

## Pre-proposal Conference Summary

### REQUEST FOR PROPOSALS PROJECT NUMBER K15-0043-29 ITSM Business Process Implementation May 4, 2015

Judiciary Panel Representatives:

Gisela Blades  
Susan Bowen  
Rob Hannon  
Paul Williamson  
Marlo Johnson

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

Ms. Blades, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:05 AM and asked the Judiciary panel representatives to introduce themselves.

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

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

Ms. Blades placed emphasis on the following:

- As the Procurement Officer, Ms. Blades is the sole point of contact for the RFP. Making contact with anyone other than Ms. Blades could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal.
- RFP Section 1.9 Ms. Blades placed emphasis on the due date of June 1, and the relative short turn-around time for the evaluation, since the contract must be in place prior to July 1, 2015. .
- RFP Section 1.23 MBE Goal: Ms. Johnson established a 20% MBE goal. In case a qualified MBE receives contract award, this MBE prime may satisfy up to 50% of the goal in-house. Offerors must submit MBE forms A and B with their technical proposals. The remaining MBE forms can be submitted after intent to award.
- **Price Proposal Template will be amended**
- **Service Level Management amendment will be issued**

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 11:00 AM

**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.**

**Sole point of contact for this solicitation is the Procurement Officer. Offerors are specifically directed NOT to contact any other 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.**