

## **Pre-proposal Conference Summary**

### **REQUEST FOR PROPOSALS PROJECT NUMBER K16-0012-29 FIVE IT SUPPORT RESOURCES August 10, 2015**

Judiciary Panel Representatives:

Kevin Jones, Deputy Director  
Lisa Peters, Procurement Manager  
Khrystine Bunche, Procurement Officer  
Yashica Forrester, Procurement Officer  
Michelle Jonczak, IT Budget and Contract Specialist  
Vadim Olyashevsky (Section 2.4)  
Paul Williamson (Section 2.4)  
Rick Parker (Section 2.5)  
Mylita Jacob (Section 2.2)  
Steve Wanbaugh (Section 2.3)

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

Ms. Forrester and Ms. Bunche, Procurement Officers for the Request for Proposals (RFP), convened the meeting at 10:05am and asked the Judiciary panel representatives to introduce themselves.

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

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

Ms. Forrester/Bunche placed emphasis on the following:

- As the Procurement Officer, Ms. Forrester and Ms. Bunche are the sole point of contacts for the RFP. Making contact with anyone other than Ms. Forrester and 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 – This RFP is soliciting five resources. The AOC has the right to disqualify any candidate that is proposed by more than one Offeror for the same position.
- RFP Section 1.4 Contract Duration - a base period of one (1) year, with four (4), 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 1.13 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 3.2 Proposals- Submit two separate volumes. Volume I, Technical Proposal and Volume II, Financial Proposal.
- RFP Section 3.2.3 Electronic Media- Submit CD, follow the format.
- RFP Section 4.1 Evaluation Criteria- The technical factors will receive a greater weight than the 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 10:48am.

**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.**