

## Pre-proposal Conference Summary

### REQUEST FOR PROPOSALS PROJECT NUMBER K15-0050-29E TECHNICAL ASSISTANT JUNE 11, 2015

Judiciary Panel Representatives:

Colleen Cantler, Procurement Officer  
Robb Wilmot, Manager, Technology Training Services and Educational Facilities  
Kelly Williamson, Assistant Manager, Training Projects, Technology Training Services

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

Mrs. Cantler, Procurement Officer), convened the RFP meeting at 11:10am and asked the Judiciary panel representatives to introduce themselves.

Mrs. Cantler then addressed the following sections of the RFP:

- Section 1 – General Information
- Section 2 – Statement of Work
- Section 3 – Proposal Format
- Section 4 – Evaluation Process

Mrs. Cantler placed emphasis on the following:

- RFP Section 1.5 - As the Procurement Officer, Ms. Cantler is the sole point of contact for the RFP. Making contact with anyone other than Ms. Cantler could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal.
- RFP Section 1.8 Questions – there is no cut off date for questions, but Offerors are reminded to submit questions timely in order to receive a response before submission of proposals. Questions and Answers will be posted on the Judiciary's Procurement website and eMaryland Marketplace.
- RFP Section 1.9 Proposal Due/Closing Date - proposals must be delivered to the Procurement Officer on time by June 19, 2015, 2:00PM Local Time. Proposals received late will not be considered. Electronic submissions will not be considered.
- RFP Section 1.20 - Mandatory Contractual Terms (Attachment A) – a **proposal taking any exceptions to the requirements of the RFP may not be considered**. Offerors need to address exceptions with the Procurement Officer prior to submitting a proposal.
- RFP Section 1.23 - Minority Business Enterprise – There is no MBE subcontracting goal assigned to the RFP.

- RFP Section 3.3. – Submission– Each Offeror is required to submit a separate sealed package for each "Volume", which is to be labeled Volume I-Technical Proposal and Volume II-Financial Proposal, respectively. Each sealed package must bear the RFP title and number, name and address of the Offeror, the volume number (I or II), and the closing date and time for receipt of the proposals on the outside of the package.
- RFP Section 3.4.4 – Provide three (3) current customer references where the customer is similar in size to this project. Provide three (3) references per submitted candidate.
- RFP Section 3.4.5.6 Required Affidavits, Schedules and Documents to be submitted by Offeror in the Technical Proposal:
  - Completed Bid/Proposal Affidavit (Attachment B - with original of Technical Proposal)
  - Resume of Best Candidate (one resume per Offeror)
  - Certified copies of applicable policies of insurance to AOC. By submitting a proposal in response to this solicitation, the Offeror warrants that it is able to provide evidence of insurance required by RFP Section 2.
- RFP Section 4.2 – Technical Criteria – The proposals will be evaluated as follows:
  - Experience and capabilities of proposed candidate, including references
  - Offeror corporate experience and capabilities, including references

The floor was then opened for questions. Ms. Cantler reminded the attendees that that all questions be submitted to her in writing via e-mail. Q&A documents will be posted to the Maryland Judiciary and eMaryland Marketplace websites.

The meeting adjourned at 11:40am.

**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.**