

Pre-proposal Conference Summary

REQUEST FOR PROPOSALS PROJECT NUMBER K15-0037-29 AY16 IT Support Service Resources April 07, 2015

Judiciary Panel Representatives:

Khrystine Bunche, Procurement Officer
Michelle Jonczak, Administrative Assistant IV
Mylita Jacob (Section 2.2 & 2.5)
Steve Wanbaugh (Section 2.3 & 2.4)
Rick Parker (Section 2.6)
Carla Jones (Section 2.7)
Joan Nairn (Section 2.8)

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

Ms. Bunche, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:06am and asked the Judiciary panel representatives to introduce themselves.

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

- Sections 1 – General Information
- Section 3 – Proposal Format
- Section 4 – Evaluation Process

Ms. Bunche placed emphasis on the following:

- As the Procurement Officer, Ms. Bunche is the sole point of contact for the RFP. Making contact with anyone other than Ms. Bunche could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal. This prohibition does not extend to the contracted personnel currently working in the positions advertised in this RFP.
- RFP Section 1.1 Summary Statement – As noted in the RFP, the AOC is soliciting 7 resources. One resource per position available. All positions are currently staffed. Target start date for all contractor's resource(s) is July 1, 2015.
- RFP Section 1.4 Contract Duration – Contracts resulting from this RFP shall have a base period of one (1) year, with four (4), one (1) year renewal options to be exercised at the sole discretion of the AOC.
- RFP Section 1.13 Oral Presentations/Discussions/In-Person Interviews - **Offerors must only propose candidates who will be available for in person interviews. In-person interview is mandatory. No other type of interview besides in-person is permitted.** Offerors will be contacted via e-mail if their candidate is selected for an interview.

- RFP Section 3.2 Proposals – Multiple hard copies of the technical and financial proposal is not needed for this RFP. The electronic copy of the technical proposal shall include a file for the technical proposal and a separate file for each resume.
- RFP Section 4.2 Technical Criteria – Capabilities of the candidate will receive greater weight than offeror corporate experience.
- Ms. Bunche recommended that Offerors get a signed and dated exclusive rights to representation. Should a candidate be proposed by more than one company for the same position, the AOC will work with the Offeror with an exclusive rights to representation with the earliest date.

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 11:03am.

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.

Sole point of contact for this solicitation is the Procurement Officer. Offerors are specifically directed NOT to contact any other 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.