

## **Pre-proposal Conference Summary**

### **REQUEST FOR PROPOSALS PROJECT NUMBER K17-0039-29 SENIOR ARCHITECT – APPLICATION & INTEGRATION ARCHITECTURES OCTOBER 12, 2016**

Judicial Representatives:

Karen Hoang, Procurement Officer  
Whitney Williams, Procurement Officer  
Judicial Information Systems, Rick Parker

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

Ms. Hoang, Procurement Officer for the Request for Proposals (RFP), began the meeting at 10:05am. and introduced the Judiciary representatives.

Ms. Hoang then addressed various areas in the RFP.

Most emphasis were placed on the following:

- RFP Section 1.1 Summary Statement – This RFP is seeking proposals from prospective Offerors to award one contract for a Senior Architect to assist the JIS Enterprise Architect with the strategy, design, development, implementation and maintenance related to the Java-based Service Oriented Architecture (SOA) that supports multiple internal and external Web-based enterprise systems and application integrations. The AOC has the right to disqualify any resource proposed by more than one Offeror for the same position.
- 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 November 1, 2016 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- Karen Hoang is the sole point of contact in the Judiciary for purposes of this RFP prior to award. Making contact with anyone other than Ms. Hoang may result in the rejection of the Offeror's proposal
- RFP Section 1.8 Questions – There is no cut off time or date for questions but please allow for sufficient time to formulate an answer and post responses
- RFP Section 1.9 Proposal Due (Closing) Date: Proposals are due no later than October 19, 2016 at 2:00 PM. Ms. Hoang is prohibited from accepting a proposal after the closing date. Offerors may submit proposals before the closing date.

- RFP Section 1.13 Oral Presentations/Discussions/Interviews – Selected candidates are expected to make **an in-person interview**. Phone and Skype interviews will not be permitted.
- RFP Section 3.2 Proposals – Offerors must submit one unbound original and three bound copies of both the technical and financial proposals.
- 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 adjourned 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.**