

PRE-PROPOSAL CONFERENCE SUMMARY

REQUEST FOR PROPOSALS PROJECT NUMBER K16-0099-29 ENTERPRISE RECORDS MANAGEMENT STRATEGIC PLANNING MAY 12, 2016

Judiciary Panel Representatives:

Khrystine Bunche, Procurement Officer
Mark Bittner
Bob Bruchalski

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 11:05 AM and asked the Judiciary panel representatives to introduce themselves.

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

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

Ms. Bunche placed emphasis on the following:

- As the Procurement Officer, Ms. Bunche is the sole point of contact for the RFP. Making contact with anyone other than Ms. Bunche could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal.
- RFP Section 1.1 Summary Statement – The AOC is looking to make a single award to an Offeror for assessment, strategic planning and recommendation services as it relates to the Judiciary's records' management process.
- RFP Section 1.3 Contract Type – The resulting contract will be Fixed Firm Price.
- RFP Section 1.4 Contract Duration – The contract begin July 5, 2016 and will terminate upon completion. The resulting contract will also have two consecutive six-month renewal options to exercise at its discretion.
- RFP Section 1.8 Questions – There is no cut off time or date for questions but please allow for sufficient time for Ms. Bunche to formulate an answer and post responses. Additionally, Offerors must submit all questions in writing to the Procurement Officer.
- RFP Section 1.9 Proposal Due (Closing) Date – Proposals are due no later than May 20, 2016 at 2:00PM. Ms. Bunche is prohibited from accepting a proposal after the closing date. Offerors may submit proposals before the closing date.

- RFP Section 1.13 Oral Presentations/Discussions/Interviews – After evaluation, Offerors being considered for award will be required to come in to expand on their proposal.
- RFP Section 3.2 Proposals – Technical and financial proposals must be submitted simultaneously but sealed separately.
- RFP Section 4.2 – Technical factors shall bear greater weight than financial factors.

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 11:43am.

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.