



**Addendum No. 2**  
**Data Warehousing and Business Intelligence Consulting**  
**K22-0032-29**

1/14/2022

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

**Clarifications:**

- C1. Delete:** Section III.E.4. of the RFP.  
**Replace with:** If the AOC determines, in its best interest, to purchase the optional deliverable, the work shall be completed within a mutually agreed upon number of days after the Successful Offeror's receipt of a purchase order and/or contract modification. The mutually agreed upon number of days shall not exceed ninety (90) days.
- C2. Delete:** Section IV.D.1 of the RFP.  
**Replace with:** Offeror's Financial Proposal must contain all price information in the format specified in the Bid/Price Proposal Form (Attachment E). Do not amend or alter any items on the Price Proposal Form or include additional clarifying or contingent language. Failure to adhere to any of these instructions may result in the proposal being determined to be not reasonable susceptible of being selected for awarded. The lines for Attachment E are as follows:
- a. Required Deliverables (Section III.D.2.) – Lines 1 through 58
  - b. Optional Deliverables (Section III.D.4.) – Lines 59 through 66
  - c. Recommended Additional Deliverables (Section III.D.3) – Lines 67 through 89
  - d. Rate Card – Lines 91 through 99 Any position(s) with hourly rate(s) that have not been provided (e.g., positions used to create deliverables) that could potentially be used for out-of-scope work, or enhancements during the life of the contract.
  - e. Onsite hourly rates shall be fully loaded (inclusive of all costs and expenses to have a consultant onsite).
- C3. Delete:** Section III.D Deliverables header.  
**Replace with:** Section III.E. Deliverables header.
- C4. Delete:** Section III.E Schedule & Coordination header.  
**Replace with:** Section III.F. Schedule & Coordination header.
- C5. Delete:** Section III.F Place of Performance header.  
**Replace with:** Section III.G. Place of Performance

**Questions:**

- Q1.** Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.  
**A1.** Yes.
- Q2.** Can you please let us know the previous spending of this contract?  
**A2.** The AOC does not have an existing contract.
- Q3.** Please confirm if we can get the proposals or pricing of the incumbent(s).  
**A3.** The AOC does not have an existing contract.
- Q4.** Are there any pain points or issues with the current vendor(s)?  
**A4.** The AOC does not have an existing contract.

- Q5.** What is the estimated budget for this project?  
**A5.** The AOC does not share budgetary information.
- Q6.** Please confirm the anticipated number of awards.  
**A6.** Please refer to Section II.C of the RFP.
- Q7.** Will the AOC provide the job descriptions for three key personal requested (Project Manager, Technical Lead, and Functional Lead)?  
**A7.** No.
- Q8.** In Page 27 of the RFP, under Offeror Experience and Capabilities: Offeror shall include information on prior experience with similar engagements (i.e., size and scope), and describe how its organization will meet the requirements of this RFP. In addition, the Offeror shall include the following: (1) Complete the Bidder/Offeror Profile (Attachment I) included with this RFP. (2) Not less than three (3) references, within the past five (5) years, from customers/clients who can document the Offeror's ability to provide the goods and/or services specified in this RFP. A reference may not be submitted from an employee of the Maryland Judicial Branch of government. Complete the Bidder/Offeror Experience Form (Attachment J), duplicating as necessary. Is it mandatory that the above-mentioned minimum three (3) references should all come from the customers/clients of the offeror itself or can at least one reference be from the subcontractor's clients/customer who can document the subcontractor's ability to provide the goods/or services specified in this RFP? Here subcontractors define as the companies the offeror partners with to work on this contract if the Offeror receives an award, including those utilized in meeting the MBE and VSBE subcontracting goal(s).  
**A8.** Yes, the required references as set forth in Section IV.C.2.g(2) of the RFP shall be completed for work completed by the Offeror, not any proposed subcontractors. Offerors may submit references for subcontractors as part of their submittals per Section IV.C.2.m(1)-(3) of the RFP.
- Q9.** Has JIS already selected a software product for ETL? Or are you looking for vendors to suggest this?  
**A9.** Selection of an ETL is not within the scope of this RFP.
- Q10.** On Page 19 Section C OFFEROR MINIMUM QUALIFICATIONS - The Offeror shall have a minimum of three (3) years of experience in the areas of DW and Business Intelligence (BI) planning, design, and project management. Is it mandatory that the (3) years of experience in the areas of DW and Business Intelligence (BI) planning, design, and project management be exclusively of the prime offeror or can it be of the subcontractors' experience as well.  
**A10.** Yes, the Offeror must demonstrate that is has the required experience.
- Q11.** Is there any way you would change your mind about receiving proposals via email?  
**A11.** The AOC does not accept proposals via email.
- Q12.** Do you expect the Offerors to provide the duties and minimum qualifications for the key personnel? Additionally, do you expect the Offeror to assign the labor hours according to our proposed solution?  
**A12.** Yes. Please refer to Section IV.C.2.f. and Section IV.D of the RFP.
- Q13.** We are curious about assigning and committing assigned resources. Can you please clarify how far in advance an award that resources can be assigned?  
**A13.** The AOC cannot determine how far in advance a resource can be assigned. The AOC anticipates announcing an award on or before May 2022.
- Q14.** Will you prefer if we use model driven methods to establish your strategy?  
**A14.** Offerors shall specify the methods to be used in their proposed work plan. Examples can be included, as desired.

