

## **Pre-proposal Conference Summary**

### **REQUEST FOR PROPOSALS PROJECT NUMBER K20-0002-29 Peoplesoft Support Resources February 6, 2019**

Judiciary Panel Representatives:

Ibrahim Totah, Procurement Manager  
Khrystine Bunche, Procurement Officer  
Sherry Dean, Applications Manager  
Liz Clarke, Senior Project Manager  
Theresa Nudell, Project Manager  
Lee Robinson, Director of Human Resources  
Lauren Smith, Security Administrator

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

Mrs. Bunche, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 2:03pm and asked the Judiciary panel representatives to introduce themselves.

Mrs. Bunche and Mrs. Dean 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

Mrs. Bunche and Mrs. Dean placed emphasis on the following:

- As the Procurement Officer, Mrs. Bunche is the sole point of contact for the RFP. Making contact with anyone other than Mrs. 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 1.3 Contract Type – The resulting contract will be both Time and Material and Fixed Price. Offerors are required to propose the quantity of resources the AOC needs on a Time and Material basis. The AOC has determined there will be approximately \$100,000 worth of enhancements over the life of the contract. The \$100,000 is not a guarantee of spending.
- RFP Section 1.4 Contract Duration – Contracts resulting from this RFP shall have a base period of one (a) year, with four (4), one (1) year renewal options to be exercised at the sole discretion of the AOC.

- RFP Section 1.8 Questions – There is no deadline for questions. Questions must be sent via e-mail. Questions will be responded to in the form of a question and response document that will be posted on eMaryland Marketplace and the Procurement site.
- RFP Section 1.9 Proposal Due (Closing) Date – Proposals are due February 15<sup>th</sup> at 2:00PM. No late proposals will be expected. Offerors can submit their proposal before the due date.
- RFP Section 1.13 Oral Presentations/Discussions – Offerors being considered for award will be asked to come in for an oral presentation. All Offerors still being considered for award will be asked to make their resources available for an in-person interview.
- RFP Section 1.23 Minority Business Enterprises – This solicitation has a 10% MBE goal. If an MBE prime is awarded the contract, they can satisfy 50% of the MBE goal. The remaining 50% of the goal must be satisfied through a certified MBE.
- RFP Section 2.1 Purpose and Summary – Offerors are expected to ask as many questions as possible about the AOC’s systems in order to determine the number of resources needed to support Peoplesoft. The goal is to allow the Offeror’s expertise to guide their response so the AOC has the most efficient quantity of resources.
- RFP Section 2.2.3 Place of Performance – All resources are required to work on-site in Annapolis, however, remote support may be required if Annapolis courts are closed but the courts in another county are not.
- RFP Section 3.2 Proposals – Offerors must submit one package with two separate volumes.
- RFP Section 4.2 Technical Criteria – Quality of the proposed solution shall receive the greatest weight in the evaluation of the technical criteria.

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 2:39pm.

**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.**