

## **PRE-PROPOSAL CONFERENCE SUMMARY**

### **REQUEST FOR PROPOSALS PROJECT NUMBER K18-0030-25 Building Lease December 7, 2017**

Judiciary Panel Representatives:

Kevin Jones, Deputy Director, Procurement, Contracts, and Grant Administration  
Khrystine Bunche, Procurement Officer  
Terri Vukovich  
Robin Nhare

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

Ms. Bunche, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:03 AM and asked the Judiciary panel representatives to introduce themselves.

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

- Sections 1 – General Information
- Section 3 – Proposal Format
- Section 4 – Evaluation Process

Ms. Bunche placed emphasis on the following:

- As the Procurement Officer, Ms. Bunche is the sole point of contact for the RFP. Making contact with anyone other than Ms. Bunche 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 – The Judiciary is seeking proposals for a building lease. The AOC prefers contiguous space but will consider proposals with multiple buildings in the same complex.
- RFP Section 1.4 Contract Duration – The contract duration is 8 years base with 7 one year renewal options. The AOC will consider a maximum of 10 year base.
- RFP Section 1.8 Questions – There is no cut off time or date for questions but please allow for sufficient time 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 – Offerors are reminded that the Proposals are due no later than 2:00PM on January 5, 2018. Offerors may submit proposals prior to the closing date.
- RFP Section 3.2 Proposals – Offerors must submit one unbound original and three copies. The electronic copy can be either a CD or a flash drive.

- RFP Section 4.2 Technical Criteria – Technical factors bear greater weight than financial factors. Quality of the candidate shall bear greater weight than

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 11:34 AM.

**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.**