**Q15.** On page 23 of the RFP, it states: "If the AOC determines, in its best interest, to purchase the optional deliverable, the work shall be completed not more than ninety (90) days after the Successful Offeror's receipt of a purchase order and/or contract modification". As it is not possible to quantify the work for optional deliverables, would the AOC be open to modifying the RFP with the following proposed language? "If the AOC determines, in its best interest, to purchase the optional deliverable, the work shall be completed by mutually agreed upon days after the Successful Offeror's receipt of a purchase order and/or contract modification".

**A15.** See Clarification C1.

**Q16.** Is the State of Maryland amenable to making the contract Time and Materials for any work after discovery since the cost estimate for any subsequent deliverable will be dependent on the results of the initial discovery effort?

**A16.** The AOC believes that sufficient information has been disseminated in the RFP regarding the purpose and scope of work in order for Offerors to prepare fixed price proposals. Offerors shall include any assumptions or constraints in their financial proposal.

**Q17.** In order to properly estimate the design efforts, can the State of Maryland provide these details for MDEC?  
a. Total number of tables/fields  
b. Total records per tables  
c. Size of the MDEC data sources  
d. Transactional summary (records changed/added/deleted) each day.  
e. ERD of the MDEC data model

**A17.** The MDEC database is proprietary to Tyler Technologies. Information on this data source will be provided as needed during the engagement for ETL design.

It is intended that the target data warehouse will employ the data elements specified in the National Open Court Data Standards (NODS). This is the best source for estimating the scope of the DW design and models. Information on NODS can be found at:

<https://www.ncsc.org/services-and-experts/areas-of-expertise/court-statistics/national-open-court-data-standards-nods>

**Q18.** It was mentioned that the Offeror who is awarded this contract is prohibited from competing in the potential future data warehouse, analytics platform implementation contract. Will the Successful Offeror be allowed to provide Independent Verification and Validation (IV&V) services (as this vendor would have in-depth knowledge of the requirements)? OR any other type of advisory services to carry forward the knowledge gained by working on this contract? It would be very helpful if you could specify what type of work the Successful Offeror will be allowed to do in the potential future implementation contract. If an MBE is brought in as a subcontractor by a Prime on this procurement, and if that MBE is given just the bare minimum requirement of 5% of the work, will that MBE who is acting as a sub-contractor also be prohibited from participating in the potential future implementation contract?

**A18.** See Section III.A., para. 3. The Successful Offeror will be allowed to provide Independent Verification & Validation services.

**Q19.** Can a vendor complete the entire project remotely or will onsite meetings be required?

**A19.** See Section III.E.3.

**Q20.** Regarding subcontracting goals for MBE and VSBE – are these goals preferred or mandatory? Will a vendor be eliminated for not having a MBE and VSBE subcontractor/partner? If mandatory, does procurement have a list of qualified vendors we can contact for a potential subcontracting partnership.

**A20.** See Section II.N.

**Q21.** Although the Offeror cannot advertise a press release, can the award and the agency will be listed on the Offeror's website as a new client?

