

Pre-Proposal Conference Summary
REQUEST FOR PROPOSALS
PROJECT NUMBER K18-0059-29
Application System Program Support Analysts
February 21, 2018

Judicial Representatives:

Whitney Williams, Procurement Officer

Tara Glover, Judicial Information Systems

Sara Marks, Judicial Information Systems

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

Ms. Williams, Procurement Officer for the Request for Proposals (RFP), began the meeting at 10:02 am and asked the Judiciary Representatives to introduce themselves.

Ms. Williams then addressed various sections of the RFP.

Most emphasis were placed on the following:

- RFP Section 1.1 Summary Statement- Offerors may submit one resume only
- RFP Section 1.4 Contract Duration- contract resulting from this RFP shall begin on or about April 1, 2018 and extend for a base period of one year. The Judiciary shall have the sole right to exercise up to four (4) one-year renewal options at its discretion
- RFP Section 1.5 Procurement Officer- Whitney Williams is the sole point of contact in the Judiciary for purposes of this RFP prior to award. Making contact with anyone other than Ms. Williams may result in the rejection of the Offeror's proposal
- RFP Section 1.9 Proposal Due (Closing) Date: The due date for all proposals is March 5, 2018, 2 pm. Proposals must be received by this day and time in order to be considered. Proposals may be hand delivered by Offeror or sent via FedEx, UPS, etc.
- Proposals sent via fax or email will not be considered
- RFP Section 1.13- Offeror proposed resource must be available for face to face in person interview. Interviews via skype or telephone are not acceptable
- RFP Section 3.1- This is a two part submission. Offerors must submit each volume separately in a sealed package
- RFP Section 3.4 Technical Proposal- Offerors are advised to follow the format as stated in the RFP

The floor was then opened for questions. Q&A documents will be posted to the Maryland Judiciary and eMaryland Marketplace websites.

The meeting ended at 10:45pm

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.