

**Pre-Proposal Conference Summary**

**REQUEST FOR PROPOSALS**

**PROJECT NUMBER K17-0006-29**

**Outside Plant Field Engineer**

**June 1, 2016**

Judicial Representatives:

Whitney Williams, Procurement Officer

Thomas Sasscer, Judicial Information Systems

Michelle Jonczak, Judicial Information Systems

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 10:17 am and introduced the Judiciary representatives.

Ms. Williams then addressed various areas in the RFP.

Most emphasis were placed on the following:

- RFP Section 1.3- Contract Type- Contract shall be based on Time and Material
- RFP Section 1.4 Contract Duration- Contract resulting from this RFP shall begin with execution by the AOC and extend for a base period of one (1) year. The Judiciary shall have the sole right to exercise four (4) one year renewal options
- 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 8, 2016, 2 pm. 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
- RFP Section 3.4.5 Offerors Response to Technical Proposal- Offerors are advised to follow the format as stated in the RFP
- RFP Section 4.2 Technical Criteria- Criteria to be applied to each technical proposal are listed in descending order of importance in this section

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 10:40 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.**