**A21.** See Section I.



- Q22.** Do document data policies exist for different data types (Critical, non-critical and meta)?  
**A22.** Policies exist regarding public vs non-public data. Data access policies for the data warehouse will need to be developed as part of the security requirements during this contract.
- Q23.** Are Performance Statistics available for current system and data usage?  
**A23.** Existing performance data will be shared with the Successful Offeror as necessary for data warehouse design purposes.
- Q24.** Are the enterprise data definitions and validation rules necessary to deliver this project approved?  
**A24.** The data definitions for the DW will be based on NODS (See A27.) with extensions as necessary to include all Odyssey elements deemed necessary to satisfy the DW functional requirements. Validation rules will be developed as part of the DW ETL requirements
- Q25.** Are there existing data modeling practices and tools used to document and visualize data models?  
**A25.** JIS (Judicial Information Systems – IT division of AOC) has reverse engineered the Tyler Odyssey data model and has also developed a data warehouse of case events (transactions) used for real-time exchange with external justice partners. In both cases their documentation and visualization of these models.
- Q26.** Are there existing Data Management technologies and methodologies used?  
**A26.** JIS uses XSLT to transform the Odyssey data model for external justice partners.
- Q27.** Reference: RFP page 20, section IV.D.1.b(1)i. in regards to the following: “... identification of data entities for the DW structure using existing documentation of the Odyssey database.”  
Question: Given the significant amount of existing documentation for the Odyssey database, could the AOC please specify the documentation that should be used to identify data entities in DW structure? Further, if this documentation is not publicly accessible online, we request that the AOC please make it available to all Offerors.  
**A 27.** [The data entities for the DW structure will be based on the documentation of the National Open Court Data Standards \(NODS\) | published by the National Center for State Courts and can be found at: \(Ctrl\) National Open Court Data Standards \(NODS\) | NCSC](#)  
Mapping of the Odyssey database elements to the NODS elements and structure has begun but will be completed as part of this engagement
- Q28.** Reference: RFP Sections III Scope of Work and IV.C.2.e(1) Technical Response to RFP Requirements  
Question: Please confirm that all subsections of RFP Section III, in particular those that do not note any explicit requirements, must be spoken to per the requirement in RFP IV.C.2.e(1), to include: III.A Summary; III.D.1 Conceptual Overview; III.D.1.a Conceptual Flow; and III.F.2 Extension due to Unilateral AOC Delays? If the noted subsections only require Offeror agreement, please confirm as such.  
**A28.** Offeror agreement of the conceptual overview components and services (both required and optional) must be addresses to in the Offeror’s proposal.
- Q29.** Reference: RFP Sections III Scope of Work and IV.C.2.e(1) Technical Response to RFP Requirements  
Question: Please confirm that each of the deliverables listed in RFP Section III.D Deliverables should be responded to per the requirements in RFP Section IV.C.2.e(1).  
**A29.** Yes, as well as any additional deliverables the Offeror feels are pertinent to the success of the project based on experience with similar engagements. See Section III.D.
- Q30.** Are the resources expected to work on site or are they allowed to work remotely? If so should the resources Be in Maryland?  
**A30.** See Section III.E.3. of the RFP.
- Q31.** Is there an experience preference for resources like 7 to 10 or 10 to 15 years?  
**A31.** No.

- Q32.** What will be average working hours per week for resources?  
**A32.** 40.
- Q33.** We are not MBE or VSBE but certified SBE from the state of California, are we allowed to participate as well?  
**A33.** See Section II., N.1. and 2. for MBE and VSBE subcontracting requirements. There is no requirement for prime contractors to be certified, but rather to meet the established MBE and VSBE subcontracting goals outlined in the RFP.
- Q34.** Should we include or exclude taxes when making an offer?  
**A34.** The AOC is exempt from taxes and will provide a certificate to the Successful Offeror upon request.
- Q35.** Do we need to submit Annexure A while replying to the bid or should we submit later?  
**A35.** See Section II.Q.
- Q36.** Is this contract extension after one year?  
**A36.** Please refer to p.2, Key Information Summary Sheet, Contract Term.
- Q37.** Is it just a resource requirement or a software implementation requirement too, if so, does the AOC have any preference for any tool?  
**A37.** See Section III.A.
- Q38.** Are we allowed to participate partially?  
**A38.** No.
- Q39.** Do you have a list of tools recommended for the project? Or please provide a list of tools the state has recommended?  
**A39.** No
- Q40.** How long is the duration of the project?  
**A40.** See A36.
- Q41.** How will any DBA/SBE and ACDBE companies have an opportunity to at least have a particular or full bid award?  
**A41.** The AOC's socioeconomic program consists of Minority Business Enterprise (MBE) and Veteran-owned Small Business Enterprise (VSBE) suppliers, as defined in Section II., N.1. and 2. While there are subcontracting goals for MBE and VSBE vendors, the AOC encourages all qualified firms to submit as prime contractors.
- Q42.** How much time will a company have to set up and launch after the award has been granted?  
**A42.** See Section III.E.
- Q43.** How long will the payment of work be delivered? E.g., Monthly, 15 days?  
**A43.** Refer to Attachment A, Section 3.2.
- Q44.** What is the annual contract value?  
**A44.** The AOC does not share budgetary information.
- Q45.** Who is the current incumbent?  
**A45.** See A3.
- Q45.** Is there an available budget the Administrative Office of the Courts can share?  
**A45.** The AOC does not share budgetary information.

