

Pre-proposal Conference Summary
REQUEST FOR PROPOSALS
PROJECT NUMBER K15-0039-28
MARYLAND STATE LAW LIBRARY CONSERVATION PROJECT
FEBUARY 19, 2015

Judiciary Panel Representatives:

Colleen Cantler, Procurement Officer
James Durham, Deputy Director, Maryland State Law Library
Deborah Judy, Special Collections Librarian

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

Mrs. Cantler, Procurement Officer), convened the RFP meeting at 9:00am and asked the Judiciary panel representatives to introduce themselves.

Mrs. Cantler then addressed the following sections of the RFP:

- Sections 1 – General Information
- Section 2 – Statement of Work
- Section 3 – Proposal Format
- Section 4 – Evaluation Process

Mrs. Cantler placed emphasis on the following:

- RFP Section 1.4 – Contract Duration is for 1 year.
- RFP Section 1.5 - As the Procurement Officer, Ms. Cantler is the sole point of contact for the RFP. Making contact with anyone other than Ms. Cantler 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 3, 2015, 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 - Mandatory Contractual Terms – a **proposal taking any exceptions to the requirements of the RFP may not be considered.** Offerors need to address exceptions with the Procurement Officer prior to submitting a proposal.

- RFP Section 1.23 - Minority Business Enterprise – There is no MBE subcontracting goal assigned to the RFP.
- RFP Section 1.27 – Offeror must be registered to do business in Maryland. It is strongly recommended that potential Offerors complete the registration prior to the due for receipt of proposals. If the registration is “in process” at time of proposal submission, please provide proof via copy of registration application and receipt.
- RFP – Section 1.28 – If Offeror would like to register for Electronic Funds Transfer please register at the Maryland State Comptroller’s office:
http://comptroller.marylandtaxes.com/Vendor_Services/Accounting_Information/Electronic_Funds_Transfer/default.shtml
- RFP Section 1.29 – A Non-Disclosure Agreement will be required of Contractor(s) awarded the Contract.
- RFP Section 2.1 –There are 3 Functional Areas (FA) – FA1A, FA1B, FA 2, FA3. The AOC reserves the right to make one or multiple awards. Offerors may bid on one, two or all three FAs.
- RFP Section 2.8 – The Contractor shall adhere to industry best practices promulgated by organizations such as the American Alliance of Museums (formerly the American Association of Museums); the American Institute for Conservation of Historic & Artistic Works; the Society of American Archivists; and Heritage Preservation: The National Institute for Conservation.” Including transportation and storage.
- RFP Section 2.4 - The Contractor should prepare two alternative proposals (A and B) for conservation of the two McKenney volumes:
- RFP Section 3.4.1 – Transmittal Letter – Clearly identify which Functional Area(s) is being proposed. The Executive Summary shall also identify any exceptions the Offeror has taken to the requirements of this RFP, the Contract (Attachment A), or any other attachments.
- RFP Section 3.4.4 – Provide three (3) current customer references where the customer is similar in size to this project.
- RFP Section 3.4.5.6 - Required Affidavits, Schedules and Documents to be submitted by Offeror in the Technical Proposal:
 - ✓ The Contractor shall include its background and overall history.
 - ✓ The Contractor shall indicate a clear understanding of the requirements and evidence that the Offeror understands and adheres to the requirements listed in Section 2.
 - ✓ Completed Bid/Proposal Affidavit (Attachment B – with original of Technical Proposal);
 - ✓ Evidence that the Offeror has the financial capacity to provide the goods and/or services, as described in its proposal, via profit and loss statements and balance sheets for the last two years.
 - ✓ Copies of any and all of the policies of insurance to AOC. By submitting a proposal in response to this solicitation, the Offeror warrants that it is able to provide evidence of insurance required by RFP Section 2 prior to award.

- ✓ **Failure to submit the required documents may result in having the proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award.**

The floor was then opened for questions. Ms. Cantler reminded the attendees that that all questions be submitted to her in writing via e-mail. Q&A documents will be posted to the Maryland Judiciary and eMaryland Marketplace websites.

The meeting adjourned at 11:30am.

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.