



**STATE OF MARYLAND
ADMINISTRATIVE OFFICE OF THE COURTS
PROCUREMENT, CONTRACT AND GRANT ADMINISTRATION
203 C COMMERCE PARK DRIVE
ANNAPOLIS, MD 21401**

REQUEST FOR PROPOSALS (RFP)

FOR

JIS Support Resources

Project K19-0027-29

ISSUED: August 23, 2018

Sole point of contact for this solicitation is the Procurement Officer. Offerors are specifically directed NOT to contact any other Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award and execution of a contract. Unauthorized contact with any Judiciary personnel or the Judiciary's contracted consultants may be cause for rejection of the Offeror's proposal.

Minority Business Enterprises (MBEs) are encouraged to respond to this Request for Proposals.

Procurement, Contract and Grant Administration
<http://www.mdcourts.gov>

THE JUDICIARY
NOTICE TO OFFERORS/CONTRACTORS

In order to help us improve the quality of Judiciary solicitations, and to make our procurement process more responsive and business friendly, we ask that you take a few minutes and provide comments and suggestions regarding the enclosed solicitation. Please return your comments with your proposals. If you have chosen not to propose on this Contract, please e-mail this completed form to Yashica.Forrester@mdcourts.gov and Khrystine.Bunche@mdcourts.gov

Title: JIS Support Resources

Project No: K19-0027-29

1. If you have responded with a "no bid", please indicate the reason(s) below:

- Other commitments preclude our participation at this time.
- The subject of the solicitation is not something we ordinarily provide.
- We are inexperienced in the work/commodities required.
- Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)
- The scope of work is beyond our present capacity.
- Doing business with Maryland Government is simply too complicated. (Explain in REMARKS section.)
- We cannot be competitive. (Explain in REMARKS section.)
- Time allotted for completion of the proposals is insufficient.
- Start-up time is insufficient.
- Insurance requirements are restrictive. (Explain in REMARKS section.)
- Proposals requirements (other than specifications) are unreasonable or too risky. (Explain in REMARKS section.)
- MBE requirements. (Explain in REMARKS section.)
- Prior Judiciary contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section.)
- Payment schedule too slow.

Other: _____

2. If you have submitted a proposal, but wish to offer suggestions or express concerns, please use the Remarks section below. (Use reverse side or attach additional pages as needed.)

REMARKS:

Offeror Name: _____

Contact Person: _____ Phone (____) _____ - _____

Address: _____

KEY INFORMATION SUMMARY SHEET

MARYLAND JUDICIARY

Request for Proposals

JIS Support Resources

PROJECT # K19-0027-29

RFP Issue Date: August 23, 2018

RFP Issuing Office: Procurement, Contract and Grant Administration

Procurement Officer: Yashica Forrester and Khrystine Bunche
Maryland Judiciary, Administrative Office of the Court
Department of Procurement, Contract and Grant
Administration

2003 C Commerce Park Drive
Annapolis, MD 21401
410-260-3591 / 410-260-2556
Yashica.Forrester@mdcourts.gov and
Khrystine.Bunche@mdcourts.gov

Proposals must be sent to: Yashica Forrester and Khrystine Bunche
Maryland Judiciary, Administrative Office of the Courts
Department of Procurement, Contract and Grant
Administration
2003 C Commerce Park Drive
Annapolis, MD 21401

Pre-Proposal Conference: September 14, 2018 at 10:00AM
2003C Commerce Park Drive
Annapolis, MD 21401

Closing Date and Time: September 21, 2018 at 2:00PM

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SECTION 1 - GENERAL INFORMATION

1.1 Summary Statement

The Maryland Judiciary Administrative Office of the Courts (AOC) is seeking proposals from prospective Offerors to provide up to twelve resources including: One Financial Business/System Analyst, one Report Developer, one Resource Developer, one Oracle Business Intelligence Applications/Oracle Data Integrator Developer, five JAVA Engineer and Analyst Resource, one Senior Programmer and Analyst Microprogramming, one PL SQL Developer and Data Analyst, one Sr. Technical Resource, and one Network Engineer to support the Judicial Information Systems (JIS). JIS, the Information Technology (IT) arm for the Judiciary, is comprised of six major units: Application Development, Technology Enhancements & Networks, Local Area Network & Desktop Administration, Site Evaluation & Preparation, Operational Support, and the Project Management Office (PMO).

Offerors may propose one candidate to any or all staff positions. The AOC anticipates making multiple awards.

The AOC reserves the right to disqualify any candidate proposed by multiple Offerors. Affected Offerors will be given three business days to submit a substitute.

The AOC reserves the right to make additional awards of like staff as awarded within the Contractor pool during the life of the contract at the proposed labor rates. The AOC reserves the right to roll off support staff with 30 day notice, if assignments are completed prior to contract expiration.

1.2 Abbreviations and Definitions

For the purpose of this RFP, the following abbreviations or terms have the meanings indicated below:

- a. Contract – The Contract attached to this RFP as Attachment A
- b. Contractor – The selected Offeror
- c. Local Time – Time in the Eastern Time Zone
- d. MBE – Minority Business Enterprise currently so certified by the Maryland State Department of Transportation.
- e. Offeror – An entity that submits a proposal in response to this RFP
- f. Procurement Officer – The Judiciary representative responsible for this RFP, for the determination of contract scope issues, and the only Judiciary representative who can authorize changes to the contract
- g. RFP – Request for Proposals for K19-0027-29 dated JIS Support Resources, including any and all amendments.
- h. AOC Contract Manager– The Judiciary representative that serves as the technical manager for the resulting contract. The AOC Contract Manager monitors the daily activities of the contract and provides technical guidance to the Contractor.

- i. Judiciary business hours – 8:00 a.m. – 5:00 p.m. Monday – Friday (excluding State holidays and any other days closed by order of the Chief Judge of the Court of Appeals.)

1.3 Contract Type

The Contract that results from this RFP shall be based on Time and Material.

1.4 Contract Duration

The Contract resulting from this RFP shall begin November 3, 2018, and extend for a base period of one year. The Judiciary shall have the sole right to exercise up to four one-year renewal options at its discretion.

1.5 Procurement Officer

The sole point of contact in the Judiciary for purposes of this RFP prior to the award of any contract is the Procurement Officer identified below:

Yashica Forrester and Khrystine Bunche
2003 C Commerce Park Drive
Annapolis, MD 21401
410.260.3591 / 410.260.2556

Yashica.Forrester@mdcourts.gov / Khrystine.Bunche@mdcourts.gov

The Maryland Judiciary may change the Procurement Officer at any time by written notice to the Contractor.

1.6 AOC Contract Manager

Joe Fedorkowicz, Steve Wanbaugh, Vadim Olyashevsky, Carla Jones, and Rick Parker

The Maryland Judiciary may change the AOC Contract Manager at any time by written notice to the Contractor.

1.7 Pre-Proposal Conference

A Pre-Proposal Conference will be held on **September 14, 2018, beginning at 10:00 AM, at 2003C Commerce Park Drive Annapolis, Maryland 21401**. Attendance at the Conference is not mandatory, but all interested Offerors are encouraged to attend in order to facilitate better preparation of their proposals.

In order to assure adequate seating and other accommodations at the Conference, please e-mail the Conference Response Form to the attention of the Procurement Officer no later than **September 12, 2018 at noon**. The Conference Response Form is included as Attachment D to this RFP.

The Conference will be summarized. As promptly as feasible subsequent to the Conference, that record and all questions and answers known at that time will be posted to the Judiciary's Procurement website and eMarylandMarketplace.

1.8 Questions

- 1.8.1 The Procurement Officer shall accept written questions from prospective Offerors. Please submit all questions to the Procurement Officer by e-mail.
- 1.8.2 Based on the availability of time to research, the Procurement Officer shall communicate a timely answer during the pre-proposal conference. Answers to all substantive questions that are not clearly specific only to the requestor will be posted on the Judiciary's procurement website and eMarylandMarketplace.

1.9 Proposal Due (Closing) Date

Two original and three (5) copies of each proposal (Technical and Financial) must be received by the Procurement Officer **no later than 2p.m. (local time) on the 21st of September** in 2018 in order to be considered. One electronic version of the Technical Proposal must be included inside the Technical Proposal submission envelope. One electronic version of the Financial Proposal must be included inside the Financial Proposal submission envelope. Both electronic versions must be labeled with the RFP title, RFP number, and Offeror's name and be packaged with the original copy of the appropriate proposal (Technical or Financial).

Requests for an extension of this date or time will not be granted. Offerors' mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. **Proposals received by the Procurement Officer after the due date and time will not be considered.**

Proposals may not be submitted by e-mail or facsimile.

1.10 Duration of Offer

Proposals submitted in response to this RFP are irrevocable for 180 days following: (1) the closing date of proposals or (2) Best and Final Offers (BAFOs), if requested. This period may be extended at the Procurement Officer's request only with the Offeror's written agreement.

1.11 Revisions to the RFP

If it becomes necessary to revise this RFP before the due date for proposals, amendments will be posted on the Judiciary's Procurements webpage and on eMarylandMarketplace. Amendments made after the due date for proposals will be sent only to those Offerors who submitted a timely proposal.

Acknowledgment of the receipt of all amendments to this RFP issued before the proposal due date must accompany the Offeror's proposal in the Transmittal Letter accompanying the Technical Proposal submittal. Acknowledgement of the receipt of amendments to the RFP issued after the

proposal due date shall be in the manner specified in the amendment notice. Failure to acknowledge receipt of amendments does not relieve the Offeror from complying with all terms of any such amendment.

1.12 Cancellations

The Judiciary reserves the right to cancel this RFP; accept or reject any and all proposals, in whole or in part, received in response to this RFP, waive or permit cure of minor irregularities' and conduct discussions with all qualified or potentially qualified Offerors in any manner necessary to serve the best interests of the Judiciary. The Judiciary also reserves the right, in its sole discretion, to award a Contract based upon the written proposals received without prior discussions or negotiations.

1.13 Oral Presentations/Discussions

Offerors will be asked to make selected candidates available for an in person interview. We expect that interviews will be scheduled approximately two weeks after proposal receipt. The Procurement Officer will notify selected Offerors of the time and location.

Significant representations made by an Offeror during the oral presentation shall be submitted in writing. All such representations will become part of the Offeror's proposal and are binding if the Contract is awarded.

1.14 Incurred Expenses

The Judiciary will not be responsible for any costs incurred by an Offeror in preparing and submitting a proposal, in making an oral presentation, in providing a demonstration, or in performing any other activities relative to this solicitation.

1.15 Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Offeror's proposals to meet the requirements of this RFP.

1.16 Protests/Disputes

Any protest or dispute related respectively to this solicitation or the resulting Contract shall be subject to the provisions of the Judiciary's Procurement Policy.

1.17 Multiple or Alternate Proposals

Neither multiple nor alternate proposals will be accepted.

1.18 Public Information Act Notice

An Offeror shall give specific attention to the clear identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the Judiciary under the Public Information Act, Title 4, Subtitle 1, Part III of the General Provisions Article of the Annotated Code of Maryland or Maryland Rules 16-901 through 16-912, the Court Access Rules.

Offerors are advised that, upon request for this information from a third party, the Procurement Officer is required to make an independent determination whether the information can be disclosed. Information which is claimed to be confidential is to be placed after the Title Page and before the Table of Contents in the Technical Proposal and, if applicable, in the Financial Proposal.

1.19 Offeror Responsibilities

The selected Offeror shall be responsible for all products and services required by this RFP. All subcontractors must be identified and a complete description of their role relative to the proposals must be included in the Offeror's proposals. Additional information regarding MBE subcontractors is provided under paragraph 1.23 below. If an Offeror that seeks to perform or provide the services required by this RFP is the subsidiary of another entity, all information submitted by the Offeror, such as but not limited to, references and financial reports, shall pertain exclusively to the Offeror, unless the parent organization will guarantee the performance of the subsidiary. If applicable, the Offeror's proposal must contain an explicit statement that the parent organization consents to the terms of the RFP and will guarantee the performance of the subsidiary.

1.20 Mandatory Contractual Terms

By submitting an offer in response to this RFP, an Offeror, if selected for award, shall be deemed to have accepted the terms of the Contract, attached as Attachment A. A proposal that takes exception to these terms may be rejected and therefore determined to be not reasonably susceptible of being selected for award.

1.21 Proposal Affidavit

A proposal submitted by an Offeror must be accompanied by a completed Bid/Proposal Affidavit. A copy of this Affidavit is included as Attachment B of this RFP.

1.22 Contract Affidavit

All Offerors are advised that if a Contract is awarded as a result of this solicitation, the successful Offeror will be required to complete a Contract Affidavit. A copy of this Affidavit is included for informational purposes as Attachment C of this RFP. This Affidavit must be provided within five (5) business days of notification of proposed Contract award.

1.23 Minority Business Enterprises

Minority Business Enterprises (MBE) are encouraged to respond to this solicitation notice. It is the goal of the Maryland Judiciary that certified MBEs participate.

There is no MBE Goal established for this solicitation.

1.24 Arrearages

By submitting a response to this solicitation, each Offeror represents that it is not in arrears in the payment of any obligations due and owing the State, including the payment of taxes and employee

benefits, and that it shall not become so in arrears during the term of the Contract if selected for Contract award.