- Q46.** Does the Administrative Office of the Courts have a specific ETL automated tool they prefer using? If yes, which ETL automated tool?  
**A46.** No.
- Q47.** Please confirm if the infrastructure will be on premise or in the cloud?  
**A47.** To be determined stated in Section III.D.2.g (Deliverables).
- Q48.** Is the Administrative Office of the Courts open to using a tabular cube versus an OLAP cube?  
**A48.** To be determined, based on requirements and design proposed by the Successful Offeror.
- Q49.** Please provide the number of tablets for the subject areas/source data model.  
**A49.** This information is proprietary to Tyler Technologies. Please see A62 and A71 for further clarification.
- Q50.** We are MBE-certified in several states including in progress with MDOT approval. May this be considered as sufficient status for us to be able to submit a proposal for this RFP?  
**A50.** Please refer to section II.N. All are encouraged to submit as prime contractors and must meet the subcontracting goals for MBE and VSBE, as stated in the RFP.
- Q51.** NSCS- Data Governance Policy Guide. Is this considered part of this project (part of the framework under which this project will be moving forward)?  
**A51.** Not directly. The NCSC Guide is used as a source by the AOC. The established Data Governance Subcommittee will provide general oversight and guidance.
- Q52.** To better help understand the SOW, are all case categories (Civil, Criminal, Family, Juvenile, Probate and Traffic & Local Ordinance) included in this SOW? For each of the case categories, are all of the specific case types also included in this SOW?  
**A52.** Yes to both.
- Q53.** Page#19, Section III Scope of Work, Subsection: A summary- “The successful Offeror will not have any direct involvement with the selection or implementation of software or services beyond the scope of the required services of this RFP and may not propose as an Offeror of software or implementation services for any subsequent related to this RFP.”  
 Question: Are the sub-vendors of the successful offeror also prevented from proposing as an offeror of Software or implementation services for any subsequent related to this RFP?  
**A53.** Yes.
- Q54.** In the solicitation, page#28, Section III. D. Volume II-Financial Proposal, it is written  
 Offeror’s Financial Proposal must contain all price information in the format specified in the Bid/Price Proposal Form (Attachment E). Do not amend or alter any items on the Price Proposal Form or include additional clarifying or contingent language. Failure to adhere to any of these instructions may result in the proposal being determined to be not reasonable susceptible of being selected for awarded. The lines for Attachment E are as follows:  
 a. Required Deliverables (Section III.D.2.) – Lines 1 through 54  
 b. Optional Deliverables (Section III.D.4.) – Lines 55 through 62  
 c. Recommended Additional Deliverables (Section III.D.3) – Lines 63 through 77  
 d. Rate Card – Lines 79 through 87  
 Question - The line numbers do not match in attachment E (Bid/ Price Proposal Form). Please clarify.  
**A54.** Please see Section C2.
- Q55.** In the solicitation, Page 25, Section IV B. PROPOSAL PACKAGING & SUBMISSION - it is given  
 I. Offerors shall submit an unbound original, so identified, and eight (8) copies of each volume.  
 Question - Will overnight Fedex work?  
**A55.** Offerors may use any courier service that it desires. Please note that late proposals will not be accepted and the AOC is not responsible for late deliveries.

