

Maryland Public Service Commission (“PSC” or “Commission”)
Request for Proposal (“RFP”) PSC #04.04.18 On-Line Legal and Other Research
Pre-Proposal Conference (“Conference”)
August 21, @ 11:00 AM local time

**Minutes**

**Corrections and Clarifications**

Several questions were received prior to the conference, concerning which forms were needed due to conflicting information within the RFP. See below information.

**Documents to be submitted with the Technical Proposal**

**Bid/Proposal Affidavit**

[http://procurement.maryland.gov/wp-content/uploads/sites/12/2018/04/AttachmentC-Bid\\_Proposal-Affidavit.pdf](http://procurement.maryland.gov/wp-content/uploads/sites/12/2018/04/AttachmentC-Bid_Proposal-Affidavit.pdf)

**Offeror Information Sheet**

[http://procurement.maryland.gov/wp-content/uploads/sites/12/2018/04/Appendix2-Bidder\\_OfferorInformationSheet.pdf](http://procurement.maryland.gov/wp-content/uploads/sites/12/2018/04/Appendix2-Bidder_OfferorInformationSheet.pdf)

**Conflict of Interest Affidavit**

<http://procurement.maryland.gov/wp-content/uploads/sites/12/2018/05/AttachmentH-Conflict-of-InterestAffidavit.pdf>

**Appendix 3 – Deliverables**

Appendix #3 will accompany the minutes in an excel spreadsheet with unprotected cells for inputting information, per request.

*NOTE: Maryland Living Wage Affidavit is not applicable for this RFP.
Non-Disclosure Agreement is not applicable for this RFP.*

**Documents to be submitted within 5 business days after Recommendation for Award (“RFA”).**

**Completed and Signed Contract**

Sample of contract was included in the RFP for your review. A blank contract for this RFP will accompany the RFA.

**Contract Affidavit**

<http://procurement.maryland.gov/wp-content/uploads/sites/12/2018/04/Attachment-N-ContractAffidavit.pdf>

*NOTE: 1. Within the Contract Affidavit, Foreign = Business NOT based in Maryland.
2. Evidence of Insurance is not applicable for this RFP.*

## **Documents to be submitted within 10 business days after RFA.**

Problem Escalation Procedure (“PEP”) - See Section 3.8 - 1 copy only

## **UPDATE**

Due to voiced concerns about the current due date of September 27, 2018 not giving vendors enough time to prepare a well thought out proposal, the date has been changed.

**Proposal Due (Closing) Date and Time has been changed to:**

**October 22, 2018 @ 11:00 AM, Local Time**

## **Questions**

**Q1.** The solicitation indicates that all questions shall be submitted “at least five (5) days prior to the Proposal due date. Will the Commission answer questions as they are received, or does the Commission plan to answer all questions at one time after the deadline has passed?

**A1.** Questions will be answered as they are received. All Q&As will be distributed to all known vendors who have received the RFP; they will be posted on eMM, on the Commission’s website and will be sent to the direct solicitation list.

**Q2.** The solicitation indicates that offerors are to provide the following: from Page 24  
3) an electronic version of the Technical Proposal in Microsoft Word format, version 2007 or greater,  
4) the Technical Proposal in searchable Adobe PDF format, and  
5) a second searchable Adobe PDF copy of the Technical Proposal with confidential and proprietary information redacted (see Section 4.8)

Please clarify how many electronic versions of the Technical Proposal are needed.

**A2.** A total of two (2) electronic versions are required, see below.

One (1) electronic version of the Technical Proposal in searchable Adobe PDF format is needed. This version shall have all of the required documents included. All required documents for the Technical Proposal can be in PDF format.

One (1) electronic version of the Technical Proposal in searchable Adobe PDF format is needed with all confidential and proprietary information redacted. *Do not include any of the required forms*. This is Public Information Act (“PIA”) request version.

Both versions can be on the same disk or thumb drive; each version shall be clearly marked: complete/full version or the redacted/PIA version. The disk/thumb drive shall be clearly identified.

## General Information

The closing (due) date for this RFP has been changed to:

**October 22, 2018 @ 11:00 AM, Local Time**

**Any proposals received after this date and time will be returned unopened to the offeror.**

The RFP requires a two (2) part submission:

Volume 1 – Technical Proposal shall be in an envelope or box and clearly marked, see Section 5.2.6.

The Technical Proposal consists of:

- 1 PDF electronic version that includes all required documents;
- 1 PDF electronic version with all confidential and proprietary information redacted. Do not include any of the required forms.
- 1 original unbound hard copy with all original required documents completed and signed;
- 4 bound copies, no documents are required in the copies.

The Technical Proposal requires specific formatting, such as:

- TAB A Title Page and Table of Contents
- TAB A-1 Claim of Confidentiality
- TAB B Offeror Information Sheet and Transmittal Letter
- TAB C Executive Summary
- TAB D Minimum Qualifications Documentation  
NOT REQUIRED FOR THIS RFP

Refer to Section 5.3 for specific formatting requirements.

Volume II –Financial Proposal shall be in a separate envelope or box and clearly marked, see Section 5.2.6.

The Financial Proposal consists of:

- 1 electronic version, the excel spreadsheet that was part of the proposal package with all information completed. The electronic versions shall be on a disc or thumb drive, clearly marked.
- 1 hard copy with original signatures and information;
- 4 copies of the completed financial proposal.

Both Volume 1 and Volume II shall be placed in a box/envelope/shipping container for delivery with the outer box clearly marked, see Section 5.2.6, page 25.

**In attendance:**

Sharon Cole, Thomson Reuters

Robert Bailey, Lexis Nexis

Chris Yacks, Lexis Nexis

Dolline M. Serra, Procurement Officer, PSC

Joey Chen, Contract Monitor, Assistant General Counsel, PSC

Peter Woolson, Staff Attorney, PSC

Kristin Lawrence, Public Utility Law Judge, PSC

Regina Gee, Assistant Director of Transportation, PSC

Mark Gorman, Assistant Director of Transportation, PSC

Celeste Middleton, Administrative Specialist, Office of External Relations, PSC