

Pre-proposal Conference Summary

REQUEST FOR PROPOSALS

PROJECT NUMBER K15-0048-89

Turnkey Digital Court Recording System-District Court of Maryland

April 16, 2015

Judiciary Panel Representatives:

Khrystine Bunche
Gisela Blades
Colleen Cantler
Judge Gary Everngam
Liz Clarke
Susan Bowen
Rob Hannon
Jamie Walter
Paul Williamson
Mary Abrams
Patrick Loveless
Mike Esposito
Brian Browne

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 1:37pm 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.
- RFP Section 1.1 Summary Statement – As noted in the RFP, the AOC is soliciting a turnkey digital court recording system. The AOC is not looking for Offerors to repeat District Court's current system. Offerors should propose their best solution based on District Courts' needs.
- RFP Section 1.4 Contract Duration – Contract resulting from this RFP shall have a base period of three (3) years, with two (2), one (1) year renewal options to be exercised at the sole discretion of the AOC.

- RFP Section 1.13 Oral Presentations/Discussions/Demos – Offerors being considered for award will be asked to make a demonstration based on their technical proposal. **Demos must be in-person.** Offerors will receive a request for demonstrations via e-mail.
- RFP Section 1.23 Minority Business Enterprise – A 25% MBE goal is placed on this solicitation for installation and training services. If an MBE prime is awarded the contract they can use their own staff to achieve 12.5% of the 25% MBE goal. The remaining 12.5% must be subcontracted out to a certified Maryland Department of Transportation MBE firm. Offerors must submit MBE forms A and B with their technical proposals. The remaining MBE forms can be submitted after intent to award.
- RFP Section 3.2 Proposals – Offerors should submit one package with two separately sealed packages inside.
- RFP Section 4.1 Technical Criteria – Proposed solution will receive greater weight than offeror corporate experience.

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 2:35pm.

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.