

Pre-proposal Conference Summary

REQUEST FOR PROPOSALS PROJECT NUMBER 2524 Clerk's Office Box Relocation May 21, 2015

Judiciary Panel Representatives:

Khrystine Bunche
April Molley
Raymond Wallace

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 10:30am and asked the Judiciary panel representatives to introduce themselves.

Ms. Bunche placed emphasis on the following:

- RFP Section 1.2 Statement of Work – As noted in the RFP, all work must be completed on the weekends.
- RFP Section 1.6 Contract Term– The selected Offeror shall have one month from the date of the purchase order to complete work.
- Offeror should include in their proposal how many hours/days will be required to move all boxes.

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 11:15am.

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.

Sole point of contact for this solicitation is the Procurement Officer. Offerors are specifically directed NOT to contact any other 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.