

PSC #04.06.18 - Small Business Reserve Solicitation
Verbatim Court Reporting Services – Minor Proceedings
Minutes from Pre-Bid Conference
April 20, 2018

Correction: Throughout the Multi-Step Invitation for Bids (MS-IFB), replace Next Day Service with Expedited Service (3 – 5 business days).

Clarifications and Reminders:

1. To be awarded this Contract, the Contractor shall be a Maryland Certified Small Business. This is a self-certification process that is completed through eMarylandMarketplace. See § 1.8 and §1.44
2. All contact prior to award should be with the Procurement Officer.
3. Closing Date and time for the Multi-Step Invitation for Bids (MS-IFB) is Monday, April 30, 2018 @ 11:00AM Local Time. Any bid received after that time will not be considered.
4. The Commission intends to make one (1) award as a result of this MS-IFB.
5. The Contract resulting from this solicitation shall be a fixed price contract with a not to exceed ceiling. The Contract is for Fifty Thousand Dollars (\$50,000) or three (3) years, whichever comes first.
6. In order to be awarded a contract by the State of Maryland, a vendor must be registered with eMarylandMarketplace (“eMM”). It is free to register and vendors are encouraged to register before submitting a bid. eMM is also where a Offeror self-certifies their company as a Small Business.
7. Substitution of any personnel listed in the original bid, must be approved by the Contract Manager. A resume showing experience and certification of being a Maryland Notary is required for reviewing a substitution change.
8. The Commission requires that the selected Offeror coordinate scheduling of court reporting services under this contract by accessing the Agendas & Calendars on the PSC website:
<http://www.psc.state.md.us/>
Located in the upper left corner, click on Administrative Meeting Agendas, Hearing Schedule & Official Filings; click on Hearing Schedule as of the days date and the current schedule will be seen. This should be checked at least once a week. The Commission will email the Contractor when an emergency hearing has been scheduled.
9. The Contractor shall provide a yearly report listing activities shown in § 3.2.7.
10. Each Bid submitted must have two (2) separate sealed and marked envelopes/packages; one (1) for the Technical Offer see §4.2 and one (1) for the Bid Form – Attachment F. Both sealed

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envelopes/packages should be placed in an envelope/package large enough to contain both. No reference to financial information can be contained in the Technical Offer. If this format is not adhered to, the proposal will be deemed not reasonably susceptible for award and be sent back to the offeror.

Upon receipt, the Procurement Officer logs in all Bids, each outer envelope/package will be opened with the Financial Bid separated and stored in a locked room; the Technical Offer will be reviewed and oral clarifications may be held. Offerors must confirm in writing any substantive oral clarifications of or change in their Technical Offer made in the course of discussions. Any such written clarifications or changes then become part of the Offeror's Bid and are binding if the Contract is awarded. See Section 4 – Bid Format.

11. Bid Forms from only those Bidders whose Technical Offers have been found acceptable shall be publicly opened at the date, time and place specified in the Key Information Summary Sheet.

12. The Contract shall be awarded to the responsible Bidder submitting a responsive Bid with the most favorable Evaluated Bid Price. The Bid Form is divided into two (2) pricing sections:

1. Commission Pricing
2. Party Pricing

Each service type has a point value equaling one hundred percent (100%). This point value is used in the evaluation of the bid pricing.

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