

Pre-proposal Conference Summary

REQUEST FOR PROPOSALS PROJECT NUMBER K16-0034-29 JIS VULNERABILITY ASSESSMENT SCAN APRIL 26, 2016

Judiciary Panel Representatives:

Robin Smith, Procurement Officer
Gisela Blades, Procurement Director

JIS Team
Paul Williamson
Susan Bowen
Mike Stallings
Renee Abbott

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

Ms. Smith, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:30 am and asked the Judiciary panel representatives to introduce themselves.

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

- Sections 1 – General Information
- Section 2 – Statement of Work

Ms. Smith placed emphasis on the following:

- As the Procurement Officer, Ms. Smith is the sole point of contact for the RFP. Making contact with anyone other than Ms. Smith could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal.
 - RFP Section 1.9 Questions – there is no cutoff 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 May 2, 2016 by 2:00pm. Proposals received late will not be considered. Electronic submissions will not be considered.
 - A new price proposal sheet will be issued via addendum

Ms. Smith requested that all questions be submitted to her in writing via e-mail. Q&A documents will be posted to our web site and eMaryland Marketplace as well as any Addendums to RFP.

The floor was then opened for the Question and Answer period. A separate Q&A document will be issued and posted.

Ms. Smith adjourned the conference 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.