

**Pre-proposal Conference Summary**  
**REQUEST FOR PROPOSALS**  
**PROJECT NUMBER K11-0030-29**  
**MARYLAND ELECTRONIC COURT CORE ACQUISITION**  
**September 20, 2010**

Judiciary Panel Representatives:

Susan Howells, Procurement Officer  
Mark Bittner, MDEC Program Manager  
Joan Nairn, Project Manager  
Carla Jones, Court Business Office  
Larry Jones, Manager, MBE

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

Ms. Howells, the Procurement Officer for the Request for Proposals (RFP), convened the meeting at 2:03 pm 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

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 1.9 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 1.10 Proposal Due/Closing Date - proposals must be delivered to the Procurement Officer on time by October 27, 2010, 2:00PM Local Time. Proposals received late will not be considered.
- RFP Section 1.12 Revisions to the RFP – will be posted on the Judiciary's Procurement website and eMarylandMarketplace.
- RFP Section 1.20 Minority Business Enterprise – there is a 35% MBE goal assigned to the RFP. Attachment D must be submitted with the Technical Proposal, failure to do so will result in rejection of the Offeror's proposal. MBE firms proposed must be Maryland Department of

Transportation (MDOT) certified in the category for which they are providing the service and/or commodity. Offerors are encouraged to verify the certification through the MDOT MBE directory available on MDOT's website.

- RFP Section 1.23 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.

The Panel then addressed the attachments to the RFP.

Mr. Bittner gave a detailed overview of the project and Section 2 – Scope of Work. In addition, Ms. Howells recommended that Offerors have read and understand the impact and expense for meeting the requirements of RFP Section 2.12 Contractor Security Requirements.

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.

The meeting adjourned at 4:30 pm.

**Notice: An electronic recording of the Pre-Proposal conference is available on the Judiciary's Procurement website. 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.**

**A prospective Offeror who has received this document from a source other than the Procurement Officer should immediately contact the Procurement Officer and provide the prospective Offeror's name and mailing address so that amendments to the RFP or other communications can be sent to the prospective Offeror. Failure to contact the Procurement Officer may result in non-receipt of important information.**