thereof, at any time; to cancel this RFP; and to solicit new Proposals under a new acquisition process.

d. Ethical Requirements - From the time this RFP is published until a contract is awarded, no bidder shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded an RFP, or similar submission. Any bidder that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any bidder who has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or who is subject to a pending criminal charge for such an offense, shall be disqualified from bidding on the RFP, or similar request for submission and every such bidder shall be disqualified from bidding on any RFP or similar request for submission issued by any state agency. A bidder that was disqualified under this section because of a pending criminal charge which is subsequently dismissed, results in an acquittal, or is annulled, may notify the department of administrative services, which shall note that information on the list maintained on the state’s internal intranet system, except in the case of annulment, the information, shall be deleted from the list.

e. Validity of Proposal - Proposals must be valid for two hundred and seventy (270) days following the deadline for submission of Proposals in Schedule of Events, or until the Effective Date of any resulting Contract, whichever is later.
f. Proposal Preparation Cost - By submitting a Proposal, a Proposer agrees that in no event shall the Agency be either responsible for or held liable for any costs incurred by a Proposer in the preparation of or in connection with the Proposal, or for Work performed prior to the Effective Date of a resulting Contract.

g. Proposal Submission Requirements - Proposers are permitted to submit only one (1) Proposal in response to this RFP.

h. Agency Rights - The Agency reserves the right to waive minor or immaterial deviations from the RFP requirements, if deemed to be in the best interest of the State.

**Part 13. Contact Information**

From the date of release of this RFP until an award is made and announced regarding the selection of a Proposer, all communication with personnel employed by or under contract with the Agency regarding this RFP is forbidden unless first approved by the RFP Point of Contact listed in the Proposal Inquiries section, herein. Agency employees have been directed not to hold conferences and/or discussions concerning this RFP with any Contractor during the selection process, unless otherwise authorized by the RFP Point of Contact. Questions related to this request for a contract should be sent to the RFP Point of Contact Stacey MacStravic, Administrative Assistant, at Stacey.macstravic@doj.nh.gov or (603) 271-6817.

**Part 14. Optional One Day Summit**

The agency is seeking optional proposals for a one-day summit that would be planned for the day prior to the 2020 *Partnering for a Future Without Violence* conference. This option is for eligible facilities meeting the minimum requirements of the RFP with the capacity and availability that are interested in providing a supplemental bid for this event.

This summit would consist of a one-day training and the Agency anticipates 250 professionals will attend. The services sought in this summit include facility space, parking accommodations, audio-visual equipment and support services, food and beverage service and overnight lodging.

The tentative agenda for the event is as follows. This is just an example and the Agency reserves the right to modify as needed:
Bids for the summit would be subject to the same minimum requirements as outlined for the conference. Proposals should include itemized pricing for the Venue (Meeting Space, Parking and Audio-Visual Equipment and Services) and Food and Beverage. Submissions for the optional summit will not impact the scoring or selection for the conference. If the selected proposer has submitted an acceptable proposal for the additional day, the Agency will consider that proposal and, at the Agency’s sole discretion, determine whether to include the additional day. Details regarding the meeting space and food and beverage are as follows.

**Meeting Space:**

a. One (1) room to accommodate a maximum of 250 people for the all-day training. This room should set be set either classroom or banquet style with tables, linens and chairs.

b. One (1) room available to serve lunch if needed for a maximum of 250 people. Should it be provided, lunch needs to be served to the entire attendance at the same time in the same space.

   i. Please indicate if the same room will be used for both a and b above. If so, indicate how the setup and transition from one activity to the other will occur, including how much time is needed for setup/transition.
c. Adequate registration area to include space for attendees to check in and receive conference materials. Provide a description of the space and amenities available (ex. Tables and chairs, counter top, etc…).

d. A reasonable space (including tables and chairs) to assemble and store summit materials the day prior.

**Food and Beverage:**

a. Morning Coffee/Hot Tea service: To be provided at registration through the mid-morning break. (Price not to exceed = $5.00 pp inclusive)

b. Lunch options: Buffet meal, including a vegetarian option and ability to accommodate dietary restriction requests, bottled or canned sodas, bottled water and dessert (Price not to exceed = $25.00 pp inclusive)

c. Mid-PM break: bottled or canned sodas, bottled waters, snack (Price not to exceed = $8.00 pp inclusive)

d. Water stations available throughout the day in session room.