

Pre-proposal Conference Summary

REQUEST FOR PROPOSALS PROJECT NUMBER K16-0043-25 Architectural Services for the Maryland Judiciary December 15, 2015

Judiciary Panel Representatives:

Whitney Williams, Procurement Officer
Gisela Blades
Lisa Ritter
David Manning
Terri Vukocich
Michael Jones

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), convened the meeting at 10:05am and asked the Judiciary panel representatives to introduce themselves.

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

- Sections 1 – General Information
- Section 3 – Proposal Format

Ms. Williams placed emphasis on the following:

- As the Procurement Officer, Ms. Williams is the sole point of contact for the RFP prior to any award or execution of contract.
- Ms. Williams reiterated the due date and time and informed all that no extension request would be granted
- RFP Section 1.1 Summary Statement – The purpose of the RFP is make multiple awards to licensed architects/architectural firms. A task order request for proposal (TORFP) will be issued addressing each actual request for service.
- RFP Section 1.4 Contract Duration – Contracts resulting from this RFP shall have a base period of three (3) years, with two (2), one (1) year renewal options.
- RFP Section 1.23 Minority Business Enterprise- No MBE goal has been established for this solicitation.
- RFP Section 1.8 Questions –Questions must be sent via e-mail to the procurement officer.
- RFP Section 3.2 Proposals – Offerors must submit one package with two separate volumes. Volume I is the technical proposal and Volume II is the financial proposal. Each will be submitted with one (1)

hard copy and one (1) electronic version. Each volume will be submitted simultaneously, however, in separate sealed packages.

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 11:05am

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.

Sole point of contact for this solicitation is the Procurement Officer. Offerors are specifically directed NOT to contact any other 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.