1.25 Procurement Method

The Contract resulting from this RFP will be awarded in accordance with the competitive sealed proposals process.

1.26 Verification of Registration and Tax Payment

Before a corporation can do business in the State, it must be registered with the Department of Assessments and Taxation, State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. It is strongly recommended that any potential Offerors complete the registration prior to the due date for receipt of proposals. An Offeror's failure to complete the registration with the Department of Assessments and Taxation may disqualify an otherwise successful Offeror from final consideration and recommendation for Contract award.

1.27 Payments by Electronic Funds Transfer

By submitting a response to this solicitation, the Offeror agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Offeror shall register using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reason for the exemption. The COT/GAC X-10 form can be downloaded at:

http://comptroller.marylandtaxes.com/Vendor_Services/Accounting_Information/Static_Files/GA_DX10Form20150615.pdf

1.28 Non-Disclosure Agreement

All Offerors are advised that if a contract is awarded as a result of this RFP, the successful Offeror shall be required to complete a Non-Disclosure Agreement. A copy of this Agreement is included for informational purposes as Attachment F of this RFP. This signed Agreement must be provided with the Offeror's signed contract.

SECTION 2 – STATEMENT OF WORK

2.1 Organization Background

Located in Annapolis, MD, JIS is comprised of six units including application development and support, hardware installation and maintenance, operation of the Data Center computer systems, and support of online case management and business applications at the District and Circuit Courts across the state.

2.2 Statement of Work, JAVA Engineer Analyst (Five Resources)

2.2.1 Background

JIS is seeking up to five JAVA Engineer Analyst

2.2.2 Objective/Responsibilities

The Contractor's Resource (CR) will be responsible for analyzing, testing, debugging and repairing new and existing J2EE applications, and working with other team members to perform systems review and problem solving in a timely and accurate fashion.

Duties include:

- Evaluates business rules and objectives in order to design new object-oriented solution components within an SOA architecture. Prepares and implements automated test solutions for each component.
- Evaluates event-driven integration requirements in order to design new J2EE integration interfaces. Prepares and implements automated test solutions for each new interface.
- Analyzes User Interface requirements in order to design and implement new Web Applications.
- Prepares and maintains documentation for all software development phases (Use Cases, Design Documents, UML, Technical Documentation)
- Packages and configures J2EE components for deployment in high availability environments across Development, Test and Production Environments. Components include web services, EJB, shared libraries, front-end Web Applications and Stand-alone applications. Servers include Oracle Application Server, Web Logic Application Server and Stand-alone AIX Server(s). Configuration utilizes ANT scripts and includes Security configuration.
- Upgrades and migrates currently utilized software libraries to mitigate the risk of bugs and security issues.

- Ability to maintain legacy applications consisting of forms driven C++ code, with the end goal of migrating or rewriting those applications within the current framework and architecture.
- Must be available for 24/7 support of critical J2EE applications.

Applications supported include:

- Electric Citation (e-Citation) support,
- Maryland Case Search and Indexing,
- Board of Law Web Application,
- Traffic Processing Data Entry (Swing Application),
- ESB messaging to and from the Odyssey Case Management System, and
- Other J2EE deployed Applications currently under development.

2.2.3 Education

A Bachelor's degree in Computer Science plus 8+ years of Java/J2EE programming experience.

2.2.4 Skills/Experience

A two – four week training period will be provided to acclimate the selected individual(s) in the methods, processes, equipment, and software used by the Maryland Judiciary.

The Offeror shall propose a resource with:

- Ability to communicate effectively, orally and in writing, and to establish and maintain effective working relationships with peers, end users and vendor development staff, as well as all levels of management and judicial personnel as necessary.
- Good communication and documentation skills are essential.
- Must have the ability to break down complex concepts into organized and concise units.
- Must be able to work in an agile, self-motivated environment with multiple, concurrent priorities.
- Good knowledge of object-oriented concepts, design patterns and UML notation.
- Solid experience with Reverse Engineering and Refactoring code.
- High level understanding of XML documents, syntax and validations.
- Complete knowledge of the W3C XML Schema (XSD) specifications.
- Ability to quickly evaluate, learn and prototype new technologies.

The preferred resource shall:

- Have hands-on (mid-expert level) experience with:

Knowledge of technologies used in existing systems including:
Java EE 5, Java EE 6 , Spring Framework, LDAP, JQuery, AJAX, JSP, XML,
JAXB, Hibernate, JSON, Javascript, JSTL, Oracle SQL, JasperReports, JUnit,
Web Services JAX-WS, Struts, SAX, Maven, 3rd party tag library(s) (tomahawk)

- Knowledge of technologies for new interface and event-driven components:
Java EE 5, Java EE 6 , JAX-WS, XML, XSLT, JPA, JAXB, JUNIT, EJB, WSDL,
DOM, SAX, JDOM, SoapUI, JDBC, SQL, JDOM
- Knowledge of the following technologies for WebApplication:
Prime Faces, Java EE 6, JMeter, JasperReports, JavaScript, AJAX frameworks
(JQuery), JSF, Log4j, 3rd party tag libraries (trinidad)
- Continuous integration, deployment and release management tools.
- Packaging and deployment of J2EE applications to Web Logic.
- Some knowledge of configuring/integrating Web Logic with Databases and Identity Management.
- Domain knowledge of NIEM 2.0, ECF 4.0 and court related concepts and business activities.

2.2.5 Reporting

CRs are required to report in a JIS prescribed format:

1. A daily report communicating project progress and status,
2. Weekly time reporting on JIS provided forms, and
3. Any additional reports as assigned by the supervising manager.

2.2.6 Place of Performance/Travel

All work shall be performed at the Maryland Judiciary's JIS Department located at 2661 Riva Road, Suite 900, Annapolis, Maryland 21401, unless otherwise authorized.

There is no travel requirement for this position.

All work shall be performed at the Maryland Judiciary's JIS Department located at 2661 Riva Road, Suite 900, Annapolis, Maryland 21401, unless otherwise authorized.

The Department/Senior Manager must approve work prior to or after normal operation hours and all travel and lodging arrangements in writing and in advance. Mileage, toll reimbursements and lodging re-imbursements should be invoiced to the AOC and reimbursed in accordance with the Judiciary's travel policy.

<http://mdcourts.gov/administration/travel.html>

2.2.7 Hours of Operation

Hours of work must be pre-approved by the JIS Project Manager or Department/Senior Manager, not to exceed 2,040 hours per year.

Depending upon project requirements, the CR must be able to work a flexible schedule to include evenings, nights, weekends and holidays.

CR must be available to provide on-call operational support as required outside business hours.

2.3 PL SQL Developer and Data Analyst (one resource)

2.3.1 Background

JIS is seeking one PL SQL Developer and Data Analyst

2.3.2 Objective and Responsibilities

The CR shall be:

- Responsible for analyzing, testing, debugging and repairing existing PL/SQL based applications.
- Responsible for analyzing new business rules and interfaces in order to design and implement new Oracle objects.
- Prepares and maintains documentation on new and existing data models. Prepares and maintains documentation for new and existing programming objects.
- Packages and configures Oracle object components for deployment across Development, Test and Production Database Environments.
- Works with Architects and Oracle DBA staff to establish standards for developing and deploying Oracle objects.
- Assists BI staff with reporting requirements and solutions.
- Evaluates and enhances SQL performance.

2.3.3 Education

Oracle PL/SQL Certification

2.3.4 Skills and Experience

A two – four week training period will be provided to acclimate the selected individual(s) in the methods, processes, equipment, and software used by the Maryland Judiciary.

The resource shall have:

- 8+ years of SQL and PL/SQL programming experience.
- Good communication and documentation skills are essential.
- Must have the ability to break down complex programming concepts into organized and concise units. Solid understanding of relational data concepts and the ability to apply these concepts to concrete solutions.
- Must be able to work in an agile, self-motivated environment with multiple, concurrent priorities.
- Solid experience with Reverse Engineering and Refactoring PL/SQL code.

The preferred resource shall have:

- Solid development skills with Oracle PL/SQL (Packages, Functions, Procedures, triggers), Materialized Views, DBLinks and Oracle Jobs.
- Strong analytical skills for evaluating, documenting and enhancing existing and new data models.
- Solid experience with Extraction, Transform and Load programming.
- Experience with Data Warehouse/ Data Mart design.
- Experience with asynchronous event-driven applications.
- Some knowledge of BI Publisher is preferred.
- Some knowledge of the Java syntax is preferred.
- Some knowledge of SQL Server Reporting Services (SSRS) is preferred.
- Some knowledge of XML syntax and parsing is preferred.
- Domain knowledge of court related concepts and business activities is preferred.

2.3.5 Place of Performance/Travel

All work shall be performed at the Maryland Judiciary's JIS Department located at 2661 Riva Road, Suite 900, Annapolis, Maryland 21401, unless otherwise authorized.

There is no travel requirement for this position.

All work shall be performed at the Maryland Judiciary's JIS Department located at 2661 Riva Road, Suite 900, Annapolis, Maryland 21401, unless otherwise authorized.

The Department/Senior Manager must approve work prior to or after normal operation hours and all travel and lodging arrangements in writing and in advance. Mileage, toll reimbursements and lodging re-imbursements should be invoiced to the AOC and reimbursed in accordance with the Judiciary's travel policy.

<http://mdcourts.gov/administration/travel.html>

2.3.6 Hours of Operation

Hours of work must be pre-approved by the JIS Project Manager or Department/Senior Manager, not to exceed 2,040 hours per year.

Depending upon project requirements, the CR must be able to work a flexible schedule to include evenings, nights, weekends and holidays.

CR must be available to provide on-call operational support as required outside business hours.

2.4 Sr. Programmer and Analyst Micro-Programming (one resource)

2.4.1 Background

JIS is seeking one PL SQL Developer and Data Analyst that will be responsible for research, documentation, application design, implementation and solving issues, etc. This resource analyzes, plans, designs, develops, implements, and maintains computer application systems in a variety of hardware/software environments to support the Court function.

2.4.2 Objective and Responsibilities

The resource shall work to:

1. Support Statewide Circuit and District Court Applications
2. Help Desk Support
3. Software Version Control and CM
4. Application Distribution and Updates
5. Disaster Recovery Support

1. Support Statewide Domestic Violence Applications

Project Description:

JIS, specifically the Microprogramming group, is responsible for maintaining the windows client applications and middle-tier parts of the system. While the project is not in an active development stage, features are still requested at times, and annual law changes require programming changes each year.

The Domestic Violence case management system provides a central database accessed by several client applications. Each client serves a special type of user: courtroom clerk, office clerk, commissioner, or operations. The system will serve all of district court and circuit court jurisdictions.

This project requires experience with Oracle databases and procedures, CORBA, N-Tier architectures, and windows development using Embarcadero RAD Studio tools.

Project Activities (Deliverables):

Provide support for Security Policy by coordinating with the Data Security Department

- Plan, Design, Develop, Test and Implement new system features with approval from the Architecture Control Board
- Plan, Design, Develop, Test and Implement features required for Law Changes
- Implement Middle Tier objects
- User interface design and Report generation
- Documentation of system features
- Multi-user support and respond to Help Desk incident tickets
- Develop and document backup and recovery strategies and coordinate with the Disaster Recovery Coordinator

2. Support Statewide District Court Applications

The following are the common support tasks for all Statewide District Court Applications:

- Support existing applications
 - Software upgrades and distribution
 - Server maintenance
- Support new legislation changes each fiscal year
- Support new requirements as requested once approved by the Architecture Control Board
- Develop and document backup and recovery strategies and coordinate with the D/R coordinator
- Resolve help desk tickets

A. Additional support tasks for Statewide Courtroom application

Maintenance upgrades for Courtroom Central Database servers. JIS maintains 35 servers located at each District Courthouse, and are currently in the process of replacing existing servers with new hardware, new operating system, and newer version of the Oracle Database. Ongoing maintenance is required to keep servers running efficiently and securely.

Make regular updates to the database to reflect the changes for CJIS codes, Traffic Codes, Judge Ids, and Agency/Sub Agency etc. – ongoing maintenance

B. Additional support tasks for Commissioners Assistant application

Porting application to newer compiler versions

Make regular updates to the database to reflect the changes for CJIS codes, Traffic Codes, Agency/Sub Agency, Commissioner Ids, Terminal Ids, etc. – ongoing maintenance

C. Additional support tasks for Clerks Assistant application

Porting application to newer compiler versions

Make regular updates to the database to reflect the changes for CJIS codes, Traffic Codes, Agency/Sub Agency, Public defenders, etc. – ongoing maintenance

3. Application Integration

Integrating internal applications using the existing J2EE BUS framework.
Integrating exchange processes with external Partners using the existing J2EE BUS framework.

4. Helpdesk Support for all applications

The following are the Helpdesk support tasks:

- Phoning users in response to calls escalated to micro programming group
- Identifying which system is at fault and re-routing appropriately
- Resolving issues directly, often using remote desktop software

5. Software Version Control and CM for the Micro Programming Group

The following are the support tasks for

- Configure, Maintain, and regularly backup a LINUX-based version control system used by the micro-programming group.
- Manage a CVS repository; generate change reports between versions and head. Provide web interface to repository, cvsweb.
- Manage a subversion repository, used for new projects once approved by the Architecture Control Board.

