

PRE-PROPOSAL CONFERENCE SUMMARY

REQUEST FOR PROPOSALS PROJECT NUMBER K17-0035-25 GENERAL MOVING CONTRACT October 6, 2016

Judiciary Panel Representatives:

Alisha Allmond, Procurement Officer
Terri Vukovich, Manager, Facilities Administration, AOC
Robin Nhare
David Manning

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

Ms. Allmond, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:00 AM and asked the Judiciary panel representatives to introduce themselves.

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

- Sections 1 – General Information
- Section 2 – Purpose and Summary
- Section 3 – Proposal Format
- Section 4 – Evaluation Process
- Attachment E- Price Proposal Form

Ms. Allmond placed emphasis on the following:

- As the Procurement Officer, Ms. Allmond is the sole point of contact for the RFP. Making contact with anyone other than Ms. Allmond 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 – This RFP is soliciting the services for a statewide moving contract that will start the month of November 2016. Any candidate proposed by multiple Offerors may be disqualified at the sole discretion of the AOC. Offerors are encouraged to obtain a signed and dated exclusive rights to representation.
- RFP Section 1.3 Contract Type – The resulting contract will be Fixed Price.
- RFP Section 1.4 Contract Duration – The contract will be a 3 year term.
- RFP Section 1.8 Questions – There is no cut off time or date for questions but please allow for sufficient time for Ms. Allmond 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 October 20, 2016 at 2:00PM. Ms. Allmond is prohibited from accepting a proposal after the closing date. Offerors may submit proposals before the closing date.
- RFP Section 2.1 Purpose and Summary – The Offeror will provide moving services within Baltimore- Annapolis region. There will be an addendum to state that the Offeror will be required to provide statewide moving services.
- 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. Of the Offeror’s technical factors, the quality of the candidate shall bear greater weight than the Offeror’s corporate experience.
- RFP Attachment E – Details the Price Proposal Form providing the hourly rate, crew members, and moving material needed.

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 10:30am.

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.