

Pre-proposal Conference Summary
REQUEST FOR PROPOSALS (RFP)
PROJECT NUMBER K11-0096-29
DATA CENTER BACK-UP POWER EQUIPMENT
May 23, 2011

Judiciary Panel Representatives:

Susan Howells, Procurement Officer
Eric Brown, Computer Operations Manager
Freyae Jones, Data Center Senior Manager

Attendees list will be made available as a separate document provided on the Judiciary's Procurement web site and eMarylandMarketplace in addition to the summary of the conference.

Ms. Howells, the Procurement Officer for the RFP, convened the meeting at 10:02 am and asked that the Judiciary panel representatives make introductions.

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

- Sections 1 – General Information
- Section 3 – Proposal Format
- Section 4 – Evaluation Process
- Attachments
- Amendment #1 dated May 18, 2011

Ms. Howells placed emphasis on the following:

- As the Procurement Officer, Ms. Howells is the sole point of contact for the RFP. Making contact with someone other than Ms. Howells could result in not receiving a correct response or cause a rejection of an Offeror's proposal.
- RFP Section 1.8 Questions – there is no cut off date for questions, but Offerors are reminded to submit questions timely in order to receive a response before submission of proposals.
- RFP Section 1.9 Proposal Due/Closing Date - proposals must be delivered to the Procurement Officer on time by June 7, 2011, 2:00 pm Local Time. Proposals received late will not be considered.
- RFP Section 1.11 Revisions to the RFP – will be posted on the Judiciary's Procurement web site and eMarylandMarketplace.
- RFP Section 1.23 Minority Business Enterprise – Amendment #1 to the RFP requires a 10% MBE goal assigned to the RFP and incorporates into the RFP Attachments F-1 and F-2. Both

attachments must be completed, signed and submitted with the technical proposal or the proposal will be rejected.

- RFP Section 1.20 Mandatory Contractual Terms – a proposal taking any exceptions to the requirements of the RFP may not be considered. Offerors need to address exceptions as instructed in the RFP.
- A separate solicitation has been released by the AOC to provide a capacity study and assessment of the Data Center which will not be completed prior to submission of proposals in response to this RFP.

There was no overview or input from the Panel regarding Section 2; the floor was then opened for questions. Ms. Howells requested that any questions after the Pre-Proposal Conference be submitted in writing and sent by e-mail for consideration.

A lively discussion ensued concerning the inability for offerors to submit proposals based on the lack of information provided in the RFP. In addition, there were concerns voiced that offerors would not be evaluated equally based on the variety of solutions proposed. Attendees recommended that the capacity study be completed prior to releasing the RFP for the back-up system replacement.

A walk-through of the Data Center was provided to all attendees interested.

The procurement officer indicated that the RFP will not be cancelled and asked that those offerors not submitting a proposal in response to the RFP provide a detailed response as to the reasons for the decision.

The meeting adjourned at 11:35 am.

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.