

Pre-proposal Conference Summary
REQUEST FOR PROPOSALS
PROJECT NUMBER K15-0034-28
INTEGRATED LIBRARY SYSTEM FOR MARYLAND STATE LAW LIBRARY
February 11, 2015

Judiciary Panel Representatives:

Khrystine Bunche, Procurement Officer
Steve Anderson, Director
Sara Marks, Fiscal Services Coordinator
Mary Jo Lazun, Head of Collection Management
Jessie Tam, Head of Technical Services

Ms. Bunche, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 9:03 am and asked the Judiciary panel representatives to introduce themselves.

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

- Sections 1 – General Information
- Section 2 – Statement of Work
- Section 3 – Proposal Format
- Section 4 – Evaluation Process

Ms. Bunche placed emphasis on the following:

- RFP Section 1.1 Summary Statement – The AOC is issuing this RFP to award a contract to help the Law Library manage their print, online and digital collections. The AOC has the right to make one award or a second separate award for the Discovery Tool.
- RFP Section 1.4 Contract Duration – The resulting contract(s) will have a base period of five (5) years, with five (5), one (1) year renewal options to be exercised at the sole discretion of the AOC.
- RFP Section 1.13 Oral Presentations/Discussions – Technical proposals will be reviewed and the top vendors will be asked to make a presentation expanding on their technical proposal. Presentations cannot include financial proposals. Presentations can either be made on-site in Annapolis Maryland or via webinar.
- RFP Section 1.25 Procurement Method – Financial proposals will not be opened until after the last vendor being considered for award has presented and all vendors have been ranked based on their technical capabilities.
- RFP Section 2.1.2 Contractor Requirements- Objectives – The ILS needs to be up and running by July 1, 2015.

- RFP Section 3.2 Proposals – Proposals should be submitted in two parts. The first part being Volume I Technical Proposal and the second part being Volume II Financial Proposal. These should be sent simultaneously but sealed separately.
- RFP Section 3.4.5.6 Required Affidavits, Schedules and Documents to be submitted by Offeror in the Technical Proposal – Attachment G must be included in the technical proposal.
- RFP Section 4.1.1 – Technical factors are considered before financial factors.

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 9:23 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.