

Pre-Proposal Conference Summary

REQUEST FOR PROPOSALS

PROJECT NUMBER K16-0101-25E

MJUD Court Clerk Staffing Study

May 24, 2016

Judicial Representatives:

Whitney Williams, Procurement Officer

Andre Ginder, Court Operations

Jamie Walter, Court Operations

Luke Dillon, Court Operations

Attendees list is posted as a separate document on the Judiciary's Procurement website <http://mdcourts.gov/procurement/bids.html> and eMaryland Marketplace.

Ms. Williams, Procurement Officer for the Request for Proposals (RFP), began the meeting at 9:00 am and introduced the Judiciary representatives.

Ms. Williams then addressed various areas in the RFP.

Most emphasis were placed on the following:

- RFP Section 1.4 Contract Duration- Contract resulting from this RFP shall be for a base period one (1) year with 2 (2), 2 month renewal options to be exercised at the Judiciary's discretion.
- RFP Section 1.5 Procurement Officer- Whitney Williams is the sole point of contact in the Judiciary for purposes of this RFP prior to award. Making contact with anyone other than Ms. Williams may result in the rejection of the Offeror's proposal
- RFP Section 1.9 Proposal Due (Closing) Date: The due date for all proposals is June 7, 2016 by 2:00PM. Proposals must be received by this day and time in order to be considered. Proposals may be sent in earlier if the offeror so chooses. One original and 2 copies of each proposal (technical and financial) must be received with an electronic copy of each volume.
- RFP Section 3.4 Technical Proposal- Offerors are advised to follow the format as stated in the RFP
- RFP Section 4.2 Technical Criteria- Offerors were advised of the criteria to be applied to each technical proposal listed in descending order of importance

The floor was then opened for questions. Q&A documents will be posted to the Maryland Judiciary and eMaryland Marketplace websites.

The meeting ended at 9:15 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.