- Q56.** Can the government provide some historical data pertaining to the efforts that can help us in preparing a work breakdown structure and estimating level of efforts for the various roles?  
**A56.** No historical data is available. The AOC has developed limited data warehouse capabilities in-house, but those efforts have evolved over time and do not offer useful data for estimating the level of effort for this large undertaking.
- Q57.** Can the government clarify if the eight (8) copies of technical volumes require signatures?  
**A57.** See Section IV.C.2.a.
- Q58.** Can the government clarify if two separate electronic media would be required for submitting the two volumes of the proposal?  
**A58.** See Section IV.B.3.
- Q59.** Can the same company be used to satisfy the MBE/VSBE requirement?  
**A59.** If an MBE/VSBE firm submits a proposal as the prime, it may self-perform up to 50% of the MBE/VSBE goal only. The remaining 50% must be satisfied via an MBE/VSBE subcontractor. If a supplier is certified both as an MBE and VSBE, they may be utilized to satisfy one or both of the subcontracting goals.
- Q60.** Is experience with the Maryland Judiciary a requirement or a “nice to have”?  
**A60.** See section V.B and D. There is no requirement for previous experience with the Judiciary.
- Q61.** Post design and recommendation, can we conclude in-house resources will be utilized to configure the solution?  
**A61.** Post design and recommendation, and at the sole discretion of the AOC, the awarded offeror of this contract, along with in-house resources, may be engaged in the optional services specified in section III.D.3. to produce deliverable III.D(deliverable).4.
- Q62.** Quantitatively, how far has the NODS mapping effort progressed?  
**A62.** The NODS mapping effort that is in progress will be completed Q1 2022. This effort has mapped the Odyssey User Interface elements to the NODS structure. However, an additional step must be completed to map the UI elements to the Odyssey database fields. This step will be heavily driven by in-house staff but will also engage the successful offeror to determine the validation and transformation requirements (ETL).
- Q63.** Should the mapping exercise be less than 75% complete upon design recommendation, how do you factor in resource availability to meet the design requirements.  
**A63.** Assumptions regarding resource availability to meet the Offeror’s work plan should be specified in the proposal.
- Q64.** The scope identifies 3 key personnel. In addition, what is the state’s expectation of the number of resources needed to augment the effort?  
**A64.** The State’s expectation is that the Offeror’s workplan will include all resources needed to successfully complete the engagement. The 3 key personnel noted in the RFP are an anticipated minimum. The offerors workplan should include the roles and anticipated time required of the AOC.
- Q65.** The Schedule & Coordination and Place of Performance sections outline onsite and remote criteria. With the unknown aspects of COVID-19, are any of these requirements open for review (i.e., oral presentations, place of performance, as well as “normal” operating hours)?  
**A65.** Recognizing unknown factors of COVID-19, the final determination of where tasks will be performed and how will be made when the project plan is finalized after contract award.
- Q66.** Is there an RFP response page limitation?  
**A66.** No.

- Q67.** What is the visa status requirement for the resources? Green Card, Citizen or H1 is, ok?  
**A67.** Offerors shall propose resources that have the proper work authorization to work in the United States. The Judiciary will not provide work authorization, or any sponsorship, for independent contractors.
- Q68.** What is the current vetting processing time needed before onboarding the resources?  
**A68.** See A13.
- Q69.** Optional work  
 Understanding there is an optional scope and the need to estimate such work; how many small, medium, and large reports are anticipated to be stored in the data warehouse?  
 Will there be any data archival period? How many years of data will be active in the data warehouse?  
 Taking into account historical data, what is the expected data size in terms of GB and count of records, if known?  
 When determining scalability for the design, how many concurrent users are expected to be using the system?  
**A69.** The details of the optional work will be determined during the required services portion of the contract. The optional services will use the requirements developed during the required services to assist in the development or acquisition of effective software and services. Estimates for this work should be based on the Offeror's prior experience in similar engagements. Once the details are finalized during the required services, adjustments can be addressed, as needed.
- Q70.** NODS (National Open Court Data Standards) covers 7 primary case categories: Civil, Family, Probate, Dependency, Juvenile, Criminal and Traffic/Parking/Local Ordinance.  
 What type of case categories are in scope for this project?  
**A70.** All of the above. However, staging of these case types can be phased based on the ETL and BI requirements.
- Q71.** With reference to RFP page 19 - Foundational Component Two:  
 The emergence of a set of data standards for court data published by the NCSC. Called NODS, it provides naming and content standards for state court data. Adoption of NODS will facilitate more accurate interpretation of data provided by the courts. The AOC has undertaken an effort to 'map' the data from the MDEC User Interface screens to the NODS structure. Once completed, it will serve as the base for developing a DW model understandable to non-technical users for analytics and reporting. The source system for this project is stated as Tyler Technologies' Odyssey Case Management System in Foundational Component One (RFP Page 19).  
 What is the significance of MDEC to NODS structure mapping?  
**A71.** The raw source data for the DW will be extracted from the Odyssey Case Management database. The target DW entities will be consistent with the NODS data definitions. This gives rise to the need to map the Odyssey data elements to the NODS data definitions and develop an effective ETL process to validate and transform the Odyssey data to accurately represent the NODS definitions and any applicable extensions. To this point, mapping of the Odyssey user interface fields to NODS has been completed and will be the starting point for ETL requirements. However, as many user interface fields are derived or calculated from multiple Odyssey data elements, mapping of the user interface fields to the Odyssey database fields must be undertaken. This task will be heavily driven by internal resources with knowledge of the Odyssey database. The role of the successful offeror will be to participate in this task and document the ETL requirements.
- Q72.** The RFP states MDEC as the sole data source, but Figure 1 shows Odyssey as the source system. Which source system will be in scope for this project?  
**A72.** MDEC and Odyssey are interchangeable names. MDEC (Maryland Electronic Courts) is the internal name used for the Tyler's Odyssey Case Management System.
- Q73.** Will all the historical data be available in Odyssey/MDEC for ETL to DW.  
**A7.** Yes.



