

## **Pre-proposal Conference Summary**

**REQUEST FOR PROPOSALS  
PROJECT NUMBER K16-0013-29  
ORACLE BUSINESS INTELLIGENCE APPLICATION  
DEVELOPMENT SERVICES RESOURCES  
SEPTEMBER 10, 2015**

Judiciary Panel Representatives:

Gisela Blades, Director, Dept. of Procurement, Contract and Grant Admin.  
Colleen Cantler, Procurement Specialist, Dept. of Procurement, Contract and Grant Admin.  
Khrystine Bunche, Procurement Specialist, Dept. of Procurement, Contract and Grant Admin.  
Paul Williamson, JIS, Information Senior Manager  
Sherry Dean, Manager, JIS Financial Systems  
Steve Wanbaugh, JIS Technology, DBA Administrator

The sign-in form is posted as a separate document on both the Judiciary's and eMaryland Marketplace websites.

Mrs. Blades, convened the meeting at 10:05am and asked the Judiciary panel representatives to introduce themselves.

Mrs. Blades placed emphasis on the following:

- RFP Section 1.3 - The Contract that results from this RFP shall be based on Fixed Price. However, this may be amended to include a time and material element in addition to the fixed price deliverables.
- RFP Section 1.4 - The Contract resulting from this RFP shall begin upon execution and extend for a base period of two years. The Judiciary shall have the sole right to exercise up to one, one-year year renewal options at its discretion.
- RFP Section 1.5 - As the new Procurement Officer (see Amendment #1), Khrystine Bunch 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 1.8 Questions – there is no cut off date for questions, but Offerors are reminded to submit questions timely in order to receive a response before submission of proposals.
- RFP Section 1.9 Proposal Due/Closing Date - proposals must be delivered to the Procurement Officer on time by the new due date (see Amendment 1), September 28, 2015, 2:00PM Local Time. Proposals received late will not be considered. Electronic submissions will not be considered.
- RFP Section 1.11 - Revisions to the RFP will be posted on the Judiciary's and eMaryland Marketplace websites.
- RFP Section 1.23 - Minority Business Enterprise - An MBE Subcontractor participation goal of 30% has been established for this solicitation. Each Offeror/Bidder shall complete, sign and submit MJUD MBE Form A "Certified MBE Utilization and Fair Solicitation Affidavit" and MJUD MBE Form B "MBE Participation Schedule" at the time it submits its technical proposal or bid response.

- When a certified MBE firm participates as a prime contractor on a contract, a procurement agency may count the distinct, clearly defined portion of the work of the contract that the certified MBE firm performs with its own forces toward fulfilling up to fifty-percent (50%) of the MBE participation goal (overall). In order to receive credit for self-performance, an MBE prime must list its firm in MJUD MBE FORM 8 "MBE Participation Schedule", including the certification category under which the MBE prime is self-performing and include information regarding the work it will self-perform. For the remaining portion of the goal, the MBE prime must also identify other certified MBE subcontractors.

MBE Waiver:

- If the offeror/bidder is unable to achieve the MBE participation goal, it shall request a waiver in whole, or in part, of the overall goal by checking the second box on the MJUD MBE FORM A. Failure to indicate the need for a waiver will result in the Judiciary's rejection of the bid/proposal.
- RFP Section 3.4.5.1 General - Offeror shall propose a plan, a timeline and a team to meet the RFP requirements. All proposed team members must be identified by role/function or title, percentage of involvement, on or off-site support, etc. Offeror must provide resumes for all proposed team members. The Offeror shall address each RFP requirement in the Technical Proposal and describe how its proposed services will meet those requirements. If the Judiciary is seeking Offeror agreement to a requirement, the Offeror shall state agreement or disagreement. Any paragraph that responds to a work requirement shall not merely rely on a stated agreement to perform the requested work; but rather, the Offeror should outline how the Offeror can fulfill the requested tasks in a manner that best meets the Judiciary's needs.

Ms. Sherry Dean placed emphasis on the following:

RFP Section 2.0 – Statement of Work – JIS (AOC) is seeking proposals from prospective Offerors to award one contract for an experienced Oracle Business Intelligence Application (OBIA) Development Services resource team to set up a separately procured OBIA tool in production quality assurance (QA) and production environments. Ms. Dean then answered questions that were submitted prior to the pre-proposal conference. These questions and answers will be recapped and posted as a separate document on both the Judiciary and eMaryland Marketplace websites.

The floor was then opened for questions. Mrs. Blades reminded the attendees that that all questions shall be submitted in writing via e-mail. Q&A and Amendment documents will be posted to the Maryland Judiciary and eMaryland Marketplace websites.

The meeting adjourned at 11:10am.

**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.**

Issued by Colleen Cantler, outgoing Procurement Officer  
September 10, 2015