



PURCHASING AND SUPPLY SERVICES

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Pre Bid Conference – Zoom Meeting Recap

Solicitation: RFP PUR 008- 23: Prequalification on the Move Management Companies

Date/Location: January 30, 2023 @ 11: 00AM

PGCPS Attendees: Donna Parks, Supervisor of Purchasing Services, Jason Washington, Director of OAIF Iris Redman and Diane Forde

Bidders Attendees: See Pre Bid Attendees List Posted on PGCPS website.

Donna Parks:

Conducted the introduction follow by an open roll call of the PGCPS and bidders attending then proceeded with the RFP solicitation requirements.

- Questions are due on February 06, 2023 @ 1PM
- All questions presented must be written and submitted in word legible format to Ms. Donna Parks at donna.Parks@pgcps.org and Ms. Diane Forde at diane.forde@pgcps.org. Do not include or contact the technical originator, Mr. Jason Washington.
- Addendum is tentatively schedule for posting on February 10, 2023.
- Considerations for MBE participants – Admin Procedure #3325. MBE goal set for 30%, any MBE question, contact the MBE coordinator Mr. Owens for assistance if needed at 301.952.6563.
- Be familiar with eMarylandMarketPlace Advantage bid registration process, verify that each bid is properly submitted as one (1) pdf document.
- Solicitation submission consist of three Volumes I, II, and III.
Volume 1 Technical proposal: (1) original and (1) duplicate of the exact original. Do not alter or change any other format of the RFP (Appendixes: B/C/D/E/F/G/J/K/L/M are submitting with RFP)
Volume 2 Financial proposal: Submit appendix H, should not be included with the technical RFP
Volume 3 MBE submittal - Appendix I: (1) original and (1) copy in a separate envelope
- Solicitation due date is February 24, 2023 @ 2P.M.
- The pre-bid attendees list of today's zoom conference will be posted on both websites.

Jason Washington -Technical:

- Expressed importance of the RFP scope of work requirements and criteria's, page 18 - 21. PGCPS have over (25) twenty-five schools and offices in the next (5) five years that are schedule for relocations and moving projects.
- There (5) five significant delivery moves projected for new schools this summer, then the following summer 10 schools and the next six to eight schools.
- Seeking qualified vendors to provide move management expertise services.
- RFP contract period term is for (3) three years
- Qualified move vendors to work with schools and provide plans for sidewalks/footprints submissions
- Projects would be managed and have aligned support with PGCPS, Warehouse manager, Mr. J. Johnson.
- Services include moving of furniture's, classroom packing, equipment's, supplies and etc.
- A new procurement for (6) six schools is expected in the next summer.

Q. Clarify page 14/17 that indicates MBE volume two and three appears to be in conflict to what your reference?

A. RFP is correct. Please follow written RFP submittal instructions.

Q. Would there be intention to award multiple or one contract?

A. Multiple contracts.

Q. Will the task be issue to all prequalified firms?

A. Task orders to be issued and awarded based on work flow, capacity, and pricing.

Q. What would be the lead time before dispatch?

A. Estimation of $\frac{3}{4}$ months lead time, align with the school year. There will be enough time for labeling and contingencies.

Q. Is there a specific software management package usage for vendors to select?

A. PGCPS is looking for expertise with guidance for the RFP

Donna Parks ended the meeting advising questions asked during the pre-proposal conference to be submitted in writing for an official written response.

Meeting ended.