



SOLICITATION AMENDMENT #1
Informal Mini Solicitation #1155608
May 15, 2023

PAGE 1 of 2 FOR THE PROCUREMENT OF: **Event Hosting for Special Events**

DESCRIPTION OF AMENDMENT - THE FOLLOWING INFORMATION IS APPLICABLE TO THE SOLICITATION:

CHANGES:

1. Page 25, Section E, 1., B. updated to clarify award criteria
2. Solicitation due date extended to May 17, 2023

THERE ARE NO OTHER CHANGES.

THE SOLICITATION PROVISION ENTITLED "SOLICITATION AMENDMENT" IS APPLICABLE TO THIS AMENDMENT. THE CHANGES SET FORTH BELOW ARE HEREBY INCORPORATED INTO THE ABOVE-CITED SOLICITATION. THE DATE SPECIFIED FOR RECEIPT OF OFFERS **HAS BEEN EXTENDED TO MAY 17, 2023.**

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT Amelia Marian AT
CEC.Procurement@montgomerycountymd.gov

SECTION D - TERM

The effective date begins upon signature by the Director, Office of Procurement. The period in which the Contractor must perform all work under the Contract begins on the Contract’s effective date and ends after a one-year period. Contractor must also perform all work in accordance with time periods stated in the Scope of Work. Total compensation payable for the total of this informal solicitation and resulting contracts must not exceed \$99,999 for all vendors as a total sum of all events.

SECTION E - METHOD OF AWARD/EVALUATION CRITERIA

1. PROCEDURES

- A. Upon receipt of proposals, the Using Department will review and evaluate all proposals in accordance with the evaluation criteria listed below. The Using Department will also review an offeror for responsibility.
- B. The County will enter into a contract with all offerors who score a minimum of 50 points for each of the service category service category listed under Scope of Services - A.
- C. The Director, Office of Procurement, may approve, approve with conditions, or reject the Using Department Head’s recommendation.
- D. The County reserves the right to cancel the solicitation. The solicitation cancellation will be publicly posted.

2. EVALUATION CRITERIA
POINTS

Written Proposal Evaluation Criteria

The Using Department will evaluate the written proposals based on the following criteria. Vendor interviews will not be conducted.

- 1. Demonstrated experience with delivering quality services for similar events. Pictures from similar events are highly recommended. 50
- 2. Price (see Attachment B) 50

Total written evaluation score 100

NOTE: Proposals will need to secure at a minimum 50 points to be considered for award.

SECTION F - SUBMISSIONS

1. PROPOSAL SUBMISSIONS

FAILURE OF AN OFFEROR TO SUBMIT ALL REQUIRED PROPOSAL SUBMISSIONS MAY RENDER YOUR PROPOSAL UNACCEPTABLE AS DETERMINED BY THE DIRECTOR, OFFICE OF PROCUREMENT.

Offerors must submit their proposal in the format below. Written proposals will be evaluated on only what is submitted. The offeror must submit sufficient information to enable the Using Department to evaluate the offeror’s capabilities and experience. Proposals must include the following information:

- A. A cover letter with a brief description of the firm, including the offeror’s name, address, telephone number and email address.
- B. The Acknowledgment of this solicitation must be submitted and signed by a person authorized to bind the offeror to the proposal.
- C. At least three references that may be contacted to attest to the quality and timeliness of the