



**Addendum No. 1
Interpreter Training & Education
K22-0083-26N**

05/19/2022

The purpose of this addendum is to amend and clarify certain portions of the above-referenced solicitation with all prospective bidders/offerors.

Clarifications:

- C1.** Delete: Closing Date & Time: May 24, 2022 at 4:30 PM EST
Replace with: **Closing Date & Time: May 26, 2022 at 4:30 PM EST**

Questions:

- Q1.** Would training that is done remotely online, in real-time, and instructor lead be considered equally as an alternative to a combination of in-person and remote training?
A1. See Section III.D.1. for requested course formats.
- Q2.** How will the award be announced?
A2. **When available, award information will be posted on the Judiciary's website at <https://www.mdcourts.gov/procurement/awards>.**
- Q3.** As the “courses offered may be language specific,” what languages should the Offeror(s) be prepared for when developing the courses and course plans?
A3. **Languages to include Arabic, Amharic, Korean, Spanish, and Vietnamese**
- Q4.** What is the anticipated date for the announcement of the award?
A4. **Anticipated date of award is on or before June 30, 2022.**
- Q5.** Maryland AOC has a goal for MBE and VOSB participation. Will there be any preference given to any of the other, following: small business, woman-owned vendors, or other disadvantaged vendors?
A5. **There is no MBE or VSBE participation goal on this solicitation.**
- Q6.** Should there be a need to modify the format of any of the forms provided in order to include all relevant terms and content, would that be acceptable? It has been noted that the pricing table cannot be changed or altered.
A6. **Forms may not be altered.**
- Q7.** How will our proposal be stored and who will have access to the propriety information contained therein?
A7. **Proposals will be stored and reviewed electronically. Only the Procurement Officer and Evaluation Committee will have access. Disclosure of judicial records is governed by the Judicial Records Requests process. More information is available at: <https://www.courts.state.md.us/judicialrecords/recordsrequests>.**
- Q8.** Is a list of prospective bidders for this solicitation available?
A8. **Pre-proposal sign in sheet is attached.**
- Q9.** Under the FOIA, is there an incumbent that provided these services under the former solicitation?
A9. **Incumbent information can be found at <https://www.mdcourts.gov/procurement/awards>**
- Q10.** Why are you considering changing vendors?
A10. **We are looking to diversify the vendor pool.**

Q11. If there are multiple awards under the contract, what criteria will AOC use to determine which vendor(s) is/are issued work under the contract, how much work will be issued to each vendor under the contract, and which vendor is issued each assignment of work?

A11. **See Section V.B. for evaluation criteria. Work issuance will be coordinated with Successful Offeror(s) after award.**

Q12. What other types of master contracts for language services and training are currently being utilized by the Maryland AOC?

A12. **Currently we have a contract with Castillo Languages to provide CE courses.**

Q13. Considering that the training courses are expected to be instructor-led and assessed, the number of students will impact the amount of time required and therefore, our pricing structure. Ideally, we would add a column with different tiers based on the number of students. Please advise if we can modify the pricing document to reflect that.

A13. **The form may not be modified. Please base pricing on the following:**

If it is a language specific remote training, we would like at least 25 students be able to attend. For language neutral skills building remote webinars we would like a minimum of 60 students. For lecture style remote courses, a minimum of 80 student. For onsite one (1) day trainings, we would like to see a minimum of 60 seats available.

Q14. If we do not have any company-owned vehicles, would you be amenable to the insurance requirements for the required commercial auto policy to reflect that?

A14. **Yes.**

All addenda will be incorporated into the final contract documents and will be binding on all bidders/offerors responding to this solicitation. Each bidder/offeror submitting a bid/proposal must acknowledge receipt of all addenda by completing and forwarding Attachment H (included in bid/proposal package) with the bid/proposal response; failure to acknowledge addenda may result in the bid/proposal rejection.

If you have any questions regarding this addendum, please contact me at (410) 260-1263 or email me at Victoria.Nellis@mdcourts.gov

Victoria Nellis
Procurement Officer



Pre-Proposal Conference Sign-in Sheet – K22-0083-26N – Interpreter Training & Education – May 10, 2022 @ 10:00 AM

Name:	Maria Fahy & Alejandro Bone							
Company:	Liberty Language Services							
Address:								
City:					State:		Zip Code:	
Phone:	888-746-9108			Email:	abone@libertylanguageservices.com			
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Name:	Alyssa Minch & Jinny Bromberg							
Company:	Bromberg & Associates, LLC							
Address:								
City:					State:		Zip Code:	
Phone:	313-831-7661			Email:	alyssa@brombergtranslations.com & jinny@brombergtranslations.com			
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Name:								
Company:								
Address:								
City:					State:		Zip Code:	
Phone:				Email:				
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Name:								
Company:								
Address:								
City:					State:		Zip Code:	
Phone:				Email:				
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Name:								
Company:								
Address:								
City:					State:		Zip Code:	
Phone:				Email:				
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				