

**Pre-proposal Conference Summary**  
**REQUEST FOR PROPOSALS**  
**PROJECT NUMBER K12-0041-25I**  
**COLLABORATIVE LAW TRAINING**

**November 3, 2011**

Judiciary Panel Representatives:

Connie Kratovil-Lavelle, Executive Director of Family Administration  
and the Project and Contract Manager for this procurement  
Anna Pfeifer, Procurement Officer

Attendees list will be posted to [www.mdcourts.gov](http://www.mdcourts.gov) and eMaryland Marketplace as a separate document.

Ms. Pfeifer, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:05 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 3—Proposal Format
- Section 4—Evaluation Criteria and Selection Procedure

Ms. Pfeifer placed emphasis on the following:

- RFP Key Information Sheet—Proposals are due on November 17, 2011 at 2 p.m. and should be delivered to Anna Pfeifer at 2003 C Commerce Park Drive, Annapolis, MD 21401.
- RFP Section 1.1—The Maryland Judiciary is seeking proposals for a 3-day basic training session for up to 112 professionals in the collaborative process with an emphasis on the interdisciplinary team model. The training shall be held on March 7, 2012 through March 9, 2012 at the Judiciary Education and Conference Center located at 2011 Commerce Park Drive, Annapolis, MD 21401.
- RFP Section 1.3—The Contract that results from this RFP shall be a fixed-price contract. Price proposals must be submitted with all inclusive pricing. As indicated in RFP Section 2.2, the AOC shall be responsible for the provision of lunch for all trainers and conference attendees.
- RFP Section 1.4—The resulting Contract from this RFP shall be for a period of 1 year with. The AOC, at its sole option, shall have the unilateral right to extend the contract for 2 additional 1 year periods. Pricing must be submitted for year one, year two and year three, even though years two and three shall be at the AOC sole option.
- RFP Sections 1.5 and 1.8—Anna Pfeifer is the sole point of contact in the Judiciary for purposes of this RFP prior to award of any contract. Questions should be submitted by email.

- RFP Section 1.9—Oral presentations will be held for all Offerors deemed reasonably susceptible for award. It is anticipated that oral presentations will be held in the beginning part of December 2011.
- RFP Section 1.21—Attachment B must be completed and submitted with an Offeror’s proposal.
- RFP Section 1.22—Attachment A must only be completed at the time of contract award.
- RFP Section 3.2—A technical proposal and a financial proposal must be submitted.
- RFP Section 3.4.2 through 3.4.3--Enclosed with Offeror’s technical proposal shall be a transmittal letter, an executive summary and a table of contents arranged in the same order as the RFP.
- RFP Section 3.4.5 and 3.4.6—Offeror shall address each RFP requirement in the technical proposal and describe how its proposed training will meet the requirements. In addition, the technical proposal must include information on past experience will similar requirements through a response to the following items listed in RFP Section 3.4.6.1.
- RFP Section 3.4.7—Offeror shall provide at least 3 current references.
- RFP Section 4.2—The criteria to be applied to each technical proposal are listed in descending order of importance: Offeror Experience and Capabilities, References, Offeror Technical Response to RFP Requirements.
- RFP Section 4.4—The Contract shall be awarded in accordance with the competitive sealed proposals process under the Judiciary’s Procurement Policy.

Ms. Kratovil-Lavelle gave an overview of RFP Section 2—Scope of Work.

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 10:30 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.**