6. Support for Software Application Distribution and Updates

The following are the support tasks for the Application Updater:

- Customize the updater for new applications
- Adding new features to handle various setup tasks once approved the Change Control Board
- Compatibility with new Operating Systems

7. Disaster Recovery Support

The following are the Disaster Recovery support tasks:

- Planning for disaster recovery as part of project development
- Ensuring systems are backed up regularly and to an off-site storage location
- Documenting recovery and testing procedures
- Participating in bi-annual Disaster Recovery exercises

2.4.3 Education

Bachelor's Degree in an IT related field from an accredited college or university.

2.4.4 Skills and Experience

A two – four week training period will be provided to acclimate the selected individual(s) in the methods, processes, equipment, and software used by the Maryland Judiciary.

- This project requires windows programming experience with desktop databases and Embarcadero RAD Studio C++. Some Java programming and UNIX experience is also required.
- 10 years of programming experience with Embarcadero RAD Studio, Borland C++ Builder, Borland VCL, Quick Reports, TCP/IP Sockets, FTP and SMTP on Windows platform.
 - 10 years of cross-platform application integration programming experience involving Windows, AIX and Mainframe systems using Sockets, LU6.2 or similar protocols.
 - 10 years of database experience involving Oracle, MySQL, Microsoft Access, Corel Paradox, and Firebird SQL
 - 6 years of experience administering Linux with Oracle, CVS, MySQL, Apache
 - 3 years of Java programming experience and Oracle Application Server.
 - 3 years of web development with Microsoft .NET framework

2.4.5 Place of Performance/Travel

All work shall be performed at the Maryland Judiciary's JIS Department located at 2661 Riva Road, Suite 900, Annapolis, Maryland 21401, unless otherwise authorized.

There is no travel requirement for this position.

All work shall be performed at the Maryland Judiciary's JIS Department located at 2661 Riva Road, Suite 900, Annapolis, Maryland 21401, unless otherwise authorized.

The Department/Senior Manager must approve work prior to or after normal operation hours and all travel and lodging arrangements in writing and in advance. Mileage, toll reimbursements and lodging re-imbursements should be invoiced to the AOC and reimbursed in accordance with the Judiciary's travel policy.

<http://mdcourts.gov/administration/travel.html>

2.4.6 Reporting

CRs are required to report in a JIS prescribed format:

1. A daily written report communicating project progress and status,
2. Weekly time reporting on JIS provided forms, and
3. Any additional reports as assigned by the supervising manager.

2.4.7 Hours of Operation

Hours of work are the normal operational hours of 8:30am to 5:00pm(EST), with the flexibility to extend the coverage hours to meet deadlines. The JIS Project Manager or Department/Senior Manager must approve work prior to or after normal operation hours, not to exceed 2,040 hours per year.

Depending upon project requirements, the CR must be able to work a flexible schedule to include evenings, nights, weekends and holidays. CR must be available to provide on-call operational support as required outside business hours.

2.5 Report Developer (two resource)

2.5.1 Background

JIS is seeking two (2) Report Developers to assist existing staff with the creation of extract files, reports, queries, and associated methodologies / standards as required by the business users.

2.5.2 Report Developer Responsibilities

The CR (Contractor Resource) will be responsible to procure two or more senior level technical resources to assist existing staff with the creation of extract files, reports, queries, and associated methodologies / standards as required by the business users.

Duties include:

The Maryland Judiciary is implementing a comprehensive case management system to replace a number of extant systems currently in use. The new technology solution being implemented is .Net based and the reporting is done using SSRS 2012. Judicial Information Systems (JIS) is soliciting sealed competitive proposals to assist with this effort in the area of reporting. Work will be performed under the guidance and direction of the JIS Case Management Unit Senior Manager. The Judiciary has chosen Odyssey Case Manager, from Tyler Technologies (Tyler), as its case management solution. Odyssey has a robust Enterprise Custom Reporting framework and tool that provides capabilities to generate forms, letters and a variety of files and reports using advanced tools as well as to search data fast using many different criteria. To date, the Maryland Judiciary has developed hundreds of reports using the tool set and development needs continue. Additionally, the chosen contractor(s) may be responsible for developing and administering processes and procedures associated with the receipt of reporting requests, review and approvals, and request fulfillment.

Project Duties

- Become familiar and proficient with Tyler's ECR tool through orientation and instruction from Tyler and JIS team members;
- Work in conjunction with existing Judiciary and Tyler team members to create reports and queries as assigned;
- Work closely with business analyst staff at JIS or court users to determine reporting requirements;
- Test reports and document testing results based on established procedures;
- Respond to emergent requests for ad-hoc data queries;
- Format reports based on established guidelines;
- Develop or assist in the development of processes and procedures associated with the receipt, review, approval, and fulfillment of report / query requests;

- Perform complex analyses of data interdependencies and relationships;
- Work effectively as a member of a large team and assist other team members as needed;
- Work effectively with business users and external interface entities to define, document, and fulfill data and reporting needs;

2.5.3 Education

Bachelor Degree in Computer Science or similar equivalent education.

2.5.4 Skills and Experience

A two – four week training period will be provided to acclimate the selected individual(s) in the methods, processes, equipment, and software used by the Maryland Judiciary.

Ability to communicate effectively, orally and in writing, and to establish and maintain effective working relationships with peers, end users and vendor development staff, as well as all levels of management and judicial personnel as necessary.

- Minimum of 5 years' experience in MS SQL Server query writing and performance tuning
- Strong demonstrated experience with creating reports in MS SQL Server Report Builder 2012
- Strong, demonstrated Database analytical skills
- Testing and verification experience
- Experience developing and implementing processes and procedures
- Strong interpersonal skills
- Ability to work effectively with business users and technical staff
- Excellent problem solving and collaboration skills
- Excellent communication and documentation skills
- Mentoring skills highly desired
- XML knowledge a plus
- Court domain knowledge a plus

2.5.5 Place of Performance/Travel

All work shall be performed at the Maryland Judiciary's JIS Department located at 2661 Riva Road, Suite 900, Annapolis, Maryland 21401, unless otherwise authorized.

The Report Developer role occasionally requires travel within the state of Maryland.

CRs must have access to a vehicle to commute to sites as required and a valid driver's license. Some site visits may require arranging local lodging accommodations and traveling to the region the night before the required site visit.

The Department/Senior Manager must approve work prior to or after normal operation hours and all travel and lodging arrangements in writing and in advance. Mileage, toll re-imburements and lodging re-imburements should be invoiced to the AOC and reimbursed in accordance with the Judiciary's travel policy. <http://mdcourts.gov/administration/travel.html>

2.5.6 Reporting

CRs are required to report in a JIS prescribed format:

- A weekly report communicating project progress and status,
- Weekly time reporting on JIS provided forms, and
- Any additional reports as assigned by the supervising manager.

2.5.7 Hours of Operation

Hours of work are the normal operational hours of 8:30am to 5:00pm(EST), with the flexibility to extend the coverage hours to meet deadlines. The JIS Manager or Department/Senior Manager must approve work prior to or after normal operation hours, not to exceed 2,040 hours per year.

Depending upon project requirements, the CR must be able to work a flexible schedule to include evenings, nights, weekends and holidays. CR must be available to provide on-call operational support as required outside business hours.

2.6 Financial Business/System Analyst (one resource)

2.6.1 Background

JIS is seeking one (1) Contractual Resource (CR) as a Financial Business/System Analyst working with the MDEC application suite.

2.6.2 Analyst/Programmer Responsibilities

The CR will be responsible for serving as lead financial business/system analyst and subject matter expert for financial processing for the MDEC application suite.

Duties include:

Financial Analysis in support of the implementation and maintenance of MDEC financial configuration:

- Serve as lead financial business analyst and SME of the Maryland Judiciary

- financial business processes;
- Work alongside JIS financial analysts and Judiciary leadership in resource management for fulfilling assignments;
 - Provide analysis and requirements to the case management vendor for application enhancements;
 - Provide end user support in adherence to established service level agreements;
 - Evaluate current District and Circuit Court financial systems, recommend and assist in development of standardize statewide Financial Configurations per current Maryland statutes;
 - Provide analysis and recommendations for standardized business processes configuration and testing support of those configurations;
 - Provide ongoing support of data review for MDEC financial data conversions, including but not limited to: data mapping, data analysis, solution determination and validation and documentation;
 - Provide analysis and design input for audit requirements for MDEC;
 - Support system testing of MDEC development, as well as provide support during User Acceptance Testing;
 - Provide analysis to programming team on financial integrations processes;
 - Analyze existing and proposed data exchanges for interoperability with local and statewide financial systems;
 - Analyze and develop business rules specifications for the development of the MDEC Financial Systems;
 - Analyze and coordinate with team members in support of other non-financial areas of MDEC, as needed;
 - Create and maintain documentation containing established statewide business processes and configuration decisions;
 - Respond to requests from auditors regarding MDEC financial business processes and financial configuration;

2.6.3 Education

Bachelor Degree in Computer Science

2.6.4 Skills and Experience

A two – four week training period will be provided to acclimate the selected individual(s) in the methods, processes, equipment, and software used by the Maryland Judiciary.

Business and Analytical Skill:

- Good teamwork skills
- Ability to communicate information technical and non-technical audiences
- Strong business process knowledge
- Financial experience, required
- Court business experience, a plus
- Ability to prepare and deliver presentation

- Strong organizational skills
- Ability to multi-task

Technical Skill:

- Five years' experience programming in PROGRESS 4GL.
- 3-4 years' experience working with UNIX (AIX).
- Windows
- Strong analytical and programming skills
- Court Case Management application experience desired.
- Experience with UNIX/AIX based, large scale applications.
- Microsoft Access Database experience
- ORACLE and tools
- SQL and PL/SQL
- XML
- Java script.
- FTP

2.6.5 Place of Performance/Travel

All work shall be performed at the Maryland Judiciary's JIS Department located at 2661 Riva Road, Suite 900, Annapolis, Maryland 21401, unless otherwise authorized.

The Report Developer role occasionally requires travel within the state of Maryland.

CRs must have access to a vehicle to commute to sites as required and a valid driver's license.

Some site visits may require arranging local lodging accommodations and traveling to the region the night before the required site visit.

The Department/Senior Manager must approve work prior to or after normal operation hours and all travel and lodging arrangements in writing and in advance. Mileage, toll re-imbursements and lodging re-imbursements should be invoiced to the AOC and reimbursed in accordance with the Judiciary's travel policy. <http://mdcourts.gov/administration/travel.html>

2.6.6 Reporting

CRs are required to report in a JIS prescribed format:

- A weekly report communicating project progress and status,
- Weekly time reporting on JIS provided forms, and
- Any additional reports as assigned by the supervising manager.

2.6.7 Hours of Operation

Hours of work are the normal operational hours of 8:30am to 5:00pm(EST), with the flexibility to extend the coverage hours to meet deadlines. The JIS Manager or Department/Senior Manager must approve work prior to or after normal operation hours, not to exceed 2,040 hours per year.

Depending upon project requirements, the CR must be able to work a flexible schedule to include evenings, nights, weekends and holidays. CR must be available to provide on-call operational support as required outside business hours.

2.7 Oracle Business Intelligence Applications/Oracle Data Integrator Developer (one resource)

2.7.1 Background

JIS is seeking one (1) Contractual Resource (CR) as an Oracle Business Intelligence Applications/Oracle Data Integrator Developer.

2.7.2 Oracle Business Intelligence Applications/Oracle Data Integrator Developer Roles and Responsibilities

- Work with users to gather requirements for OBIA procurement, finance, custom OBIEE and BI publisher reports.
- Modify OBIA repository, create custom tables and joins for OBIA reports.
- Create custom reports in OBIA procurement and finance.
- Write custom SQL queries using PeopleSoft finance and procurement tables, to validate data in OBIA reports.
- Customize out of the box scenarios in ODI and add it to the existing load plan.
- Generate load plans in ODI and optimize those using custom OBIA tables, modifying ODI interfaces and creating table indexes to reduce the ODI load running time.
- Migrate ODI objects (Interface, Scenarios and Packages) between environments using smart export and import.
- Create report in OBIEE to track ODI load status and errors using SNP tables.
- Work with DBAs and oracle support to rectify the runtime errors on ODI load plan.
- Install, upgrade and maintain Oracle Data Integrator (ODI) in Production, test and QA servers.
- Install, upgrade and maintain Oracle Business Intelligence Enterprise Edition (OBIEE) in Production, test and QA servers
- Install, upgrade and maintain Oracle Business Intelligence Applications (OBIA) in Production, test and QA servers.
- Import and export service instance using WebLogic scripting tool in AIX server to export

and import presentation services catalog, datamodel and security policy metadata between environments in OBIEE 12C.

