

**Pre-proposal Conference Summary**  
**REQUEST FOR PROPOSALS**  
**PROJECT NUMBER K12-0025-25L**  
**MJUD HARDWARE AND ASSOCIATED EQUIPMENT AND SERVICES**

**October 14, 2011**

Judiciary Panel Representatives:

Susan Howells, Executive Director, Procurement and Contract Administration  
Colleen Cantler, Procurement Officer  
Lisa Lee, Procurement Specialist, Contract Manager  
Anna Pfeifer, Procurement Officer  
Kelly Moore, Contract Manager  
Sylvia Goddeau, Administrative Support

Attendees list will be posted to <http://www.mdcourts.gov/procurement/bids.html> and eMaryland Marketplace as a separate document.

Mrs. Cantler, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 9:30 a.m. and introduced the Judiciary panel representatives.

Mrs. Cantler addressed that the Maryland Judiciary is a separate state entity from the Executive Branch, therefore the Judiciary has its own procurement policy and does not follow COMAR.

Ms. Cantler 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

Mrs. Cantler reviewed the following:

RFP Section 1.1—This RFP encompasses five total functional areas:

- Functional Area 1A - Microcomputers, Personal Computers, Servers and Associated Peripherals
- Functional Area 1B - Printers and Associated Peripherals
- Functional Area 1C - Network Communications Equipment
- Functional Area 2 - Installation and Training Services
- Functional Area 3 - Manufacturer's Hardware 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 Functional Areas that Offerors may propose are: Functional Area 1, Functional Areas 1 and 2, Functional Areas 1 and 3, Functional Areas 2 and 3, and Functional Area 3. Functional Area 2 may not be purchased alone.

- RFP Section 1.5 and 1.6—The Procurement Officer, Colleen Cantler, 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 1.8 – All questions must be submitted to the Procurement Officer, Colleen Cantler.
- RFP Section 1.10—Proposals are due on November 16, 2011 no later than 2:00 p.m. Proposals received after that date and time will not be considered.
- RFP Section 1.17 – Neither multiple nor alternate proposals will be accepted.
- 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 2, the Judiciary Offeror Acknowledgement PORFP MBE Participation Commitment (Attachment D) must be completed and submitted with each Functional Area 2 proposal. Failure to do so will result in the AOC's rejection of that Offeror's Proposal for Functional Area 2.
- RFP Section 1.28—To the extent permitted by law, other entities may piggy-back off of the resulting Judiciary Master Contract.
- RFP Section 2.9—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 2.9.1.
- RFP Section 2.10—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 2.11—The Master Contractor shall provide the ordering processing procedure necessary to demonstrate how they will perform the requirements of a PORFP.
- RFP Sections 2.14 and 2.15—Personnel provided by Master Contractors in Functional Area 2 shall meet the qualifications specified in Section 2.15.
- RFP Section 3.1—Offerors shall submit a Technical Proposal—Volume I and a Financial Proposal—Volume II.
- RFP Section 3.4 – Offerors shall submit, Transmittal Letter, Manufacturer's or Distributor's Letter of Authorization, Explanation of Offeror Order Fulfillment Capabilities, Title and Table of Contents, Executive Summary, Offeror Experience and Capabilities, Completed Bid/ Proposal Affidavit

(Attachment B), and Completed Offeror Acknowledgement PORFP MBE Participation Commitment (Attachment D).

- RFP Section 3.5.1—If proposing for Functional Area 1A, Offerors must complete Attachment F-1 (financial proposal), if proposing for Functional Area 1B, Offeror must complete Attachment F-2 (financial proposal), if proposing for Functional Area 1C, Offeror must complete attachment, F-3 (financial proposal) and if proposing for Functional Area 3, Offerors must complete Attachment F-5 (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 2, Offerors must complete Attachment F-4 (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 4.5.3—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.

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

Mrs. Cantler then reminded all attendees that Questions/Responses documents had already been posted to <http://www.mdcourts.gov/procurement/bids.html> and eMaryland Marketplace.

Mrs. Cantler reminded all attendees to make sure all forms that are submitted with the proposal, are signed with an original signature (electronic signatures not accepted).

Mrs. Howells reviewed the current questions and responses.

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

The meeting adjourned at 11:00 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.**