

Pre-proposal Conference Summary

REQUEST FOR PROPOSALS PROJECT NUMBER K16-0115-25C COST-BENEFIT ANALYSIS FOR MARYLAND DUI COURTS MAY 26, 2016

Judiciary Panel Representatives:

Yashica Forrester, Procurement Officer

Evaluation Team:

Jamie Walter
Gray Barton
Dominique Johnigan

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

Ms. Forrester, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 1:00p.m. and asked the Evaluation Team to introduce themselves.

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

- Sections 1 – General Information
- Section 2 – Statement of Work

Ms. Forrester placed emphasis on the following:

- As the Procurement Officer, Ms. Forrester is the sole point of contact for the RFP. Making contact with anyone other than Ms. Forrester could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal.
 - RFP Section 1.4 Contract Duration- The contract shall begin on the execution date of the contract, and extend for a period of one year.
 - RFP Section 1.8 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 June 8, 2016 by 2:00pm. Proposals received late will not be considered. Electronic submissions, as well as facsimile will not be considered.
 - RFP Section 3- Proposal Format- When submitting your proposals, follow the format.

Ms. Forrester requested that all questions be submitted to her in writing via e-mail. Q&A documents will be posted to our web site and eMaryland Marketplace as well as any Addendums to RFP.

The floor was then opened for the Question and Answer period. A separate Q&A document will be issued and posted.

Ms. Forrester concluded the conference at 1:25p.m. (?)

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.