



**STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
Small Procurement**

**Judicial College Legal Temporary Staffing Support
Project 13563R2**

This procurement is being conducted as a Category III Small Procurement as described in the Judiciary Procurement Policy, not to exceed \$50,000.

Purpose & Background

The Judicial College of Maryland, under the Administrative Office of the Courts, is responsible for ensuring that all Judiciary employees receive the support they seek to maximize their performance through expanded awareness, knowledge acquisition, and skill development.

The Administrative Office of the Courts (AOC) issues this Small Procurement to request a Legal Temp to support the Judicial College of Maryland.

The Contractor's Resource will work 40 hours per week for a period of three months.

Offerors may submit up to 5 resumes for consideration.

1. Scope of Work

a. The Contractor's Resource shall work on the following types of projects:

- Revising a variety of legal documents used by Maryland jurists and magistrates.
- Revising a variety of documents that support judicial education onboarding activities and continuing education.
- Support the maintenance of the judicial digital library.
- Conduct legal research on complex issues.
- Reviewing recorded videos and webinars to ensure the resources are up-to-date and current with state and/or federal laws.
- Support Judicial Education Program Managers with legal research, as well as drafting and refining course materials for continuing judicial education classes.

- Use knowledge and skills using databases to advance the operations of the department (e.g. linking the faculty database to SurveyMonkey evaluations).

b. The Contractor's Resource shall have the following skills, abilities and attributes:

- Professional
- Able to follow directions
- Able to take constructive feedback
- Critical Thinker
- Excellent verbal and written skills
- Advanced legal research skills (WestLaw and LexisNexis)
- Attention to detail
- Organized
- Good time management skills
- Skilled with Adobe Pro and Microsoft Office Suite

c. The Contractor's Resource must have a law degree or be a 3rd year law student. Passing a state Bar exam is preferred, but not required.

d. Place of Performance

All work shall be performed at 187 Harry S. Truman Parkway, Annapolis, MD 21401, unless otherwise authorized. **This is not a remote position.**

e. Hours of Operation

Hours of work are the normal operational hours of 8:00am to 4:30pm (EST).

f. Background Check

The candidate shall submit to and pass a background check conducted by the AOC. At all times, the Contractor Resource must comply with the security policies as dictated by the AOC.

2. Contract Type

The resulting contract shall be for Fixed Price.

3. Contract Term

The Contract resulting from this Small Procurement shall begin upon contract execution and extend for a base period of 3 months.

4. Procurement Officer

The sole point-of-contact for purposes of this Small Procurement prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Nia Graves

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-2557

Email: nia.graves@mdcourts.gov

5. Form of Response

Responses must be in writing and include the following:

- a. Candidate resume
- b. Capabilities and experience in providing the required services
- c. Price proposal (must include the fully loaded fixed prices for the services using **Attachment A**)

6. Closing Date

All responses must be received via email to the Procurement Officer at the email address listed in Section Number 4, no later than **no later than 4:30pm (local time) on July 22, 2021** in order to be considered.

7. Award Determination

The award resulting from this Small Procurement will be awarded to the Offeror whose response is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed, candidate interview, and price.

Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

Candidate Name	*Hourly Rate x	**Total Hours =	Total Proposed Price
	\$ _____	480 hours	\$ _____
	\$ _____	480 hours	\$ _____
	\$ _____	480 hours	\$ _____

Submitted by Authorized Signature	
Date	
Print Name and Title	
Company Name	
Company Address	
Telephone	
Federal Tax Identification No.	

Note: If proposing multiple resources, please clearly specify the hourly rate for each candidate for 480 hours/ 3 months.

***The fully loaded hourly rate is the actual rate the State will pay for services and must be recorded in dollars and cents.**

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