

Pre-proposal Conference Summary

REQUEST FOR PROPOSALS PROJECT NUMBER K12-0068-25Y HOME SECURITY ASSESSMENTS April 18, 2012

Judiciary Panel Representatives:

Susan Howells, Procurement Officer
Jessica Pitts, Director, Emergency Preparedness & Court Security
Keith Bageant, Deputy Director, Emergency Preparedness & Court Security

Attendees list is available as a separate document provided on the Judiciary's Procurement web site and eMarylandMarketplace.

Ms. Howells, the Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:03 am and made introductions.

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

- Sections 1 – General Information
- Section 3 – Proposal Format
- Section 4 – Evaluation Process
- Attachments

Ms. Pitts and Mr. Bageant provided the role of the Department of Emergency Preparedness & Court Security and provided some background for the purpose of the solicitation and services.

Ms. Howells also addressed any questions received prior to the Pre-Proposal Conference.

The floor was then opened for questions. The Questions and responses are included in the Questions/Responses Document #1 posted on the Judiciary's Procurement web site.

Ms. Howells requested that any additional questions after the Pre-Proposal Conference be submitted in writing and sent by e-mail for consideration.

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.