- Run commands in AIX to import SSL certificate and key stores for active directory authentication.
- Configure security providers, active directory and oracle internet directory (OID) using WebLogic administration console.
- Create users and add them to groups in WebLogic admin console.
- Create roles and add groups & users in WebLogic enterprise manager.
- Use AIX commands to start, stop and navigate through files and folders in the all AIX servers for OBIEE and ODI
- Perform error diagnostics in OBIEE and ODI using server logs.
- Install, configure and migrate reports from OBIEE 12.2.1.0 to 12.2.1.3
- Perform Authentication and Authorization (implement object and row level security).
- Use Write back feature in OBIEE to implement and maintain the reports where users are able to enter data for expected budget and expenditure values and plan current and future Fiscal year Budget and expenses.
- Plan, develop data model and create custom reports in OBIEE for Alternative Dispute Reports (ADRESS) based on user requirements.
- Model the ADRESS repository by importing data warehouse tables, creating new physical and logical joins.
- Create custom templates in BI publisher, using bursting definition and schedule reports to be delivered to an FTP folder in a remote machine based on the requirement for domestic violence reports users.
- Create custom queries and views using oracle internet directory tables for security reports.
- Maintain EBAR, elicense, foster care and security reports using BI publisher.
- Run AIX scripts on the server to rename DV reports BI publisher files and add them to the server.
- Create and modify repository and session variables in OBIEE.
- Create new tables and views in data warehouse

2.7.3 Education

Bachelor Degree in Computer Science

2.7.4 Skills and Experience

A two – four week training period will be provided to acclimate the selected individual(s) in the methods, processes, equipment, and software used by the Maryland Judiciary.

Ability to communicate effectively, orally and in writing, and to establish and maintain effective working relationships with peers, end users and vendor development staff, as well as all levels of management and judicial personnel as necessary.

- Must be familiar OBIEE (Oracle Business Intelligence Enterprise Edition) 12C.

- Must be able to develop reports, design rpd, administer server and perform server upgrade in OBIEE 12C.
- Experience in OBIEE security configuration (authentication and authorization)
- Must have experience in configuring active directory and oracle internet directory (OID) security in OBIEE 12C.
- Must be familiar with write back feature in OBIEE 12C.
- Must have experience in OBIA (Oracle Business Intelligence Applications) 12C, Procurement and Finance.
- Must have experience in Oracle Data Integrator 11G.
- Must have experience in ODI customization, migration between environments and load plan generation.
- Must be familiar with Oracle BIpublisher 12C
- Must be able to create xmlptemplates and associate with SQL code
- Must be familiar with Oracle PL/SQL and xmlpublisher
- Must be able to read user requirements and understand the dependencies on roles.
- Must be able to work closely with Oracle database administrators and Oracle xmlpserver administrators and enterprise security groups.
- Must have a deep knowledge of report design, views, materialized views, and database design for reporting.
- Must be familiar with star schema and warehouse architecture design.
- Must be able to distinguish who the current user of the report is so that roles and report output can be designed accordingly.
- Must understand the separation of business logic from the presentation of the data via xmlpserver.

2.7.5 Place of Performance/Travel

No travel is anticipated in this role.

All work shall be performed at the Maryland Judiciary's JIS Department located at 2661 Riva Road, Suite 900, Annapolis, Maryland 21401, unless otherwise authorized.

The Department/Senior Manager must approve work prior to or after normal operation hours and all travel and lodging arrangements in writing and in advance. Mileage, toll re-imbursements and lodging re-imbursements should be invoiced to the AOC and reimbursed in accordance with the Judiciary's travel policy. <http://mdcourts.gov/administration/travel.html>

2.7.6 Reporting

CRs are required to report in a JIS prescribed format:

- A weekly report communicating project progress and status,
- Weekly time reporting on JIS provided forms, and
- Any additional reports as assigned by the supervising manager.

2.7.7 Hours of Operation

Hours of work are the normal operational hours of 8:30am to 5:00pm(EST), with the flexibility to extend the coverage hours to meet deadlines. The JIS Manager or Department/Senior Manager must approve work prior to or after normal operation hours, not to exceed 2,040 hours per year.

Depending upon project requirements, the CR must be able to work a flexible schedule to include evenings, nights, weekends and holidays. CR must be available to provide on-call operational support as required outside business hours.

2.8 Sr. Technical Resource (one resource)

2.8.1 Background

JIS is seeking one (1) Sr. Technical Resource to provide support and mentoring services for the IBM DataStage product and related tools in support of data replication from the IBM mainframe environment to an Oracle database environment running on IBM servers in near real-time mode. A full understanding of the product features and the interoperability of the databases and operating system software is required.

2.8.2 Sr. Technical Resource Responsibilities

The Contractual Resource, in conjunction with JIS personnel, will be responsible for:

1. Working as the team leader by providing assistance guiding the development of a project plans that meet both the short and long term needs of JIS related to data migration and data currency.
2. Assist in developing error-handling and operation maintenance processes and jobs to provide for effective ongoing operation with minimal supervision.
3. Ensure that technical components function properly independently and when interfaced with other technology components such as database and mainframe applications. Work with JIS and third party vendors to configure IBM's products to interoperate with industry standard technology, to include installation, configuration and connectivity.
4. Review data models and using logical specifications, help design and develop physical jobs, maps, data integration solutions, and other work products.
5. Act as a liaison between JIS and IBM product support.
6. Inform and assist with installation of patches and upgrades to IBM product releases to ensure the success of the project.

7. Develop all appropriate documentation as specified by JIS related to associated jobs, processes, and other components deemed critical to the ongoing support of the implemented solution.
8. Work with the replacement contractor to provide a transition period so the replacement is fully up-to-speed on the ways and means of the DataStage product installation, operation and interoperability functions.

2.8.3 Education

A BA/BS Degree in Computer Science or an IT related field or in Business Management

2.8.4 Skills and Experience

A two – four week training period will be provided to acclimate the selected individual(s) in the methods, processes, equipment, and software used by the Maryland Judiciary.

Ability to communicate effectively, orally and in writing, and to establish and maintain effective working relationships with peers, end users and vendor development staff, as well as all levels of management and judicial personnel as necessary.

- Must be familiar OBIEE (Oracle Business Intelligence Enterprise Edition) 12C.
- Must be able to develop reports, design rpd, administer server and perform server upgrade in OBIEE 12C.
- Experience in OBIEE security configuration (authentication and authorization)
- Must have experience in configuring active directory and oracle internet directory (OID) security in OBIEE 12C.
- Must be familiar with write back feature in OBIEE 12C.
- Must have experience in OBIA (Oracle Business Intelligence Applications) 12C, Procurement and Finance.
- Must have experience in Oracle Data Integrator 11G.
- Must have experience in ODI customization, migration between environments and load plan generation.
- Must be familiar with Oracle BIpublisher 12C
- Must be able to create xmlptemplates and associate with SQL code
- Must be familiar with Oracle PL/SQL and xmlpublisher
- Must be able to read user requirements and understand the dependencies on roles.
- Must be able to work closely with Oracle database administrators and Oracle xmlpserver administrators and enterprise security groups.
- Must have a deep knowledge of report design, views, materialized views, and database design for reporting.
- Must be familiar with star schema and warehouse architecture design.

- Must be able to distinguish who the current user of the report is so that roles and report output can be designed accordingly.
- Must understand the separation of business logic from the presentation of the data via xmlpserver.

2.8.5 Place of Performance/Travel

No travel is anticipated in this role.

All work shall be performed at the Maryland Judiciary's JIS Department located at 2661 Riva Road, Suite 900, Annapolis, Maryland 21401, unless otherwise authorized.

The Department/Senior Manager must approve work prior to or after normal operation hours and all travel and lodging arrangements in writing and in advance. Mileage, toll re-imbursements and lodging re-imbursements should be invoiced to the AOC and reimbursed in accordance with the Judiciary's travel policy. <http://mdcourts.gov/administration/travel.html>

2.8.6 Reporting

CRs are required to report in a JIS prescribed format:

- A weekly report communicating project progress and status,
- Weekly time reporting on JIS provided forms, and
- Any additional reports as assigned by the supervising manager.

2.8.7 Hours of Operation

Hours of work are the normal operational hours of 8:30am to 5:00pm(EST), with the flexibility to extend the coverage hours to meet deadlines. The JIS Manager or Department/Senior Manager must approve work prior to or after normal operation hours, not to exceed 2,040 hours per year.

Depending upon project requirements, the CR must be able to work a flexible schedule to include evenings, nights, weekends and holidays. CR must be available to provide on-call operational support as required outside business hours.

2.9 Network Engineer (One Resource)

2.9.1 Background

JIS is seeking one Network Engineer

2.9.2 Objective/Responsibilities

JIS is seeking a Network Engineer to actively participate in planning and coordinating the design, installation, and connectivity of computer and network systems to ensure stable, scalable, redundant and secure 24x7 network operations. Lead, schedule and oversee the activities with other team members to resolve end user hardware and software problems in a timely and accurate fashion. Primary job duties and responsibilities include testing, deployment, performance monitoring, troubleshooting, and documentation of a statewide network, utilizing industry best practices for security, disaster recovery and business continuity, change control, and client support. Assist in creation of robust network designs, act as the primary telecommunications point of contact and lead engineer for implementations and provide ongoing support and maintenance. Additional job functions include oversight of the configuration, maintenance, and documentation of routers, switches, wireless controllers, load balancers, security appliances, WAN optimizers, and management and security appliances.

Duties include:

- Leading, scheduling, provide guidance and coordinating the activities with other team members to resolve end user hardware and software problems in a timely and accurate fashion.
- Participate in the design, deployment, and maintenance of the organization's 70+ site WAN. Associated functions include the configuration and maintenance of network hardware (controllers, routers, switches, wireless and security), the configuration and maintenance of network management software network address management, capacity planning, performance analysis, and problem resolution.
- Problem Determination and Resolution – Analyze and diagnose a wide variety of Wide Area Network connectivity problems, hardware failures, software problems, security issues, performance problems, and unsolved problems reported by other groups. Problem resolution may require the use of network protocol analyzers, software debuggers, protocol trace files, and other sophisticated and special purpose diagnostic service aids. The resolution may require the investigation of several possible solutions, and may require presence on-site. Respond to and comply with internal and external audit requirements.
- Local Area Network design assistance and configuration to include wireless; Support of Internet Protocols/Services such as DNS, SMTP, TCP/IP, HTML, FTP, SSH, IPSec VPN's, HTTP, SSL, and certificate authorities
- Support of network & security related problems in an enterprise environment, to include firewalls, intrusion prevention, wireless defense solutions, data loss prevention, web filtering, identity and operational management and monitoring. Maintain access control lists and IOS configurations, network monitoring and troubleshooting tools. Respond to and comply with internal and external audit requirements
- Generate weekly status reports including project progress, key milestones, and tasks accomplished, etc. Host weekly status meetings/calls with team or on as needed basis

2.9.3 Education

College-level degree in IT related field is required.

Industry leader's networking certification of professional level, minimum active Cisco CCNP is required.

2.9.4 Skills/Experience

A two – four week training period will be provided to acclimate the selected individual(s) in the methods, processes, equipment, and software used by the Maryland Judiciary.

The Offeror shall propose a resource with:

- Proficient with High Availability in Enterprise Campus
- Experience with Layer 2&3 optimization and boundary, virtual switching systems.
- Knowledge of Infrastructure Services and experience with IPAM products.
- Experience with scalable routing protocols (EIGRP, OSPF, and BGP).
- Proficient with advanced WAN service layers and WAN Optimization applications.
- Experience with Enterprise Data Center: Cisco ACI, Virtualization, SDN, Load-Balancing, SAN and E-commerce.
- Proficient with current Network Security Services applications, services and appliances including: Identity Management, Network Access Control, Application Layer Inspection, URL, Content and Spam Filtering, Data Loss and Intrusion Prevention, Identity Services, IPsec and SSL VPN, PKI, Two-Factor Authentication and other.
- Knowledge of IP multicast, Enterprise Video conferencing, streaming and on demand components.
- Experience with Enterprise VoIP and physical security environments - access control and video surveillance network applications.
- Proficient with Network Management Protocols, Applications and Operating System capabilities.
- Experience with installation and configuration of Cisco ISR, Catalyst, Nexus, ACI, and IOS and IOS-XE operating systems.
- Experience with installation, configuration, securing and troubleshooting enterprise wireless access systems.
- Familiarity with UNIX operating system (IBM AIX, Linux) and Microsoft Windows server operating system and utilities and desktop is required.
- Strong documentation skills, including the ability to produce technical documents (e.g. Visio diagrams, design documents, Project plans and schedules and help desk and user instructions) is desired.
- Excellent communication, interpersonal and team skills.
- Hands on design as well as post sales implementation/support experience with Cisco ACI for a minimum of 24 months is required.
- Experience should be at least 10 years of relevant IT work experience with at least 8 years of CONUS experience in the networking/telecommunications field.

2.9.5 Reporting

CRs are required to report in a JIS prescribed format:

- A daily report communicating project progress and status,
- Weekly time reporting on JIS provided forms, and
- Any additional reports as assigned by the supervising manager.

2.9.6 Place of Performance/Travel

Ability to travel throughout Maryland as required. Depending upon project and operational support requirements, travel may be frequent and must be able to work flexible schedule to include evenings, nights, weekends and holidays. Must provide own transportation and valid MD driver's license is required.

