

Pre-proposal Conference Summary

REQUEST FOR PROPOSALS PROJECT NUMBER K16-0052-90H MJUD ELECTRICAL SERVICES

Judiciary Panel Representatives:

Karen Hoang, Procurement Officer
Kevin Jones
Lisa Ritter
Joe White

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

Ms. Hoang, 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. Hoang then addressed the following sections of the RFP:

- Sections 1 – General Information
- Section 2 – Scope of Work
- Section 3 – Proposal Format

Ms. Hoang placed emphasis on the following:

- As the Procurement Officer, Ms. Hoang is the sole point of contact for the RFP prior to any award or execution of contract.
- Ms. Hoang 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 license Electrical Services contractor. A Purchase Order request for proposal (PORFP) 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 Five (5) years.
- RFP Section 1.23 Minority Business Enterprise- No MBE goal has been established for this solicitation. There's no MBE goal at this time. However, Section 1.22 "Minority Business Enterprises" states "The Judiciary shall assess the potential for an MBE subcontractor goal for each PORFP issued under this RFP, and shall set a goal, if appropriate".
- 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 11:15am

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.