

PRE-PROPOSAL CONFERENCE SUMMARY

REQUEST FOR PROPOSALS PROJECT NUMBER K17-0016-29 INFORMATION TECHNOLOGY SUPPORT AUGUST 1, 2016

Judiciary Panel Representatives:

Gisela Blades, Director, Procurement, Contracts, and Grant Administration
Khrystine Bunche, Procurement Officer
Susan Bowen
Vadim Olyashevsky
Michelle Deal
Mary Hutchins
Rick Parker

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 11:30 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 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 – This RFP is soliciting 14 positions. Offerors may submit resumes to any or all available positions. The AOC anticipates making multiple awards.
- RFP Section 1.4 Contract Duration – The contract will have a one year base with four consecutive one year renewal options. All positions are considered urgent; contracts will be executed as quickly as possible.
- 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. Additionally, Offerors must submit all questions in writing to the Procurement Officer.

- RFP Section 1.9 Proposal Due (Closing) Date – Proposals are due no later than August 8, 2016 at 2:00PM. Ms. Bunche is prohibited from accepting a proposal after the closing date. Offerors may submit proposals before the closing date.
- RFP Section 1.13 Oral Presentations/Discussions/Interviews – After evaluation, Offerors being considered for award will be asked to participate an in-person interview. No phone or skype interviews will be accepted.
- RFP Section 3.2 Proposals – Offerors must submit one unbound original and one electronic copy. The electronic copy can be either a CD or a flash drive.
- RFP Section 4.2 Technical Criteria – Technical factors bear greater weight than financial factors. Quality of the candidate shall bear greater weight than

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 12:05pm.

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.