

Pre-Proposal Conference Summary

REQUEST FOR PROPOSALS

PROJECT NUMBER K19-0007-25D

DTE Technical Assistant

May 17, 2018

Judicial Representatives:

Whitney Williams, Procurement Officer

Kelly Williamson

Noah Parker

John Hammell

Attendees list is posted as a separate document on the Judiciary's Procurement website <http://mdcourts.gov/procurement/bids.html> and eMaryland Marketplace.

Ms. Williams, Procurement Officer for the Request for Proposals (RFP), began the meeting at 3:02 pm and asked the Judiciary panel representatives and Offerors to introduce themselves.

Ms. Williams then addressed various areas in the RFP.

Most emphasis were placed on the following:

- RFP Section 1.1- Summary Statement- The Judiciary is seeking proposals for one Technical Assistant for the Department of Technology Education. The AOC reserves the right to disqualify any candidate proposed by multiple Offerors. Affected Offerors will be given three business days to submit a substitute. Offerors may submit one resume only.
- RFP Section 1.4 Contract Duration- Contract resulting from this RFP shall begin August 27, 2018 and extend for a base period of one (1) year. The Judiciary shall have the sole right to exercise three (3) one year renewal options.
- RFP Section 1.9 Proposal Due (Closing) Date: One original and three copies of each proposal (technical and financial) must be received by the Procurement Officer no later than 2:00 pm (local time) on May 31, 2018 in order to be considered.
- RFP Section 1.13 Oral Presentations: Offerors will be asked to make selected candidates available for a face to face, in person interview. We expect to schedule them 2-3 weeks after proposal receipt. A panel interview will be conducted with up to 3 interviewers. Candidates will be asked to demonstrate computer skills during the interview.

- RFP Section 3.2 Proposals- Electronic copy of technical and financial proposals can be on either flash/thumb drive or CD. No email submissions will be accepted.
- RFP Section 3.4 Technical Proposal- Offerors are to follow instructions stated in this section for technical response. The only attachments required to be submitted with proposal are Attachment B (Bid/Proposal Affidavit) and Attachment E (Price Proposal Form). Attachment E should not be submitted with Technical Proposal.

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 3:42 pm.

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.