

**Pre-Proposal Conference Summary**

**REQUEST FOR PROPOSALS**

**PROJECT NUMBER K18-0084-25D**

**Instructional Systems Designers**

**May 22, 2018**

Judicial Representatives:

Whitney Williams, Procurement Officer

Stacey Saunders

Shamika Dent-Williams

Attendees list is posted as a separate document on the Judiciary's Procurement website <http://mdcourts.gov/procurement/bids.html> and eMaryland Marketplace.

Ms. Williams, Procurement Officer for the Request for Proposals (RFP), began the meeting at 12:31 pm and asked the Judiciary panel representatives and Offerors to introduce themselves.

Ms. Williams then addressed various areas in the RFP.

Most emphasis were placed on the following:

- Any response provided verbally today by Judiciary representatives are not binding on the Judiciary and are for information purposes only. Only a written amendment submitted by the procurement officer will change the RFP.
- RFP Section 1.1- Summary Statement- The AOC issues this request for proposal to solicit two Instructional Systems Designers for the Judicial College of Maryland. The AOC reserves the right to disqualify any candidate proposed by multiple Offerors. Affected Offerors will be given one business day to submit a substitute. Offerors may propose to one or both positions. Offerors may submit one resume per position for a max of two resumes.
- RFP Section 1.3 Contract Type- Contracts resulting from this RFP shall be based on fixed price.
- RFP Section 1.4 Contract Duration- **Resource 1:** Contract resulting from this RFP shall begin on or around August 1, 2018 and extend for a base period of one year. The Judiciary shall have the sole right to exercise up to one-six month renewal option at its discretion. **Resource 2:** Contract resulting from this RFP shall begin on or around August 1, 2018 and extend for a base period of 6 months with no renewal options.
- RFP Section 1.5 Procurement Officer- The sole point of contact for purposes of this RFP prior to the award of any contract is Whitney Williams. Contact with anyone other than Ms. Williams

may result in not only receiving incorrect information, but may also result in the rejection of the Offeror's proposal.

- RFP Section 1.9 Proposal Due (Closing) Date: One original and three copies of each proposal (technical and financial) must be received by the Procurement Officer no later than 2:00 pm (local time) on May 31, 2018 in order to be considered. An electronic version of each proposal must be enclosed with the corresponding hard copy. Electronic copies of each proposal may be submitted on CD or flash drive. Email submissions will not be accepted and may result in rejection of the Offeror's proposal.
- RFP Section 1.13 Oral Presentations: Offerors will be asked to make selected candidates available for a face to face, in person interview. We expect to schedule those no later than 1 to 2 weeks after the closing date.
- RFP Section 3.1 Proposals- Two part submission. Offerors must submit proposals in two separate volumes. Electronic media shall bear a label with the RFP title and number, name of Offeror and the volume number (I or II).
- RFP Section 3.4 Technical Proposal- Offerors are to follow instructions stated in this section for technical response. The only attachments required to be submitted with proposal are Attachment B (Bid/Proposal Affidavit) and Attachment E (Price Proposal Form). Attachment E should not be submitted with Technical Proposal.
- RFP Section 3.4.5- Offerors may only propose one candidate per position and may propose to one or all positions offered. If Offeror proposes to more than one position, only one technical response covering corporate information is required along with multiple resumes and resource-related detail. Offerors shall clearly identify the specific resource being proposed. Corporate references are required as well as references for the candidate(s). Offerors shall include an online module the proposed resource designed and developed using Articulate360-Storyline.
- Section 4.2- Technical Criteria- The criteria to be applied to each technical proposal are the following: Offerors experience and capabilities, including references; Technical response to the requirements of RFP Section 2 including an online module the proposed resource has designed and developed using Articulate360-Storyline; and candidate interview. Quality of candidate 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 Martkeplace websites.

The meeting adjourned at 12:54 pm.

**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.**