

**Pre-proposal Conference Summary**  
**Project No. K11-0032-83B**  
**August 10, 2010**

State representatives present:

Larry Jones, MBE Liaison  
Gordon Hallock, Judicial Information Systems  
Gisela Blades, Procurement Officer

Attendees: Separate Distribution (Sign-in Sheet)

Ms. Blades, Procurement Officer for this Request for Proposals (RFP) convened the meeting at 10:05 am and introduced State personnel.

Ms. Blades then addressed the following:

- RFP will result in one award to one MDOT certified MBE.
- The price proposal form will be amended to reflect scaled-down needs and industry friendly standards
- Proposal due date is August 31, 2010, 2:00 PM with projected contract award by mid September
- References provided with RFP response should include elements of responsiveness and timeliness of service rendered
- Award will be made based on most advantageous offer
- After contract award, work orders with detailed statement of work will be submitted to the Contractor to quote individual jobs based on price proposal

Mr. Jones welcomed the MBE participants and extended the invitation to work with the Contractor and other individual MBEs to acquaint them with doing business with the Judiciary.

Mr. Hallock gave a brief overview of the scope of work and requirements specific to working within the court buildings.

The floor was then opened for questions. Ms. Blades requested that all questions be submitted in writing and sent by email to her for consideration by the State; a separate Q&A document will be issued as soon as available, along with Amendment #1. The meeting adjourned at 11:10 AM.

**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.**