

Pre-proposal Conference Summary
REQUEST FOR PROPOSALS
PROJECT NUMBER K14-0034-29
Oracle's PeopleSoft Financial Software Support Services
February 20, 2014

Judiciary Panel Representatives:

Gisela Blades, Procurement Officer
Mark Bittner, JIS
Sherry Dean, JIS
Robin Smith, Procurement
Yashica Forrester, Procurement

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

Ms. Blades, Procurement Officer for the referenced Request for Proposals (RFP), convened the meeting at 2:10 PM and asked the Judiciary panel representatives to introduce themselves.

Ms. Blades then addressed the following sections of the RFP:

- Sections 1 – General Information
- Section 3 – Proposal Format
- Section 4 – Evaluation Process

Ms. Blades placed emphasis on the following:

- As the Procurement Officer, Ms. Blades is the sole point of contact for the RFP. Making contact with anyone other than Ms. Blades could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal.
- RFP Section 1.8 Questions – there is no cut off date for questions, but Offerors are reminded to submit questions timely in order to receive a response before submission of proposals.
- RFP Section 1.9 Proposal Due/Closing Date - proposals must be delivered to the Procurement Officer on time by March 6, 2014, 2:00PM Local Time. Proposals received late will not be considered. Electronic submissions will not be considered.
- RFP Section 1.11 Revisions to the RFP – will be posted on the Judiciary's Procurement website and eMarylandMarketplace.
- RFP Section 1.20 Minority Business Enterprise – there is no MBE subcontracting goal assigned to the RFP; An addendum to this effect will be issued.

- RFP Section 1.20 Mandatory Contractual Terms – a **proposal taking any exceptions to the terms and conditions of the RFP may be rejected**. Offerors need to address exceptions with the Procurement Officer prior to submitting a proposal.
- There may be occasional travel within Maryland for the resources – reimbursement instructions will be added via amendment
- This RFP is a stand-alone RFP, and is not based on CATS II Master Contract (see corrected price sheet)
- Technical response to the RFP should only briefly explain corporate qualifications, and heavily focus on proposed candidate (only one candidate per position per Offeror). The resources are filling new positions at the JIS. Offerors may propose one candidate for each position, and may propose to one up to all five positions.

The floor was then opened for questions covering Section 2 – Statement of Work. Ms. Blades requested that all questions be submitted to her in writing via e-mail. Questions posed are reflected in Q&A document #1 which has been posted to our web site and eMarylandMarketplace.

The meeting adjourned at 3:15 PM am.

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.