

## **Pre-proposal Conference Summary**

### **REQUEST FOR PROPOSALS PROJECT NUMBER K16-0062-25D JUDICIAL COLLEGE SHORT TERM AND LONG TERM TRAINERS MARCH 3, 2016**

Judiciary Panel Representatives:

Gisela Blades, Director, Procurement, Contracts, and Grant Administrations  
Khrystine Bunche, Procurement Officer  
Alisha Allmond, Procurement Officer  
Robb Wilmot, School of Technology  
Kelly Williamson, School of Technology

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 10:04 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. This prohibition does not extend to the contracted personnel currently working in the positions advertised in this RFP.
- RFP Section 1.1 Summary Statement – This RFP is soliciting up to five long term trainers and three short term trainers. The AOC has the right to disqualify any resource proposed by more than one Offeror for the same position.
- RFP Section 1.4 Contract Duration – long term trainers shall have a base period of three years with two consecutive one-year renewal options. Short term trainers shall have a base of six months with two consecutive six month renewal options.
- 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.
- RFP Section 1.9 Proposal Due (Closing) Date – Proposals are due no later than March 11, 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 – Selected candidates are expected to make **an in-person interview**. Phone and Skype interviews will not be permitted.
- RFP Section 3.2 Proposals – Offerors must submit one unbound original and three bound copies of both the technical and financial proposals.
- RFP Section 4.2 Technical Criteria – A quality candidate shall bear greater weight than 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 10:34am.

**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.**