

Pre-proposal Conference Summary

REQUEST FOR PROPOSALS PROJECT NUMBER K15-0049-29 Consultants for Integrated Attorney Database System May 24, 2015

Judiciary Panel Representatives:

Khrystine Bunche, Procurement Officer
Mark Bittner, Assistant Administrator

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 10:10am 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. This prohibition does not extend to the contracted personnel currently working in the positions advertised in this RFP.
- RFP Section 1.1 Summary Statement – As noted in the RFP, the AOC is soliciting 2 resources. These positions are not currently staffed. The AOC has the right to disqualify any candidate that is proposed by multiple vendors. Effectuated vendors will be given three business days to submit a substitute.
- RFP Section 1.4 Contract Duration – Contracts resulting from this RFP shall have a base period of nine (9) months, with two (2), one (1) year renewal options to be exercised at the sole discretion of the AOC. The contract must be fully executed by June 29, 2015
- RFP Section 1.13 Oral Presentations/Discussions/In-Person Interviews - **Offerors must only propose candidates who will be available for in person interviews. In-person interview is mandatory. No other type of interview besides in-person is permitted.** Offerors will be contacted via e-mail if their candidate is selected for an interview.
- RFP Section 3.2 Proposals – Multiple hard copies of the technical and financial proposal is not needed for this RFP. The electronic copy of the technical proposal shall include a file for the technical proposal and a separate file for the proposed candidate's resume.

- RFP section 3.4.5.3 – This section is specifically requesting references for the Offerors.
- RFP section 4.1.1 – Technical factors bear a greater weight than price factors.
- RFP Section 4.2 Technical Criteria – Capabilities of the candidate will receive greater weight than offeror 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 10:48am.

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.