

Pre-proposal Conference Summary

REQUEST FOR PROPOSALS PROJECT NUMBER K16-0033-29 PeopleSoft Support Resources November 2, 2015

Judiciary Panel Representatives:

Gisela Blades, Director, Procurement, Contracts, and Grant Administrations
Khrystine Bunche, Procurement Officer
Whitney Williams, Procurement Officer
Michelle Jonczak, IT Budget and Contract Specialist
Sherry Dean, Revenue Collection App Ld
Steve Wanbaugh, Enterprise DBA
Lauren Smith, Project Manager

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 10:00 am 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 – This RFP is soliciting five PeopleSoft resources. All resources are expected to start January 4, 2016. The AOC has the right to disqualify any candidate that is proposed by more than one Offeror for the same position. Offerors are not required to obtain/submit exclusive rights to representations, but they are encouraged to do so.
- RFP Section 1.3 Contract Type – the resulting contract will be Time and Materials
- 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 1.9 Proposal Due (Closing) Date – Proposals are due no later than 2:00 PM on November 10, 2015. Offerors do not have to wait until the closing date to submit their proposals.

- RFP Section 1.17 Multiple or Alternate Proposals – Offerors may submit one candidate per position only.
- RFP Section 3.2 Proposals – Offerors must submit one unbound original and three bound copies of both the technical and financial proposals.
- RFP Section 4.2 Technical Criteria – A quality candidate shall bear greater weight than corporate experience.

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 10:21am.

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.