

PRE-PROPOSAL CONFERENCE SUMMARY

REQUEST FOR PROPOSALS PROJECT NUMBER K16-0064-25 CATERING SERVICES MARCH 17, 2016

Judiciary Panel Representatives:

Gisela Blades, Director, Procurement, Contracts, and Grant Administrations
Khrystine Bunche, Procurement Officer
Terri Vukovich, Facilities Administration
David Manning, Facilities Administration
Robin Nhare, Facilities Administration

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 10:03 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.
- RFP Section 1.1 Summary Statement – This RFP will result in a single award to an Offeror for exclusive catering services at the JECC.
- RFP Section 1.3 Contract Type – The resulting contract will be an IDIQ fixed price contract.
- RFP Section 1.4 Contract Duration – The contract will have a three year base with two consecutive one year 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. Additionally, Offerors must submit all questions in writing to the Procurement Officer.
- RFP Section 1.9 Proposal Due (Closing) Date – Proposals are due no later than March 29, 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 – After evaluation, Offerors being considered for award will be required to make an oral presentation that includes a sample fare.
- RFP Section 2 Statement of Work – Ms. Vukovich emphasized the importance of timely delivery and possibilities for high volume days.
- RFP Section 3.2 Proposals – Offerors must submit one unbound original and three bound copies of the technical proposal.
- RFP Section 3.4.1 Not-to-Exceed Value – State regulations limit food allowances. Offeror must submit menus that will meet the requirements of the RFP within the allowable limits. The Judiciary will not pay any additional fees (example: delivery charges, set-up fees etc.)

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 11:20am.

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.