All work shall be performed at the Maryland Judiciary's JIS Department located at 2661 Riva Road, Suite 900, Annapolis, Maryland 21401, unless otherwise authorized.

The Department/Senior Manager must approve work prior to or after normal operation hours and all travel and lodging arrangements in writing and in advance. Mileage, toll reimbursements and lodging re-imbursements should be invoiced to the AOC and reimbursed in accordance with the Judiciary's travel policy.

<http://mdcourts.gov/administration/travel.html>

2.9.7 Hours of Operation

Hours of work are the normal operational hours of 8:30am to 5:00pm(EST), with the flexibility to extend the coverage hours to meet deadlines. The JIS Project Manager or Department/Senior Manager must approve work prior to or after normal operation hours, not to exceed 2,040 hours per year.

Depending upon project requirements, the CR must be able to work a flexible schedule to include evenings, nights, weekends and holidays. CR must be available to provide on-call operational support as required outside business hours.

2.10 Acceptance of Services

2.10.1 The JIS Contract Manager or his/her designated representative has sole authority to determine the acceptable level of service.

2.10.2 When the JIS Contact Manager or his/her designee determines that Contractor service is unsatisfactory, the Contractor shall return to the site at the request of the JIS, or an authorized designee, and resolve the issue at no additional cost to the AOC.

2.11 Damage to State and Personal Property

2.11.1 The Contractor, their employees, subcontractors and agents shall be held directly responsible to repair, replace or restore to its original condition, to the satisfaction of the Maryland Judiciary,

curbs, roadway surfaces, wheel stops, shrubbery, trees, buildings, bollards, gates, light pole, sign poles or any other State-owned property which is damaged by the actions of the above-mentioned representatives.

- 2.11.2 The Contractor, their employees, subcontractors and agents shall be held directly responsible for any damage caused by their action or inaction to privately-owned property and shall hold the State harmless for such damages.

2.12 Failure to Respond

- 2.12.1 Should the Contractor fail to respond to the request for service as specified herein, the Judiciary may, at its option, directly or by contract, take whatever measures are necessary to provide the necessary services at the expense of the Contractor.

2.13 Required Policies, Guidelines, and Methodologies

The Contractor shall be required to comply with all applicable laws, regulations, policies, standards and guidelines affecting information technology projects, which may be created or changed periodically by JIS and/or the State of Maryland. The Contractor shall adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards and guidelines affecting project execution. These may include, but are not limited to:

- A. The State's System Development Life Cycle (SDLC) methodology
- B. The State Information Technology Security Policy and Standards
- C. The Judiciary's new Enterprise Architecture

2.14 Compliance with Judiciary Policies-

A. The Contractor, and all contractor and subcontractor personnel assigned to the Contract (contractor personnel), shall comply with all applicable Judiciary policies and procedures, as provided by the AOC Contract Manager, for the duration of the contract. This includes, but is not limited to the JIS information Security Policy available online at:

<http://www.mdcourts.gov/procurement/index.html>

The Judiciary reserves the right to monitor all applicable computer and electronic equipment usage for compliance with its policies.

B. The Contractor must also comply with all federal and state laws, regulations, and policies, including, but not limited to the Family Medical Leave Act and the Americans with Disabilities Act as it relates to its contract with the AOC.

2.14.2 Access and Background Checks-

A. Site visits to any Judiciary location by contractor personnel must be coordinated by Judiciary staff with the designated site personnel in advance of any visit.

B. Any contractor personnel working at Judiciary locations, or on Judiciary systems or projects, or who have access to Judiciary or State criminal data or systems, must be approved in writing by the Procurement Officer prior to beginning work.

C. All contractor personnel working at Judiciary locations, or on Judiciary systems or projects, or who have access to Judiciary or State criminal data or systems, must have a Judiciary approved criminal background check prior to beginning work with the Judiciary, and may be subject to rejection as a result of the background check.

D. All contractor personnel assigned to work at Judiciary locations shall be required to obtain a Judiciary security identification badge prior to beginning work, and annually thereafter. The contractor is responsible for any fees that may be incurred for initial issuance of the badge and for any replacement.

E. The badge shall be displayed at all times while on Judiciary premises. To verify identity, the contractor personnel shall be prepared to provide photo identification upon request by a Judiciary official.

F. The contractor personnel are required to immediately notify the AOC Contract Manager, the Administrative Official of the respective department or office or the AOC Contract Manager, if their badge is lost or stolen.

G Contractor shall obtain a Criminal Justice Information System (CJIS) State and Federal criminal background check, including fingerprinting, for each employee performing services under the Contract. An approved CJIS State criminal background check shall be completed prior to the Contractor personnel providing services on this Contract. The Maryland Judiciary reserves the right to refuse to allow any contractor personnel to work on Judiciary premises, systems, property or contracts, based upon criminal records.

H. The contractor personnel must notify the AOC Contract Manager, the Administrative Official of the respective department or office, within one (1) business day, if any personnel have been arrested, indicted, served with a criminal summons, named in a peace or protective order, or named as a defendant in any civil case. The contractor personnel are also required to provide regular updated information regarding the status of any of these actions.

I. The AOC Contract Manager, in conjunction with the Deputy Director of Security Administration and the Procurement Officer, may impose restrictive conditions in response to prior criminal convictions, pending criminal charges, or a violation of Judiciary procedures, including removal from the contract, and/or restricted access to Judiciary locations or systems.

J. In the event of a security incident or suspected security incident, the contractor personnel shall immediately notify the Judiciary personnel as follows:

JIS Project Manager.

K. The contractor personnel shall cooperate fully in all security incident investigations.

L. During the course of the contract, if necessary for the delivery of goods and services, the Contractor may be provided a Judiciary asset in the form of a cell phone, laptop, or other electronic device. Any and all Judiciary devices are the property of the Judiciary and must be returned in working, acceptable condition at the contract's conclusion. If said devices are not in working acceptable conditions, Contractor may be responsible for the cost of said device(s). Any and all devices must be regularly updated as specified by the manufacturer and JIS, and must adhere to all confidentiality guidelines as provided by JIS, the AOC, and the JIS Project Manager.

M. If the AOC determines that there is cause for the Contractor's work to be suspended, the Contractor shall take the following steps:

- a. Immediately cease to represent itself as providing services to the AOC; and
- b. Deliver to the AOC: (a) a report describing the current state of the Deliverables provided by the Contractor under this Agreement and any applicable Statements of Work outstanding as of the date of termination; (b) all AOC Confidential information in its possession, or at AOC's option, destroy all such AOC Confidential information; and (c) all work product to the AOC within seven (7) business days as of the date of termination. Work product includes, but is not limited to, works for hire and materials as described in §29.3.
- c. Contractor is responsible for all AOC assets (including but not limited to, laptops, tablets, computers, cell phones, other portable electronic devices, accessories, and peripherals, etc.), that have been provided to the Contractor at the AOC's cost. All AOC issued assets are required to be surrendered to the AOC within five (5) business days of the termination of services. Assets will be subject to evaluation and can include normal and expected wear and tear, but must be functional and operable. Assets that do not meet this condition may be subject to additional charge to the Contractor. Contractor shall be liable to the AOC for any and all assets not surrendered.

2.15 Access to Judiciary Information Technology Systems

A. The contractor's personnel shall complete all required paperwork as directed for security access to the Judiciary systems.

B. The system access rights of contractor personnel must be updated no later than twenty-four (24) hours after notification of the change in status; therefore, the Contractor shall immediately notify the AOC Contract Manager and the JIS CISO of any termination of contractor personnel and immediately confiscate the Judiciary badge and return it to the AOC Contract Manager.

C. Select contractor personnel may be approved and given secured remote access privileges by the Assistant Administrator, JIS, into the Judiciary systems to the extent needed for the remote access privileges that are granted. To ensure compliance with the JIS Information Security Policy, the configuration of remote access into AOC systems will be accomplished by JIS staff. The JIS staff will monitor all remote access activities.

D. The approved contractor personnel may be given the capability to remotely monitor all hardware and software for error/failure notifications, as appropriate. The Assistant Administrator of JIS, must give prior written approval for the software used, and for the method of the secured technical environment, prior to this capability being activated.

E. In the event that any approved contractor personnel no longer requires access to the Judiciary systems, the Contractor must promptly notify the Assistant Administrator, JIS and the AOC Contract Manager. The Contractor will be responsible for ensuring the list of authorized Contractor personnel is maintained and accurate at all times.

2.16 Insurance

A. The Contractor shall at all times during the term of the Contract maintain, in full force and effect, the policies of insurance required by this Section. Evidence that the required insurance coverage has been obtained may be provided by Certificates of Insurance duly issued and certified by the insurance company or companies furnishing such insurance. Such evidence of insurance must be delivered to the AOC Office of Procurement before the actual implementation of the Agreement.

B. All insurance policies shall be endorsed to provide that the insurance carrier will be responsible for providing immediate and positive notice to the AOC in the event of cancellation or restriction of the insurance policy by either the insurance carrier or the Contractor, at least sixty (60) days prior to any such cancellation or restriction. All insurance policies shall name as an additional insured the Administrative Office of the Courts and the Maryland Judiciary.

C. The requiring of any and all insurance as set forth in this RFP, or elsewhere, shall be in addition to and not in any way in substitution for all the other protection provided under the Contract for acceptance and/or approval of any insurance by the Procurement Officer, shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon it by the provisions of the Contract. The limits required below may be satisfied by either individual policies or a combination of individual policies and an umbrella policy:

i. The Contractor shall maintain Worker's Compensation insurance as required by the laws of the State of Maryland and including Employer's Liability coverage with a minimum limit of \$500,000 for each accident; \$500,000 for each disease for each employee; and \$500,000 for each disease per the policy limit.

ii. Occurrence forms of comprehensive general liability insurance covering the full scope of this agreement with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for personal or bodily injuries and \$1,000,000 per occurrence and aggregate for property damage. A combined single limit per occurrence of \$2,000,000 is acceptable. All policies issued shall include permission for partial or total occupancy of the premises by or for the Administrative Office of the Courts within the scope of this Contract. Such insurance shall include but shall not be limited to, the following:

iii. Comprehensive general liability insurance including a comprehensive broad form endorsement and covering: a) all premises-operations, b) completed operations, c) independent Contractors, d) liability assumed by oral or written contract or agreement, including this contract, e) additional interests of employees, f) notice of occurrence, g) knowledge of occurrence by specified official, h) unintentional errors and omissions, i) incidental (contingent) medical malpractice, j) extended definition of bodily injury, k) personal injury coverage (hazards A and B) with no exclusions for liability assumed contractually or injury sustained by employees of Contractor, l) broad form coverage for damage to property of the Administrative Office of the Courts, as well as other third parties resulting from completion of the Contractor's services.

iv. Comprehensive business automobile liability insurance covering use of any motor vehicle to be used in conjunction with this contract, including hired automobiles and non-owned automobiles.

v. Comprehensive Automobile Liability (if applicable):

Limit of Liability - \$1,000,000 Bodily Injury
\$1,000,000 Property Damage

The Contractor shall maintain Automobile and/or Commercial Truck Insurance (including owned, leased, hired, and non-owned vehicles) as appropriate with Liability, Collision, and PIP limits no less than those required by the State where the vehicle(s) is registered, but in no case less than those required by the State of Maryland. In addition to owned automobiles, the coverage shall include hired automobiles and non-owned automobiles with the same limits of liability.

vi. Cyber Liability Insurance (if applicable):

Cyber Security / Data Breach Insurance – (For any service offering hosted by the Contractor) ten million dollars (\$10,000,000) per occurrence. The coverage must be valid in all locations where work is performed and/or data or other information concerning the State's claimants and/or employers is processed or stored.

D. The insurance required under sub-paragraphs (A), (B), (C) above shall provide adequate protection for the Contractor against claims which may arise from the Contract, whether such claims arise from operations performed by the Contractor or by anyone directly or indirectly employed by him, and also against any special hazards which may be encountered in the performance of the Contract. In addition, all policies required must not exclude coverage for equipment while rented to others.

E. If any of the work under the Contract is subcontracted, the Contractor shall require any subcontractors to obtain and maintain comparable levels of coverage and shall provide the Procurement Officer with the same documentation as is required of the Contractor.

SECTION 3 – PROPOSAL FORMAT

3.1 Two-Part Submission

- 3.1 Offerors must submit proposals in two separate volumes:
- (a) Volume I - TECHNICAL PROPOSAL
 - (b) Volume II - FINANCIAL PROPOSAL

3.2 Proposals

- 3.2.1 Volume I-Technical Proposal, must be sealed separately from Volume II-Financial Proposal, but submitted simultaneously to the Procurement Officer (address listed in Section 1.5 of this RFP).
- 3.2.2 Submit two unbound original, so identified, and (6) six copies of each volume. An electronic version of both the Volume I- Technical Proposal and the Volume II- Financial Proposal must also be submitted.
- 3.2.3 Electronic media shall bear a label with the RFP title and number, name of the Offeror, and the volume number (I or II).

