

Pre-proposal Conference Summary

TASK ORDER REQUEST FOR PROPOSALS PROJECT NUMBER K11-0095-29 DATA CENTER CAPACITY STUDY

May 17, 2011

Judiciary Panel Representatives:

Susan Howells, Executive Director, Procurement and Contract Administration

Colleen Cantler, Procurement Officer

Robert Bruchalski, Acting Deputy Director, Judicial Information Systems (JIS)

Eric Brown, Manager, Computer Operations, Judicial Information Systems (JIS)

Jim Steiner, Manager, Technology Support, Judicial Information Systems (JIS)

Eric Brown, Task Order Project Manager

Attendees list will be sent as a separate document to all CATS II Master Contractors, FA10.

Susan Howells, Executive Director, convened the meeting at 10:05 and introduced the Judiciary Panel.

Mrs. Howells then addressed the following sections of the TORFP:

- Key Information Sheet (page 3)
- Proposals are still due, May 25, 2011 by 2:00pm
- Section 1 – Administrative Information,
- Section 3 – TO Proposal Format and Submission Requirements
- Section 4 – Procedure for Award

Mrs. Howells then addressed Section 2 – Scope of Work, and informed the attendees that the TORFP will be reissued with a revised scope of work to include, but not limited to, the following:

- The new Scope will contain two phases;:
 - Phase 1 – Data Center Capacity Study - Assessment of Current Capacity (fixed price)
 - Phase 2 - Data Center Capacity Study – Planned Future Capacity, will be optional (time and material pricing).
- Both financial proposals are expected to be submitted at the same time, however, only Phase 1 financials will be evaluated.
- A task order will be issued at a later date to the TO Contractor for work to be completed under Phase 2
- Oral presentations will be required.

Mr. Steiner then gave a more detailed overview of the project Section 2 – Scope of Work.

The floor was then opened for questions. Mrs. Howells requested that all questions be submitted to the Procurement Officer, Colleen Cantler, in writing.

A tour of the data center was completed.

The meeting adjourned at 11:45 am.

Notice: Nothing stated at the Pre-Proposal conference may change the TORFP unless a change is made by the Procurement Officer by written amendment. This summary does not constitute a written amendment.

Master Contractors are specifically directed NOT to contact any Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this TORFP 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 Master Contractor's proposal.