

Pre-proposal Conference Summary

REQUEST FOR PROPOSALS PROJECT NUMBER K16-0054-29 PeopleSoft Order-To-Cash Functional Analyst Resource February 10, 2016

Judiciary Panel Representatives:

Lisa Peters, Manager, Procurement, Contracts, and Grant Administrations
Khrystine Bunche, Procurement Officer
Alisha Allmond, Procurement Officer
Michelle Jonczak, IT Budget and Contract Specialist
Sherry Dean, Revenue Collection App Ld

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 10:04 am and asked the Judiciary panel representatives to introduce themselves.

Ms. Bunche and Ms. Allmond 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 and Ms. Allmond 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 – This RFP is soliciting one PeopleSoft Order-To-Cash position expected to start April 1, 2016. Offerors may only submit one candidate. The AOC reserves the right to disqualify a candidate proposed by multiple Offerors. Affected Offerors will have three business days to submit a substitute.
- RFP Section 1.3 Contract Type – the resulting contract will be Time and Materials
- RFP Section 1.4 Contract Duration - a base period of six (6) months, with three (3), six (6) month renewal options to be exercised at the sole discretion of the AOC.
- 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 1.13 Oral Presentations/Discussions/Interviews – Selected candidates are expected to make an in-person interview. Phone and Skype interviews will not be permitted.
- RFP Section 2.2.1 SOW, Background – Ideal candidate must have comprehensive knowledge and experience working with the Order-to-cash module in PeopleSoft Financials version 9.1 and later.
- RFP Section 2.2.3 SOW, Education – Resource must have a Bachelor’s Degree in Accounting, Business Management or related discipline and/or equivalent experience
- RFP Section 2.2.5 SOW, Place of Performance – The selected resource will report to 2661 Riva Road Annapolis, Maryland 21401
- RFP Section 3.2 Proposals – Offerors must submit one unbound original of both the technical and financial proposals.
- RFP Section 4.2 Technical Criteria – A quality candidate shall bear greater weight than 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 10:24am.

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.