3.3 Submission

- 3.3.1 Each Offeror is required to submit a separate sealed package for each "Volume", which is to be labeled Volume I-Technical Proposal and Volume II-Financial Proposal, respectively. Each sealed package must bear the RFP title and number, name and address of the Offeror, the volume number (I or II), and the closing date and time for receipt of the proposals on the outside of the package.
- 3.3.2 All pages of both proposal volumes must be consecutively numbered from beginning (Page 1) to end (Page "x").

3.4 Volume I – Technical Proposal

- 3.4.1 Transmittal Letter: A transmittal letter must accompany the Technical Proposal. The transmittal letter shall be signed by an individual who is authorized to commit the Offeror to the services and requirements as stated in this RFP, including all addenda. Only one transmittal letter is needed and it does not need to be bound with the Technical Proposal.
- 3.4.2 Format of Technical Proposal: Enclose three copies and one electronic version inside the sealed package described in Section 3.3, above and an unbound original, to be so labeled. Section 2 of this RFP provides requirements and Section 3 provides reply instructions. The paragraphs in these RFP sections are numbered for ease of reference. In addition to the instructions below, the Offeror's Technical Proposals shall be organized and numbered in the same order as this RFP. This proposal organization shall allow Judiciary officials and the Evaluation Committee to "map" Offeror's responses directly to RFP requirements by paragraph number. The Technical Proposal shall include the following sections in the stated order:

- 3.4.3 Title and Table of Contents: The Technical Proposal shall begin with a title page bearing the name and address of the Offeror and the name and number of this RFP. A table of contents for the Technical Proposal should follow the title page. *Note*: Information that is claimed to be confidential under RFP Section 1.18 is to be printed on yellow paper and placed after the Title Page and before the Table of Contents in the Offeror’s Technical Proposal, and if applicable, also in its Financial Proposal. Unless there is a compelling case, an entire proposal should not be labeled confidential but just those portions that can reasonably be shown to be proprietary or confidential.
- 3.4.4 Executive Summary: The Offeror shall condense and highlight the contents of the Technical Proposal in a separate section titled “Executive Summary.” The summary shall also identify any exceptions the Offeror has taken to the requirements of this RFP, the Contract (Attachment A), or any other attachments. Exceptions to terms and conditions may result in having the proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award. If an Offeror takes no exception to the Judiciary’s terms and conditions, the Executive Summary should so state.
- 3.4.5 Offeror’s Technical Response to RFP Requirements:
- A. General

Offerors shall address each RFP requirement in the Technical Proposal and describe how its proposed services will meet those requirements. If the Judiciary is seeking the Offeror’s agreement to a requirement, the Offeror shall state agreement or disagreement. Any paragraph that responds to a work requirement shall not merely rely on a stated agreement to perform the requested work, but rather, the Offeror should outline how the Offeror can fulfill the requested tasks in a manner that best meets the Judiciary’s needs.
 - B. Offerors Experience and Capabilities: The Offeror shall include information on past experience with similar engagements. The Offeror shall describe their experience and capabilities through a response to the following: An overview of the Offeror’s experience providing the services. (additional items if needed, plans, timelines, etc.)
 - C. References. Provide three (3) current customer references where the customer is similar in size to the RFP scope. Provide the following information for each client reference:
 - i. Name of Client Organization
 - ii. Name, title, and telephone number of Point-of-Contact for client organization
 - iii. Value, type, and duration of contract(s) supporting client organization
 - iv. The services provided, scope of the contract, and number of employees serviced.
 - D. Financial Capability and Insurance: The Offeror shall include the following, for itself, and, as applicable, for any parent corporate, subsidiary or preference under RFP Section 1.19:

Evidence that the Offeror has the financial capacity to provide the goods and/or services, as described in its proposal, via profit and loss statements and balance sheets for the last two (2) years.

- E. Subcontractors: Offerors must identify non-MBE subcontractors, if any, and the role these subcontractors shall have in the performance of the Contract.
- F. Required Affidavits, Schedules and Documents to be submitted by Offerors in the Technical Proposal:
- Completed Bid/Proposal Affidavit (Attachment B – with original of Technical Proposal)
 - By submitting a proposal in response to this solicitation, the Offeror warrants that it is able to provide evidence of insurance required by RFP Section 2.
 - MBE Documentation (if applicable)

3.5 Volume II - Financial Proposal

- 3.5.1 Under separate sealed cover from the Technical Proposal and clearly identified with the same information noted on the Technical Proposal, the Offeror must submit an original unbound copy, three copies and one electronic copy of the Financial Proposal in a separate envelope labeled as described in Section 3.3, of the Financial Proposal. The Financial Proposal must contain all price information in the format specified in Attachment E. Information which is claimed to be confidential is to be clearly identified in the Offeror's Financial Proposal. An explanation for each claim of confidentiality shall be included as part of the Financial Proposal.

SECTION 4 – EVALUATION CRITERIA AND SELECTION PROCEDURE

4.1 Evaluation Criteria

- 4.1.1 Evaluation of the proposals shall be performed by a committee organized for the purpose of analyzing the Technical Proposals. Evaluations shall be based on the criteria set forth below. The Contract resulting from this RFP shall be awarded to the Offeror that is most advantageous to the Judiciary, considering price and the evaluation factors set forth herein. In making this determination, technical factors shall receive greater weight than price factors.
- 4.1.2 The Offeror shall be evaluated on the proposed services according to the specifications outlined in this RFP.

4.2 Technical Criteria

- 4.2.1 The criteria to be applied to each Technical Proposal are listed in descending order of importance:
- Experience and capabilities of proposed candidates, including references
 - Offeror corporate experience and capabilities, including references

4.3 Financial Criteria

All qualified Offerors will be ranked from the lowest to the highest price based on their total price proposed on Attachment E – Price Proposal.

4.4 Selection Process and Procedures

4.4.1 General Selection Process:

- A. The Contract shall be awarded in accordance with the competitive sealed proposals process under the Judiciary's Procurement Policy. The competitive sealed proposals method is based on discussions and revision of proposals during these discussions.
- B. Accordingly, the Judiciary may hold discussions with all Offerors judged reasonably susceptible of being selected for award, or potentially so. However, the Judiciary also reserves the right to make an award without holding discussions. In either case of holding discussions or not doing so, the Judiciary may determine an Offeror to be not responsible and/or not reasonably susceptible of being selected for award, at any time after the initial closing date for receipt of proposals and the review of those proposals.

4.4.2 Selection Process Sequence:

- A. The first level of review shall be an evaluation for technical merit by the selection committee. During this review, oral presentations and discussions may be held. The purpose of such discussions shall be to assure a full understanding of the Judiciary's requirements and the Offeror's ability to perform, and to facilitate understanding of the Contract that shall be most advantageous to the Judiciary.
- B. The Financial Proposal of each Offeror shall be evaluated separately from the technical evaluation. After a review of the Financial Proposals of Offerors, the Procurement Officer may again conduct discussions.
- C. When in the best interest of the Judiciary, the Procurement Officer may permit Offerors who have submitted acceptable proposals to revise their initial proposals and submit, in writing, best and final offers (BAFOs).
- D. Upon completion of all discussions and negotiations, reference checks, and site visits, if any, the Procurement Officer shall recommend award of the Contract to the responsible Offeror whose proposal is determined to be the most advantageous to the Judiciary considering evaluation and price factors as set forth in this RFP. In making the most advantageous Offeror's determination, technical shall be given greater weight than price factors.

ATTACHMENTS

Attachment A	Contract
Attachment B	Proposal Affidavit
Attachment C	Contract Affidavit
Attachment D	Pre-Proposal Conference Form
Attachment E	Price Proposal Form
Attachment F	Non-Disclosure Agreement
Attachment G	HR Background Consent Form

ATTACHMENT A – STANDARD CONTRACT AGREEMENT

**MARYLAND ADMINISTRATIVE OFFICE OF THE COURTS
STANDARD TERMS AND CONDITIONS
JIS SUPPORT RESOURCES
Contract number: K19-0027-29**

This Contract is made this _____ day of _____ 2018, by and between the Administrative Office of the Courts (the “AOC”) in the State of Maryland and **(Company Name)**, **(Company Address)** (the “Contractor”) with Federal Taxpayer Identification Number **XX-XXXXXXX**.

In consideration of the mutual covenants and promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the AOC and the Contractor agree as follows:

1. Scope of Contract

1.1 The Contractor shall provide **XX resources** (hereinafter “Goods” or “Services”), and other deliverables in accordance with the terms and conditions of this Contract and the following Exhibits, which are attached to this Contract and incorporated as part of this Contract:

Exhibit A: Contract Affidavit

Exhibit B: Request for Proposal dated August 23, 2018 and all amendments and exhibits thereto (collectively referred to as the “RFP”)

Exhibit C: Contractor’s Proposal dated **(Contractors Proposal Date)** and any subsequent BAFO dated **(BAFO Date)** (collectively referred to as “the Proposal”)

1.2 If there are any inconsistencies between the Contract and any of the Exhibits, the terms of this Contract shall prevail. If there are any inconsistencies between Exhibit B and Exhibit C, Exhibit B shall prevail.

1.3 No other order, statement, or conduct of the Procurement Officer or of any other person shall be treated as a change or entitle the Contractor to an equitable adjustment under this section. Any modification to this Contract must first be approved in writing by the Procurement Officer, subject to any additional approvals required by State law and the Maryland Judiciary’s Procurement Policy and procedures.

1.4 Except as otherwise provided in this Contract, if any order causes an increase or decrease in the Contractor’s cost of, or the time required for, the performance of any part of the work, an equitable adjustment in the Contract price shall be made and the Contract

modified in writing accordingly. The Contractor must assert in writing its right to an adjustment under this section within thirty (30) days of receipt of a written change order and include a written statement setting forth the nature and cost of such claim. No claim by the Contractor shall be allowed if asserted after final payment under this Contract.

- 1.5 Failure to agree to an adjustment under this section shall be a dispute under the Disputes clause. Nothing in this section shall excuse the Contractor from proceeding with the Contract as changed.

2. Term of the Contract

Unless the Contract is terminated earlier as provided herein, the term of the Contract is the period of (1) year beginning at the execution date of the Contract. The AOC, at its sole option, shall have the unilateral right to extend the Contract for up to four consecutive one-year renewal options at its discretion. Audit, confidentiality, document retention, and indemnification obligations under this Contract shall survive the expiration or termination of the Contract.

3. Consideration and Payment

- 3.1 In consideration of the satisfactory performance of the Services, the AOC shall pay the Contractor in accordance with the terms of this Contract and at the rate specified in the Request for Proposal. Except with the express written consent of the Procurement Officer, total payments to the Contractor pursuant to the original form of this Contract may not exceed \$..... (the "NTE Amount").
- 3.2 All invoices shall be submitted within thirty (30) calendar days after the completion and acceptance by the AOC for each deliverable and include the following information: name and address of the AOC; vendor name; remittance address; federal taxpayer identification or (if owned by an individual) his/her social security number; invoice period; invoice date; invoice number; amount due; and the deliverable ID number for the deliverable being invoiced. Additional information may be required in the future. Invoices submitted without the required information will not be processed for payment until the Contractor provides the requested information.
- 3.3 Payments to the Contractor for each deliverable should be made no later than thirty (30) days after the acceptance of the deliverable and receipt of a proper invoice from the Contractor. Charges for late payment of invoices are prohibited.
- 3.4 In addition to any other available remedies, if, in the opinion of the Procurement Officer, the Contractor fails to perform in a satisfactory and timely manner, the Procurement Officer may refuse or limit approval of any invoice for payment and may cause payments to the Contractor to be reduced or withheld until such time as the Contractor meets performance standards as established by the Procurement Officer in accordance with this Contract. Final payment shall not be construed as a waiver or termination of any rights and

remedies available to AOC for any failure of Contractor to perform the Contract in a satisfactory and timely manner.

4. Warranties

The Contractor hereby represents and warrants that:

- 4.1 It is qualified to do business in the State of Maryland and that it will take such action as may be necessary to remain so qualified;
- 4.2 It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;
- 4.2 It shall comply with all federal, State and local laws applicable to its activities and obligations under this Contract;
- 4.3 It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract; and
- 4.4 It is responsible for all acts and omissions of its agents, employees, and subcontractors, including, but not limited to violations of the Non-Disclosure Agreement.

5. Patents and Copyrights, if applicable

- 5.1 If the Contractor furnishes any design, device, material, process, code, or other item that is covered by a patent or copyright or which is proprietary to or a trade secret of another, the Contractor shall obtain the necessary permission or license for the AOC's use of such item or items.
- 5.2 The Contractor shall defend or settle, at its own expense, any claim or suit against the State, AOC, or their employees acting within the scope of employment, alleging that any such item furnished by the Contractor infringes any patent, trademark, copyright, or trade secret. The Contractor also shall pay all damages and costs that by final judgment might be assessed against the State, AOC, or their employees acting within the scope of employment, due to such infringement and all attorney fees and costs incurred by the State to defend against such a claim or suit.
- 5.3 If any products furnished by the Contractor become, or in the Contractor's opinion are likely to become the subject of a claim of infringement, the Contractor shall, at its option and expense: (a) procure for the AOC the right to continue using the applicable item; (b) replace the product with a non-infringing product substantially complying with the item's specifications, or; (c) modify the item so that it becomes non-infringing and performs in a substantially similar manner to the original item.

