

## **Pre-proposal Conference Summary**

### **REQUEST FOR PROPOSALS PROJECT NUMBER K13-0004-29 IT SUPPORT SERVICES May 10, 2012**

Judiciary Panel Representatives:

Gisela Blades, Procurement  
Mylita Jacob, JIS  
Ann Smith, JIS  
Kim McPeters, JIS  
Randy Sayers, JIS

Attendees list is posted as a separate document on the Judiciary's Procurement website and eMarylandMarketplace.

Ms. Blades, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:10 am and asked the Judiciary panel representatives to introduce themselves.

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

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

Ms. Blades placed emphasis on the following:

- As the Procurement Officer, Ms. Blades is the sole point of contact for the RFP. Making contact with anyone other than Ms. Blades could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal. This prohibition does not extend to the contracted personnel currently working in the positions advertised in this RFP.
- 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 May 24, 2012, 2:00PM Local Time. Proposals received late will not be considered. Electronic submissions will not be considered.
- RFP Section 1.11 Revisions to the RFP – will be posted on the Judiciary's Procurement website and eMarylandMarketplace.
- RFP Section 1.20 Minority Business Enterprise – there is no MBE subcontracting goal assigned to the RFP; however, at least two awards will be made to MDOT certified MBE firms.

- RFP Section 1.18 Public Records – Proposals can not be designated “proprietary” cover to cover. Mark confidential information as instructed and provide rationale.
- RFP Section 1.20 Mandatory Contractual Terms – a **proposal taking any exceptions to the requirements of the RFP will not be considered**. Offerors need to address exceptions with the Procurement Officer prior to submitting a proposal.
- This RFP is a stand-alone RFP, and is not based on CATS II Master Contract
- Technical response to the RFP should only briefly explain corporate qualifications, and heavily focus on proposed candidate (only one candidate per position per Offeror)

The floor was then opened for questions. Ms. Blades requested that all questions be submitted to her in writing via e-mail. Q&A documents will be posted to our web site and eMarylandMarketplace.

The meeting adjourned at 11:15 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.**

**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.**