



**ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401**

**PRE-PROPOSAL CONFERENCE SUMMARY
IT TRAINING SERVICES
PROJECT NUMBER K13-0057-29**

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Judiciary Panel Representatives:

Susan Howells, Procurement Officer
Robb Wilmot, JIS Training Manager
Yashica Forrester, Procurement Specialist Trainee

Attendees list will be made available as a separate document provided on the Judiciary's Procurement web site and eMarylandMarketplace in addition to the summary of the conference.

Ms. Howells, the Procurement Officer for the RFP, convened the meeting at 10:08 am and asked that the Judiciary panel representatives make introductions.

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

- Sections 1 – General Information
- Section 3 – Proposal Format
- Section 4 – Evaluation Process
- Attachments
- Questions received to date (see Questions/Responses document #1)

Ms. Howells placed emphasis on the following:

- As the Procurement Officer, Ms. Howells is the sole point of contact for the RFP. Making contact with someone other than Ms. Howells could result in not receiving a correct response or cause a rejection of an Offeror's proposal.
- RFP Section 1.8 Questions – there is no cut-off date for questions, 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 April 2, 2013, 2:00 pm Local Time. Proposals received late will not be considered.
- RFP Section 1.13 Oral Presentations/Discussions/Interviews – As the AOC is anxious to contract for resources, interviews should be scheduled within two weeks of receipt of proposals. Proposed resources must interview in person.

- RFP Section 1.20 Mandatory Contractual Terms – a proposal taking any exceptions to the requirements of the RFP may not be considered. Offerors need to address exceptions as instructed in the RFP.
- RFP Section 1.23 Minority Business Enterprise – No goal has been assigned to the RFP, at least one award will be made directly to an MDOT-certified MBE firm.

Mr. Wilmot then provided an overview of Section 2 including a background of the JIS Training Unit, outline of the training program and the scope of work in the RFP.

The floor was opened up for questions and additional discussion of the RFP. Questions were raised concerning qualifications of proposed resources and travel reimbursement. Amendment #1 will provide clarification for these items.

The meeting adjourned at 11:15 am.

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.

Susan Howells, Procurement Officer