



**ADMINISTRATIVE OFFICE OF THE COURTS  
MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401**

**PRE-PROPOSAL CONFERENCE SUMMARY – May 13, 2013  
PERFORMANCE ASSESSMENT CONSULTING SERVICES  
(MDEC)  
PROJECT NUMBER K13-0063-29**

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Judiciary Panel Representatives:

Susan Howells, Procurement Officer  
Robert Bruchalski, Deputy Director, JIS  
Joe Fedorkowicz, JIS  
Jason Thomas, JIS  
Steve Wanbaugh, JIS

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 10:03 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

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, 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, 2013, 2:00 pm Local Time. Proposals received late will not be considered.
- RFP Section 1.13 Oral Presentations/Discussions – As the AOC is anxious to award a contract prior to June 30, 2013, presentations may be scheduled within two weeks of receipt of proposals.

- 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.
- RFP Section 1.23 Minority Business Enterprise – No goal has been assigned to the RFP, MDOT MBE certified business partners are encouraged to propose as a prime.

JIS staff provided an overview of Section 2 including a background of the MDEC Project, outline of the project to date, and the scope of work in the RFP.

Ms. Howells then covered the questions received prior to the conference; responses were provided orally by the JIS staff which will be followed up in writing.

The floor was opened up for questions and additional discussion of the RFP. A question was raised concerning the location of the work to be performed; Amendment #1 will provide clarification concerning this question.

The meeting adjourned at 11:06 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.**

Susan Howells, Procurement Officer