5.4 If the Contractor obtains or uses for purposes of this Contract any design, device, material, process, code, supplies, equipment, text, instructional material, services or other work, the Contractor shall indemnify the AOC, its officers, agents, and employees with respect to any claim, action, cost, or judgment for patent, trademark, or copyright infringement, arising out of the possession or use of any design, device, material, process, supplies, equipment, text, instructional material, services or other work covered by any Contract awarded.

6. Non-hiring of Employees

No employee of the Maryland Judiciary or any unit hereof whose duties as such employee include matters relating to or affecting the subject matter of this Contract shall become or be an employee of the Contractor, as provided under MD Code, General Provisions § 5-501, *et seq.*

7. Non-employment of Contractor's Employees

Nothing in this contract shall be construed to create an employment relationship between the AOC and any employee of either the Contractor or the Contractor's subcontractors.

8. Disputes

Any claim regarding the proper interpretation of this Contract shall be submitted, in writing, to the Procurement Officer, together with a statement of grounds supporting the Contractor's interpretation. Pending resolution of a claim by the Procurement Officer, the Contractor shall proceed diligently with the performance of the Contract in accordance with the Procurement Officer's decision. An adverse decision to the Contractor may be appealed by the Contractor to the AOC within fifteen (15) days of the Procurement Officer's decision for adjudication pursuant to the Maryland Judiciary's Procurement Policy.

9. Maryland Law

The place of performance of this Contract shall be the State of Maryland. This Contract shall be performed, construed, interpreted, and enforced according to the laws of the State of Maryland, including MD Code, State Government § 12-204. No action relating to this contract shall be brought in any forum other than Maryland, whether or not the AOC is a party to such an action.

10. Non-discrimination in Employment

The Contractor agrees: (a) not to discriminate in any manner against any person because of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law; (b) to include a provision similar to that contained in subsection (a), above, in any underlying subcontract; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and

applicants for employment, notices setting forth the substance of this clause. The Contractor agrees that it is liable for the cost of a reasonable accommodation of a disability, including the purchase of any equipment or supplies, for any individual providing Services under this Contract.

11. Contingent Fee Prohibition

The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the Contractor to solicit or secure this Contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide salesperson, or commercial selling agency, any fee or other consideration contingent on the making of this Contract.

12. Non-availability of Funding

If the Maryland General Assembly fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal year of this Contract succeeding the first fiscal year, this Contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the AOC's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Contractor and the AOC from future performance of the Contract, but not from their rights and obligations existing at the time of termination. The Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Contract. The AOC shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.

13. Termination for Cause

If Contractor fails to fulfill its obligations under this Contract properly and on time, or otherwise violates any provision of the Contract, the AOC may terminate the Contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Contractor shall, at the AOC's option, become the AOC's property. The AOC shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination, and the AOC can affirmatively collect damages.

14. Termination for Convenience

The performance of work under this Contract may be terminated by the AOC in accordance with this clause in whole or, from time to time, in part whenever the AOC determines that such termination is in the AOC's best interest. The AOC will pay all reasonable costs

associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the Contract; however, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

15. Delays and Extensions of Time

The Contractor agrees to perform this Contract continuously and diligently. No charges or claims for damages shall be made by the Contractor for any delays or hindrances, regardless of cause, in the performance of services under this Contract. Time extensions may be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to acts of God, acts of the public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Contractor in the performance of an AOC contract, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or the delay of a subcontractor or supplier arising from unforeseeable causes beyond the control and without the fault or negligence of either the Contractor or the subcontractor or supplier.

16. Suspension of Work

The AOC may direct the Contractor in writing to suspend, delay, or interrupt all or any part of its performance for such period of time as the Procurement Officer may determine to be appropriate for the AOC's convenience.

Upon the suspension of the Contractor's work, the Contractor shall:

- a. Immediately cease to represent itself as providing services to the AOC; and
- b. Deliver to the AOC: (a) a report describing the current state of the Deliverables provided by the Contractor under this Agreement and any applicable Statements of Work outstanding as of the date of termination; (b) all AOC Confidential information in its possession, or at AOC's option, destroy all such AOC Confidential information; and (c) all work product to the AOC within seven (7) business days as of the date of termination. Work product includes, but is not limited to, works for hire and materials as described in §30.3.
- c. Contractor is responsible for all AOC assets (including but not limited to, laptops, tablets, computers, cell phones, other portable electronic devices, accessories, and peripherals, etc.), that have been provided to the Contractor at the AOC's cost. All AOC issued assets are required to be surrendered to the AOC within five (5) business days of the termination of services. Assets will be subject to evaluation and can include normal and expected wear and tear, but must be functional and operable. Assets that do not meet this condition may be subject to additional charge to the Contractor. Contractor shall be liable to the AOC for any and all assets not surrendered.

17. Pre-existing Law

The applicable statutes and regulations of the State of Maryland are hereby incorporated in this Contract.

18. Financial Disclosure

The Contractor shall comply with the provisions of MD Code, State Finance and Procurement § 13-221.

19. Political Contribution Disclosure

The Contractor shall comply with Title 14 of the Election Law of Maryland.

20. Right to Audit

- 20.1 The Contractor shall establish a reasonable accounting system, shall retain and maintain all records and supporting documents and materials relating to this Contract for five (5) years after final payment by the AOC hereunder and shall make them available for inspection and audit by authorized representatives of the State of Maryland and/or the AOC, including the Procurement Officer or the Procurement Officer's designee, at all reasonable times. The Contractor shall cooperate fully with any audits or investigations conducted by the State of Maryland and/or the AOC.
- 20.2 The AOC reserves the right, at its sole discretion at any time, to perform an audit of the Contractor's performance under this Contract. Auditing is defined as an independent objective assurance and consulting activity performed by qualified personnel including, but not limited to, the AOC's Internal Audit Department, to determine by investigation, examination, or evaluation of objective evidence from data, statements, records, operations, and performance practices (financial or otherwise), the Contractor's compliance with the Contract, including but not limited to adequacy and compliance with established procedures and internal controls over the Contract services being performed for the AOC.
- 20.3 Upon three (3) business days' notice, the Contractor shall provide the AOC reasonable access to their respective records to verify compliance with the terms of the Contract. The AOC may conduct these audits with any or all of its own internal resources or by securing the services of a third party accounting or audit firm, solely at the AOC's election. The AOC may copy, at its own expense, any record related to the services performed and provided under this Contract.
- 20.4 The right to audit shall include the Contractor's subcontractors including, but not limited to, any lower tier subcontractor(s) that provide essential support to the Contract services. The Contractor and/or subcontractor(s) shall ensure the AOC has the right to audit such subcontractor(s).

21. Liability for Loss of Data

In the event of loss of any data or records, which such loss is due to the error, negligence, or intentional act or omission of the Contractor, whether or not related to the performance of this contract, the Contractor shall be responsible, irrespective of cost to the Contractor, for recreating all such lost data or records in a manner, format, and time-frame acceptable to the AOC.

22. Judiciary Assets

During the course of the contract, if necessary for the delivery of goods and services, the Contractor may be provided a Judiciary asset in the form of a cell phone, laptop, or other electronic device. Any and all Judiciary devices are the property of the Judiciary and must be returned in working, acceptable condition at the contract's conclusion. If said devices are not in working acceptable conditions, Contractor may be responsible for the cost of said device(s). Any and all devices must be regularly updated as specified by the manufacturer and JIS, and must adhere to all confidentiality guidelines as provided by JIS, the AOC, and the JIS Project Manager.

23. Subcontracting and Assignment

The Contractor may subcontract any portion of the services provided under this Contract by obtaining the Procurement Officer's prior written approval. The Contractor may assign this Contract, or any of its rights or obligations hereunder, only with the Procurement Officer's prior written approval. Any such subcontract or assignment shall be subject to any terms and conditions that the Procurement Officer deems necessary to protect the interest of the State of Maryland. The AOC shall not be responsible for the fulfillment of the Contractor's obligations to subcontractors.

24. Novation and Assignment

If the Contractor sells its interests in the Contract to another business entity (hereinafter "assignee"), the original Contractor must notify the AOC of the assignment within five (5) business days. The Contractor's assignee and the AOC must sign a novation agreeing to continue with the original terms of the Contract. The assignee must accept all liability on behalf of the Contractor and submit the necessary documentation (i.e. Certificate of Insurance) with identical insurance coverage to the Contractor to the Procurement Officer within five (5) business days of notifying the AOC of the assignment.

25. Overtime

Contractors shall be paid according to the RFP. If overtime pay is not provided for in the RFP, then the Contractor shall not be provided compensation for overtime unless otherwise agreed to in advance, in writing, by the Procurement Officer.

26. Indemnification

26.1. The Contractor shall hold harmless and indemnify the AOC from and against any and all losses, damages, claims, suits, actions, liabilities, and/or expenses, including, without

limitation, attorneys' fees and costs and disbursements of any character that arise from, are in connection with or are attributable to the performance or nonperformance of the Contractor or its subcontractors under this contract.

- 26.2 The AOC has no obligation to provide legal counsel or defense to the Contractor or its subcontractors in the event that a suit, claim or action of any character is brought by any person not party to this Contract against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.
- 26.3 The AOC has no obligation for the payment of any judgments or the settlement of any claims against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.
- 26.4 The Contractor shall immediately notify the Procurement Officer of any claim, suit or action made or filed against the Contractor or its subcontractors regarding any matter resulting from or relating to the Contractor's obligations under the Contract, and shall cooperate, assist and consult with the AOC in the defense or investigation of any such claim, suit, or action.

27. Limitation of Liability

Without prejudice to the AOC's right to pursue non-monetary remedies, Contractor shall be liable as follows:

- 27.1 For infringement of patents, trademarks, trade secrets, and copyrights, as provided in § 5 of this Contract;
- 27.2 For damages arising out of death or bodily injury or property damage, no limitation; and;
- 27.3 For all other claims, damages, loss, costs, expenses, suits or actions in any way related to this Contract, regardless of the form of such actions, the Contractor's liability shall not exceed five (5) times the NTE amount. Notwithstanding the foregoing, the Contractor's liability for third-party claims shall be unlimited.
- 27.4 For damages arising out of a cyber breach, or a breach of the AOC's and/or Judiciary's network(s) that may or may not cause harm to the network, hardware, software, or other information systems, there shall be no limitation.

28. Public Information Act Notice

The AOC provides public access to records in accordance with MD Code, General Provisions § 4-101 *et seq.* and the Maryland Rules of Procedure, Rules 16-901 through 16-912. If a request is made to review any records pertaining to this contract, the Contractor may be contacted by the AOC, as circumstances allow, to express its views on the availability of requested information. The final decision on release of any information rests with the AOC.

29. Conflict of Interest

29.1 "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State or the AOC, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Conflict of interest" includes pending litigation in the Maryland courts.

29.2 "Person" includes a contractor, consultant, or subcontractor or sub consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

29.3 The Contractor warrants that, except as disclosed in Section 28.4 below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

29.4 The following facts or circumstances give rise or could in the future give rise to a conflict of interest (Contractor: explain details-attach additional sheets if necessary); **if none, so state:**

29.5 The Contractor agrees that if an actual or potential conflict of interest arises after the Contract commences, the Contractor shall immediately make a full disclosure in writing to the Procurement Officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the Contractor has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the Contract has been awarded and performance of the Contract has begun, the Contractor shall continue performance until notified by the Procurement Officer of any contrary action to be taken. The existence of a conflict of interest is cause for termination of the Contract as well as disciplinary action against an employee for whom a conflict exists.

30. Ownership, Rights in Data, and Prohibitions

30.1 In addition to the requirements stated in the RFP, the Contractor agrees to furnish the AOC with copies of the following: computations, computer files, data, model(s), transmittal letters, response letters, training materials, and all other documents or correspondence pertinent to the operation of Services.

30.2 The AOC shall be the owner of all materials developed under this Contract and shall be entitled to use, transfer, disclose, and copy them in any manner, without restriction and without compensation to the Contractor. Without the AOC's prior written consent, Contractor may neither use, execute, reproduce, display, perform, distribute (internally or externally), retain

copies of, or prepare derivative works based on, these Materials nor authorize others to perform those acts.

- 30.3 The Contractor agrees that, at all times during the terms of this Contract and thereafter, all materials developed under this Contract, shall be “works for hire” as that term is interpreted under U.S. copyright law. To the extent that any of these materials are not works for hire for the AOC, the Contractor hereby relinquishes, transfers, and assigns to the AOC all of its rights, title, and interest (including all intellectual property rights) in such materials, and shall cooperate with the AOC in effectuating and registering any necessary assignments.
- 30.4 The AOC shall retain full ownership over any materials that the AOC provides to the Contractor under this Contract.
- 30.5 In the event that Maryland Judiciary data could be transferred to removable media, a mobile device or computer, the Contractor will implement, monitor and maintain encryption and information leakage prevention tools using solutions and verify that the encryption keys and any keying material are not stored with any associated data.
- 30.6 Contractor will not incorporate or introduce unauthorized code into the Judiciary’s/AOC’s networks, where unauthorized code is defined as any: (1) computer virus, harmful program(s), or data that destroys, erases, damages, or otherwise disrupts the normal operation of the network, allows for unauthorized access to the network; (2) worms, trap door(s), back door(s), timer(s), counter(s), software locks, password checking, CPU serial number checking or time dependency or other such limited routine, instruction that is designed to interrupt or limit the proper operation of the network; (3) spyware/adware; and (4) any other similar program, data, or device that is being inserted for an improper purpose.

