# Administrative Office of the Courts

## Operations Division

**Questions/Responses No. 4 to the**

**Request for Proposals (RFP) K20-0067-25I**

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. Question:  How does the AOC plan to fund this project? Is it part of the operating budget or capital budget?
Response: Operating budget.

2. Question: Does the AOC have an approved budget for this new Grants Management System?
If yes, can you provide that budget information to guide vendor bidding decision-making?  If the budget is too low, it does not support bid preparation.
Response: This information cannot be shared at this time.  We have budgeted funds for this system.  We have also been working with a consultant familiar with grants management systems to budget an appropriate amount.

3. Question: Has the AOC previously entertained any system demonstrations and/or presentations from vendors? If so, which systems were seen and when?
Response: No, we have not seen any demos.

4. Question:      Given the requirement to manage Federal funds, does the AOC require vendors who have experience deploying Grants Management Systems at the Federal level?
Response: No.  When we make sub-grants from Federal funds, we follow the same process we use when granting State funds.

5. Question: Given the importance of working closely with State staff during implementation, does the AOC require vendors to be onsite for specific portions of the project?
Response: Vendors will need to be able to meet with staff in person sometimes, and there may be times when vendors will need to be onsite for periods of time.  Other times, meetings may be able to happen over ZOOM or another online meeting platform.  Each vendor will know their own implementation

process, and what works best for them.  The Judiciary is not requiring vendors to be onsite for this project.

6.Question:      Does the AOC have a timeline / anticipated go-live date for the new system?
Response: We would like to be live starting in the summer of 2020 but would be OK if it went live in October 2020 when grantees begin submitting quarterly reports.

7.Question:      For project plan development, when does the AOC forecast to have the project officially start?
Response: We hope to begin the project in early April 2020.

8.Question:      Given the priority of securing public data and assets, does the AOC require any cloud-based, SaaS solutions to be provisioned on a government-only FedRAMP-certified infrastructure?
Response: See Appendix 3.2 - JIS Information Security Policy

9.Question:      Where shall vendors insert their technical and financial response-related assumptions?
Response: See AOC-Detailed Requirements (Section 2.5.7 and Appendix 3.1) and Submittal Requirements (Section 2.6) of the RFP.

10.Question:     Will the AOC only evaluate the Financial Proposal of vendors who are rated as satisfactory or better during the technical merit evaluation stage?
Response: Yes, that is correct.

11.Question:     While the AOC has indicated technical factors will receive greater weight than price factors, please provide the relative weightage e.g., 80-20 vs. 60-40. ]
Response: 60/40

12.Question:     We understand that funding comes from Sub-grantor for passthrough funds, and the Agency is required to report back to sub-grantors. Besides funding and reporting, are there any differences between sub-grants and other grants when it comes to managing application intake, review, award, and post-award processes?
Response: No.  Those grants are managed the same way.  Often the only difference is the funding period, such as between the State and Federal fiscal year.

13.Question:     Please share the funding cycle for your 11 grant programs. We would like to understand the timeline for:
Response: Release of NOFA - January
Application Intake Deadline – Usually March
Award Issuance - May
Post-Award duration: Award Period start and end dates – Most grants run on the State fiscal year of July 1 to June 30.
You can also get a sense of our timeline from many of the documents on our Grants Website:
https://www.courts.state.md.us/procurement/grants

14. Question:    Out of 11 grant programs, which ones are most sizable in terms of awarded dollars, the number of grants, and transactions?
Response: Grants vary, but grants to courts are usually the biggest in terms of awarded dollars, and in terms of the number of grants.  Courts receive grants from multiple programs, though.

15. Question:    Out of 11 grant programs, which ones are the most burdensome for your staff to manage?
Response: This varies.  Some programs have more grants in them but also have more staff to manage them, while others have fewer grants and fewer staff to manage them.

16. Question:    Do you pay your Grantees monthly or quarterly?
Response: Quarterly.

17. Quetsion:    Besides 25% of the advance payment, are there any other variations with the nonprofit Grantee payment process?
Response: No.

18. Quetsion:    How many files need to be migrated?
Response: We are expecting to migrate data, not files

19. Question: Is end-user or train-the-trainer training expected?
Response: We are expecting end-user training for staff and admins.  We expect grantees to be instructed by staff on what they need to do in the system.

20. Question: How many unique notifications need to be sent via email? How many unique triggering criteria?
Response: The system should have capacity as a workflow-based system to have emails generated based on changes in workflow state, assignment of a task or change in field on a record. Please refer to the future state process maps to get this information. Outside of this, standard system emails for user registration and password reset would be expected.

21. Question: What is the definition of "Data Piping"
Response: Fields can be automatically populated based on data that is entered previously. Eg. Organization Name is automatically piped into the application from the contact record so they do not have to re-enter.

22. Question:  Please describe a scenario where batch updates would be required to grant records.
Response: Usually, it is where an external data source or process change requires a batch update of grant records. For example, a change to the classification of organizations based on location could require the data to be bulk updated to account for the new classification. This point is to avoid the requirement of manually updating records one by one.

23: Question: How many unique letter templates will need to be generated by the system.

Response: System admins should have capacity to manage letter templates so that the admins can produce them.  Please refer to the future state process maps where we reference document generation.


Issued by: Karen Hoang
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