

Pre-proposal Conference Summary
REQUEST FOR PROPOSALS
PROJECT NUMBER K11-0079-84F
PAINTING SERVICES AT UPPER MARLBORO DISTRICT COURT

MAY 11, 2011

Judiciary Panel Representatives:

Gisela Blades, Deputy Director, Procurement and Contract Administration
Karen Hoang, Procurement Officer
Joe White, Project Manager
Sally Jones, District Court
Kathy Schnobrich , District Court
Mary Abrams, District Court
Arthur Taylor, Facility Manager

Attendees list will be posted on Judiciary website and eMaryland Marketplace.

Mrs. Hoang, Procurement Officer for the Request for Proposals, convened the meeting at 11:10 am and asked the Judiciary panel representatives to introduce themselves.

Mrs. Hoang then addressed the following sections of the RFP:

- Key Information Sheet (page 3)
- Section 1 – Administrative Information
- Key Information Sheet – There is no MBE goal for this RFP.

Ms. Blades placed emphasis on the following:

- Section 4 –Proposal Format and Submission Requirements
- Section 5 – Evaluation Criteria and Selection Procedure.
- RFP Section 5.2 – Technical merit has greater weight than price.

Mr. White gave a detailed overview of the project and Section 2 – Scope of Work.

Mr. Taylor and Ms.Abrams performed a walk-through.

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

As discussed at the pre-proposal conference, an Amendment will be forthcoming.

The meeting adjourned at 12:30 pm.

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 Offertory's proposal.