31. Notices

All notices required to be given by one party to the other hereunder shall be in writing and shall be addressed as follows:

AOC: **(Name of Procurement Officer)**
Administrative Office of the Courts
2003 C Commerce Park Drive
Annapolis, MD 21401

Contractor: **(Name of Authorized Official or Point of Contact)**
(Title)
(Company Name and Address)

SIGNATURES:

Contractor:
(Company Name)

Signature
Title
Authorized Representative
For the Administrative Office of the Courts:

Date: _____

Kevin J. Kelly, Director
Procurement, Contract and Grant Administration

Date: _____

Pamela Harris
State Court Administrator

Date: _____

Mary Ellen Barbera
Chief Judge, Court of Appeals of Maryland

Date: _____

Approved for form and legal sufficiency this _____ day of _____, 2018

Stephane J. Latour
Managing Legal Counsel

ATTACHMENT B –PROPOSAL AFFIDAVIT (Authorized Representative and Affiant)

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the (title) _____ and the duly authorized representative of (business) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

B. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing Contracts with public bodies, has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, § 6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business): **if none, so state:**

C. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

- (1) Been convicted under state or federal statute of:
 - (a) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or
 - (b) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
- (2) Been convicted of any criminal violation of a state or federal antitrust statute;
- (3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. § 1961, et seq., or the Mail Fraud

Act, 18 U.S.C. § 1341, *et seq.*, for acts in connection with the submission of bids or proposals for a public or private contract;

(4) Been convicted of a violation of the State Minority Business Enterprise Law, Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(5) Been convicted of a violation of the Section 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection (1) through (5) above;

(7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;

(8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract; or

(9) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in Section B and subsections (1) through (7) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment): **if none, so state:**

D. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension): **if none, so state:**

E. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

(1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, *et seq.*, of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification): **if none, so state:**

F. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

G. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

- (1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;
- (2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or Offerors or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, §§14-101—14-108, Annotated Code of Maryland, which means every business entity having a contract, lease, or other agreement, with a single governmental entity involving cumulative consideration of at least \$200,000 with (1) the State, a county, a municipal corporation, or other political subdivision of the State; and (2) a unit of the State shall file a statement of contributions with the State Board of Elections as defined in the Election Law Article §14-104.

H. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

(1) The business named above is a (domestic ___) (foreign ___) corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is (IF NOT APPLICABLE, SO STATE): **if none, so state:**

Name: _____
Address: _____

(2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

I. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

J. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____
(Authorized Representative and Affiant)

ATTACHMENT C – CONTRACT AFFIDAVIT



CONTRACT AFFIDAVIT

A. AUTHORITY

I HEREBY AFFIRM THAT:

I, _____ (print name), possess the legal authority to make this Affidavit.

B. CERTIFICATION OF REGISTRATION OR QUALIFICATION WITH THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION

I FURTHER AFFIRM THAT: _____

The business named above is a (check applicable box):

- (1) Corporation — domestic or foreign;
- (2) Limited Liability Company — domestic or foreign;
- (3) Partnership — domestic or foreign;
- (4) Statutory Trust — domestic or foreign;
- (5) Sole Proprietorship.

and is registered or qualified as required under Maryland Law. I further affirm that the above business is in good standing both in Maryland and (IF APPLICABLE) in the jurisdiction where it is presently organized, and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation. The name and address of its resident agent (IF APPLICABLE) filed with the State Department of Assessments and Taxation is: **if none, so state):**

Name: _____

Department ID Number: _____

Address: _____

and that if it does business under a trade name, it has filed a certificate with the State Department of Assessments and Taxation that correctly identifies that true name and address of the principal or owner as: **if none, so state**):

Name: _____

Department ID Number: _____

Address: _____

C. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, §§14-101—14-108, Annotated Code of Maryland, which means every business entity having a single contract, lease, or other agreement with a governmental entity involving cumulative consideration of at least \$200,000 with (1) the State, a county, a municipal corporation, or other political subdivision of the State; and (2) a unit of the State shall file a statement of contributions with the State Board of Elections as defined in the Election Law Article §14-104.

D. CERTAIN AFFIRMATIONS VALID

I FURTHER AFFIRM THAT:

To the best of my knowledge, information, and belief, each of the affirmations, certifications, or acknowledgements contained in that certain Proposal Affidavit dated _____, 20____, and executed by me for the purpose of obtaining the contract to which this Exhibit is attached remains true and correct in all respects as if made as of the date of this Contract Affidavit and as if fully set forth herein.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____
(printed name of Authorized Representative and Affiant)

(signature of Authorized Representative and Affiant)

ATTACHMENT D – PRE-PROPOSAL CONFERENCE RESPONSE FORM

Project No. K19-0027-29

Project Title: JIS Support Resources

Pre-Proposal Conference: September 14, 2018

Please e-mail this form to the Procurement Officer:

Yashica.Forrester@mdcourts.gov & Khrystine.Bunche@mdcourts.gov

By September 12, 2108 at noon advising whether or not you plan to attend this Conference.

Please indicate:

_____ Yes, the following representatives will be in attendance:

- 1.
- 2.

_____ No, we will not be in attendance.

Company/Firm/Company Name

Telephone

Contact Name

ATTACHMENT E – PRICE PROPOSAL FORM

**JIS Support Resources
PRICE PROPOSAL FOR RFP # K19-0027-29**

(This form is to be filled out by Offerors)

Labor Categories	A	B	C
	Hourly Labor Rate*	Total Hours Annually**	Total Proposed Price
(Insert Proposed Labor Category for Base Year One)			
	\$	2040	
(Insert Proposed Labor Category for Option Year One)			
	\$	2040	
(Insert Proposed Labor Category for Option Year Two)			
	\$	2040	
(Insert Proposed Labor Category for (Option Year Three)			
	\$	2040	
(Insert Proposed Labor Category for (Option Year Four)			
	\$	2040	
Total Evaluated Price			\$

Note: If proposing multiple resources, please provide individual price proposals for each candidate/labor category at 2040 hours per year.

**Estimated hours for evaluation purpose only, and do not constitute billing basis.

Authorized Individual Name/Date

Company Name

Title

Company Tax ID #

***The Fully Loaded Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents.**

ATTACHMENT F – NON-DISCLOSURE AGREEMENT

THIS NON-DISCLOSURE AGREEMENT (“Agreement”) is made as of this ___ day of _____, 2018, by and between Administrative Office of the Courts (“AOC”) and _____ (Contractor”), a corporation with its principal business office located at _____ and its principal office in Maryland located at _____.

RECITALS

WHEREAS, the Contractor and AOC have entered into Contract No. **K19-0027-29** _____ (the “Contract”); and

WHEREAS, in order for Contractor to perform the work required under the Contract, or in the course of that work, the Contractor, the Contractor’s subcontractors, and the Contractor’s and subcontractors’ employees and agents (**collectively the “Contractor’s Personnel”**) may come into contact with information maintained or held by the Judicial branch of the Maryland government (“Confidential Information”), including the AOC and all courts, units and departments (**collectively “the Judiciary”**); and

WHEREAS, the Judiciary, in order to comply with the law, fulfill its various missions, and enhance the safety of participants in the judicial process, must ensure the confidentiality of certain information, and, to that end, must act as the sole entity with the authority to determine which information held by the Judiciary may be disclosed to persons or entities outside of the Judiciary; and

WHEREAS, Contractor acknowledges that Contractor’s compliance with this Agreement is a condition of doing business with AOC,

NOW, THEREFORE, Contractor agrees as follows:

1. “Confidential Information” includes any and all information provided by or made available by the Judiciary to Contractor’s Personnel in connection with the Contract, regardless of the form, format, or media on or in which the Confidential Information is provided and regardless of whether any such Confidential Information is marked as such or disclosed deliberately or inadvertently. Such information is Confidential Information, whether or not its contents may also be gathered from other sources, or may subsequently be disseminated to the public. Confidential Information includes, by way of example only, information that the Contractor’s Personnel sees, views, hears, takes notes from, copies, possesses or is otherwise provided access to and use of by the Judiciary, whether the information relates to the Contract or the Contract has placed the Contractor’s Personnel in the position to receive the information. Confidential information further includes information both held by the Judiciary and derived or created from information held by the Judiciary.

2. Contractor’s Personnel shall not, without the AOC’s prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any Confidential Information, except for the sole and exclusive purpose of performing under the Contract and except for disclosures to such Judiciary employees whose knowledge of the information is necessary to the performance of the Contract. Contractor shall limit access to the Confidential Information to Contractor’s Personnel who: 1) have a demonstrable need to know such Confidential Information in order to perform Contractor’s duties under the Contract and 2) have agreed with Contractor in writing to be bound by the disclosure and use limitations pertaining to the Confidential Information. The names of Contractor’s Personnel are attached hereto and made a part hereof as Exhibit 1. With respect to information pertaining to the job performance, skills, or conduct of any Judiciary employee, the **only person with the need to know such information is _____**, and, except in cases of emergency involving imminent or actual bodily harm or significant property loss or damage, such information may only be disseminated to him, or, in his absence, to the State Court Administrator.

3. Contractor shall require each employee, agent, and subcontractor whose name appears on Exhibit 1 to sign a writing acknowledging receipt of a copy of, and agreeing to comply with the terms and conditions of, this Agreement. Subcontractors shall expressly agree to all of the terms applicable to Contractor. Accordingly, subcontractors must require their employees and agents to sign such a writing and must submit those individuals' names to the Contractor for inclusion on Exhibit 1. Upon the Procurement Officer's request, Contractor shall provide originals of all such writings to the AOC. Contractor and subcontractors shall update Exhibit 1 by adding additional names as needed and shall ensure that no employee or agent comes into contact with Confidential Information before that person has signed this Agreement. This Agreement shall not be construed to create an employment relationship between AOC and any of Contractor's or subcontractors' personnel.
4. If Contractor intends to disseminate any portion of the Confidential Information to non-employee agents who are assisting in Contractor's performance of the Contract or who will otherwise have a role in performing any aspect of the Contract, Contractor shall first obtain AOC Contract Manager's written consent to any such dissemination. AOC's Contract Manager may grant, deny, or condition any such consent, as it may deem appropriate in the AOC Contract Manager's sole and absolute subjective discretion.
5. Contractor shall hold the Confidential Information in trust and in strictest confidence, adopt or establish operating procedures and physical security measures, take all other measures necessary to protect the Confidential Information from inadvertent release or disclosure to, or theft by, unauthorized third parties, and prevent all or any portion of the Confidential Information from falling into the public domain or into the possession of persons not bound to maintain the confidentiality of the Confidential Information.
6. Contractor shall promptly advise the AOC Contract Manager in writing if Contractor learns of any unauthorized use, misappropriation, or disclosure of the Confidential Information by any of Contractor's Personnel or the Contractor's former Personnel. Contractor shall, at its own expense, cooperate with AOC in seeking damages and/or injunctive or other equitable relief against any such person(s).
7. Upon the earlier of AOC's request or termination of the Contract, Contractor shall, at its own expense, return to the AOC Contract Manager, all copies of the Confidential Information, no matter how formatted or stored, in Contractor's and/or Contractor's Personnel's care, custody, control or possession.
8. A breach of this Agreement by the Contractor or noncompliance by Contractor's Personnel with the terms of this Agreement shall also constitute a breach of the Contract. The termination of the Contract does not terminate Contractor's obligations under this Agreement.
9. Contractor acknowledges that any failure by the Contractor or Contractor's Personnel to abide by the terms of this Agreement may cause irreparable harm to the Judiciary and that monetary damages may be inadequate to compensate the Judiciary for such breach. Accordingly, the Contractor agrees that the AOC may, in addition to any other remedy available to AOC under Maryland and any applicable federal law, seek injunctive relief and/or liquidated damages of \$1,000 for each unauthorized disclosure. Contractor consents to personal jurisdiction in the Maryland State Courts and to the application of Maryland law, if AOC so elects in its sole discretion, irrespective of Maryland's conflict-of-law rules. If the Judiciary suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys' fees and disbursements) that are attributable, in whole or in part, to any failure by the Contractor or any of the Contractor's Personnel to comply with the requirements of this Agreement, the Contractor shall hold harmless and indemnify the Judiciary from and against any such losses, damages, liabilities, expenses, and/or costs.
10. The parties further agree that 1) Contractor's rights and obligations under this Agreement may not be assigned or delegated, by operation of law or otherwise, without AOC's prior written consent; 2) the invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall be construed to provide the broadest possible protection against the disclosure of Judiciary information; 3) signatures exchanged by facsimile are effective for all purposes hereunder to the same extent as original signatures; and 4) the Recitals are not merely prefatory but are an integral part hereof.

Contractor:

Administrative Office of the Courts

By: _____ Date: _____

Received by: _____

Name: _____

Date: _____

[Exhibit 1 dated: _____]