



# Administrative Office of the Courts

---

## Operations Division

### Questions/Responses No. 2 to the

### Request for Proposals (RFP) K19-0007-25D

### DTE Technical Assistant

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.

6. Question: Section 2.3.3 indicates one of the functions is to "create detailed site visit reports to include measurements, data port names/numbers, IP addresses, and recommended layout for anticipated number of trainees". Will the format of these reports be provided?

**Response: Yes, a template will be provided to the selected candidate.**

7. Question: Section 3.4.2 indicates that offerors technical proposals shall be organized and numbered in the same order as the RFP." Please identify whether order is specified. Are we to begin numbering at Section 3.4.1?

**Response: 3.4.2 says "The technical proposal shall include the following sections in stated order:" Please follow instructions stated in the RFP.**

**Example: 3.4.3 is Table of Contents. 3.4.4 is Executive Summary. 3.4.5 states Offerors shall address each RFP requirement, etc.**

8. Question: Under 3.4, Volume I – Technical Proposal, 3.4.5.4 Financial Capability and Insurance is cited. Does this mean that offerors are to include financials in their technical proposal?

**Response: Offerors are to include Financial Capability and Insurance as stated in section 3.4.5.4. The financial proposal should be submitted under separate sealed cover from the Technical Proposal as stated in section 3.5.**

9. Question: Volume II – Financial Proposal, Section 3.5.1 indicates that travel reimbursements are not allowed except as approved in advance. Given that travel is a requirement for this project, how should travel costs be included in the budget?

**Response: Please see section 2.5.3**

10. Question: Are Appendices G and H to be submitted with the technical proposal?  
Response: No
11. Question: What are the acceptable media for inclusion of electronic versions of the proposals? Response: CD or thumb drive.
12. Question: Should the technical and business electronic versions be submitted on separate media? Response: An electronic version of the Technical Proposal must be enclosed with the original Technical Proposal. An electronic version of the Financial Proposal must be enclosed with the original Financial Proposal.
13. Question: If not currently registered to receive EFT payments, should offerors register before the closing date or after award if selected?  
Response: If Offeror is selected for award, EFT registration will be addressed at that time.
14. Question: Is there an anticipated date of when the summary of the pre-proposal conference will be posted?  
Response: A conference summary will be posted when readily available.
15. Question: Will the contractor be responsible for providing a laptop for the Technical Assistant?  
Response: A Judiciary issued laptop will be provided.
16. Question: Insurance Requirements: Please clarify that you want us to submit only our current insurance documents with the proposal and not what is listed in Section 2.  
Response: Please see section 3.4.5.4. A copy of the Offerors current applicable certificate insurance is required with the proposal.
17. Question: Please clarify that travel expenses are reimbursable and the fully loaded rate does not have to include any travel expenses.  
Response: Please see section 2.5 regarding travel reimbursement.

Issued by: Whitney Williams  
Procurement Officer  
May 17, 2018