

Pre-proposal Conference Summary

REQUEST FOR PROPOSALS PROJECT NUMBER K15-0025-29 SEVEN IT SUPPORT SERVICE RESOURCES November 6, 2014

Judiciary Panel Representatives:

Gisela Blades, Director, Procurement and Contract Administration
Khrystine Bunche, Procurement Officer
Colleen Cantler, Procurement Officer
Rob Hannon, (Section 2.2 and 2.5A)
Sherry Dean (Section 2.3)
Nathan Smith (Section 2.3)
Mary Hutchins (Section 2.4)
Vadim Olyashevsky (Section 2.5)
Mark Bittner (Section 2.5B)

Attendees list is posted as a separate document on the Judiciary's Procurement website and eMaryland Marketplace.

Ms. Bunche, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 11:05am and asked the Judiciary panel representatives to introduce themselves.

Ms. Bunche then addressed the following sections of the RFP:

- Sections 1 – General Information
- Section 3 – Proposal Format
- Section 4 – Evaluation Process

Ms. Bunche placed emphasis on the following:

- As the Procurement Officer, Ms. Bunche is the sole point of contact for the RFP. Making contact with anyone other than Ms. Bunche could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal. This prohibition does not extend to the contracted personnel currently working in the positions advertised in this RFP.
- RFP Section 1.1 Summary Statement – As noted in Amendment #1, RFP K15-0025-29 is soliciting nine (9) positions. Six of which are currently staffed. The remaining three (3) are new positions.
- RFP Section 1.4 Contract Duration - a base period of two (2) years, with three (3), one (1) year renewal options to be exercised at the sole discretion of the AOC.
- RFP Section 1.8 Questions – All questions must be submitted in writing via e-mail.

- RFP Section 1.9 Proposal Due/Closing Date - proposals must be delivered to the Procurement Officer on time by November 12, 2014 2:00PM Local Time. Proposals received late will not be considered. Electronic submissions will not be considered.
- RFP Section 1.11 Revisions to the RFP – will be posted on the Judiciary’s Procurement website and eMarylandMarketplace.
- RFP Section 1.13 Oral Presentations/Discussions/In-Person Interviews - **Offerors must only propose candidates who will be available for in person interviews. In-person interview is mandatory. No other type of interview besides in-person is permitted.**
- RFP Section 1.23 Minority Business Enterprise – there is no MBE goal assigned to the RFP.
- RFP Section 3.4.5.1 Offeror Technical Response to RFP Requirements – Clearly identify each SOW section and specific resource being proposed.
- RFP Section 4.1.1 – Technical factors are considered before financial factors.

The floor was then opened for questions. Q&A documents will be posted to the Maryland Judiciary and eMaryland Marketplace websites.

The meeting adjourned at 12:25pm.

Notice: Nothing stated at the Pre-Proposal conference may change the RFP unless a change is made by the Procurement Officer by written amendment. This summary does not constitute a written amendment.

Offerors are specifically directed NOT to contact any Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award and execution of a contract. Unauthorized contact with any Judiciary personnel or the Judiciary’s contracted consultants may be cause for rejection of the Offeror’s proposal.