

Pre-proposal Conference Summary

REQUEST FOR PROPOSALS

RFP K19-0074-84F

DISTRICT COURT OF MARYLAND, 100 & 120 Chesapeake Avenue, Towson, MD 21286

March 25, 2019

Judiciary Panel Representatives:

Robin Smith, Procurement Office

Joe White – District Court – Facilities Manager

Mike Jones – District Court -Construction Manager

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

Ms. Smith, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 11:00 am and asked the Judiciary panel representatives to introduce themselves.

Ms. Smith placed emphasis on the following:

- As the Procurement Officer, Ms. Smith is the sole point of contact for the RFP. Contacting anyone other than Ms. Smith 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 1.9 Proposal Due/Closing Date - proposals must be mailed or hand delivered to the Procurement Officer on time by April 2, 2019 by 2:00PM Local Time. Proposals received late will not be considered.

Ms. Smith requested that all questions be submitted to her in writing via e-mail. Q&A documents will be posted to our web site MDCourts.gov and eMaryland Marketplace as well as any Addendums to RFP.

The Walk thru concluded at 11:50am

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.