

Pre-proposal Conference Summary
REQUEST FOR PROPOSALS
PROJECT NUMBER K12-0024-25L
MJUD COTS (COMMERCIAL-OFF-THE-SHELF) SOFTWARE

September 30, 2011

Judiciary Panel Representatives:

Susan Howells, Executive Director, Procurement and Contract Administration
Anna Pfeifer, Procurement Officer
Kelly Moore, Contract Manager
Larry Jones, Manager of MBE
Robin Smith, Administrative Support
Colleen Cantler, Procurement Specialist

Attendees list will be posted to www.mdcourts.gov and eMaryland Marketplace as a separate document.

Ms. Pfeifer, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 9:30 a.m. asked the Judiciary panel representatives to introduce themselves.

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

- Section 1—General Information
- Section 2—Scope of Work
- Section 3—Proposal Format
- Section 4—Evaluation Criteria and Selection Procedure

Ms. Pfeifer placed emphasis on the following:

- RFP Section 1.1—This RFP encompasses three functional areas: Functional Area I—COTS Software, Functional Area II—Installation and Training Services, and Functional Area III—Manufacturer’s Software Maintenance. Offerors may submit a proposal for any or all of the functional areas. The AOC intends to award a Master Contract to an unlimited number of Offerors that are deemed to be authorized by the Manufacturer or Distributor to sell the proposed products and services and determined by the Judiciary to be qualified. The resulting Judiciary Master Contract will not replace the existing DoIT Software Master Contract. The resulting Judiciary Master Contract will be utilized by the Judiciary for its software needs.
- RFP Section 1.5—The term of the resulting contract shall be for a period of five (5) years, beginning on the date that the AOC executes the Master Contract.

- RFP Section 1.6 and 1.9—The Procurement Officer, Anna Pfeifer, is the sole point of contact in the AOC for purposes of this RFP. Unauthorized contact with any other Judiciary personnel may be the cause for proposal rejection. All questions must be emailed to the Procurement Officer.
- RFP Section 1.10—Proposals are due on November 9, 2011 no later than 2:00 p.m. Proposals received after that date and time will not be considered.
- RFP Section 1.21—A completed Bid/Proposal Affidavit (Attachment B) must be submitted with each proposal.
- RFP Section 1.22—Contract Affidavit (Attachment C) must be signed upon Master Contract award. A copy is attached to this RFP for informational purposes only.
- RFP Section 1.23—If an Offeror is proposing under Functional Area II, the Judiciary Offeror Acknowledgement PORFP MBE Participation Commitment (Attachment G-3) must be completed and submitted with each Functional Area II proposal. Failure to do so will result in the AOC's rejection of that Offeror's Proposal for Functional Area II.
- RFP Section 1.28—To the extent permitted by law, other entities may piggy-back off of the resulting Judiciary Master Contract.
- RFP Section 2.7—Each Master Contractor, in a Functional Area, may add additional Manufacturer Product Lines throughout the duration of the Master Contract by following the procedure in Section 2.7.
- RFP Section 2.8—The PORFP procedure is the secondary level of competition for this RFP and resulting contract. The PORFP procedure will be used to award procurements.
- RFP Section 2.9—The Master Contractor shall provide the ordering processing procedure necessary to demonstrate how they will perform the requirements of a PORFP.
- RFP Sections 2.12 and 2.13—Personnel provided by Master Contractors in Functional Area II shall meet the qualifications specified in Section 2.13. The labor categories for the personnel are: Training Specialist/Instructor, Network Administrator, and Subject Matter Expert.
- RFP Section 3.1—Offerors shall submit a Technical Proposal—Volume I and a Financial Proposal—Volume II.
- RFP Section 3.4.2.3—Offerors must include in their Technical Proposal a Manufacturer or Distributor's Letter of Authorization for each product line that they propose selling through the Software Master Contract.
- RFP Section 3.5.1—If proposing for Functional Area I, Offerors must complete Attachment D-1 (financial proposal) and if proposing for Functional Area III, Offerors must complete Attachment D-3 (financial proposal). Completion of these attachments indicate that the Offeror agrees to provide pricing no higher than the MSRP as of the date of each PORFP proposal submission. .

- RFP Section 3.5.2—If proposing for Functional Area II, Offerors must complete Attachment D-2 (financial proposal). Completion of this attachment indicates that the Offeror agrees to provide pricing for installation services no higher than the fixed price provided and pricing for training services no higher than the labor rates provided.
- RFP Section 4.2—The criteria to be applied to each Technical Proposal are listed in descending order of importance:
 - Letter of Authorization
 - Offeror’s order fulfillment capabilities
 - Offeror’s experience
- RFP Section 4.4.3—The Procurement Officer will recommend award of a Master Contract to all technically qualified Offeror(s).
- Attachment A—Each Offeror technically qualified will be required to accept all terms and conditions in Attachment A—the Maryland Judiciary Standard Terms and Conditions—in order to become a Master Contractor.

Mr. Jones gave a detailed overview the MBE requirements (Section 1.23 of the RFP) and Ms. Howells highlighted the differences between the MBE requirements for the resulting master contract and other Judiciary contracts.

Ms. Pfeifer then reminded all attendees that Questions/Responses No. 1 document had already been posted to www.mdcourts.gov and eMaryland Marketplace.

The floor was then opened for questions. Ms. Pfeifer requested that all questions be submitted to her in writing via e-mail.

The meeting adjourned at 10:15 a.m.

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.