- Q74.** Is data migration considered in-scope for this project?  
**A74.** The scope of required services involves the requirements, design, and strategies for the delivery of the DW and BI tools. Included in this scope are requirements, design, and strategy of an effective ETL (migration) process. Implementation of ETL and BI software and services is outside of the scope. The optional services noted in Section III provide for offeror assistance with development of solicitation(s) for these software and services and oversight assistance with implementation. In accordance with Judiciary procurement policy, no direct involvement with selection and implementation is allowed.
- Q75.** Could some of the Key Personnel roles stated in the RFP be combined by offerors for effective alignment of staff qualifications to the workplan?  
**A75.** Yes.
- Q76.** Is there a labor category framework vendor should align to within Volume II – Financial Proposal for the “position titles” apart from the Key Personnel titles stated in the RFP?  
**A76.** Yes. Offeror shall enter that in the Rate Card. Please refer lines 91-99 of the Attachment E-Bid/Price Proposal Form.
- Q77.** Could MD AOC clarify the specific envisioned onsite requirements for project delivery?  
**A77.** See Section III.E.3.
- Q78.** Would the Courts consider waiving the requirements for physical delivery of this proposal in lieu of electronic delivery given the risks associated with in-person printing and delivery during the public health emergency?  
**A78.** The AOC cannot accept electronic proposals.
- Q79.** Could the Courts elaborate how the MBE and VSBE goals figure into the scoring / evaluation of proposal responses?  
**A79.** Failure to follow the requirements of Section II., N. of the RFP may result in rejection of the proposal. Subcontracting requirements are not a scored technical evaluation criteria.
- Q80.** In Section III D. Page# 20 & 22, the lettering system uses "D" twice - for Scope of Work and Deliverables. How should we differentiate?  
**A80.** See Clarification 3.
- Q81.** Would the State of Maryland consider extending the due date?  
**A81.** See Addendum 1 posted on 01/11/22.
- Q82.** The government said that the system and team are "cloud ready", is the system and team more geared for Microsoft Azure Environment or AWS?  
**A82.** Microsoft Azure.
- Q83.** Page 7, Section K VERIFICATION OF REGISTRATION AND TAX PAYMENT 1. Before a corporation can do business in the State of Maryland, it must be registered with the Department of Assessments and Taxation (SDAT), State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. For registration information, visit: <https://www.egov.maryland.gov/businessexpress> 2. It is strongly recommended that any potential Offerors complete the registration prior to the closing date for receipt of proposals. An Offeror’s failure to complete the registration with SDAT may disqualify an Offeror from final consideration and recommendation for Contract award. Should the subcontractors also be registered in SDAT?  
**A83.** This requirement is for the Offeror.

**Q84.** Page 16 . Section N DIVERSITY & OUTREACH PROGRAMS

MBE Prime Contractors must include a copy of proof of certification from MDOT with their Technical Proposal. VSBE Prime Contractors must include proof of certification from eMaryland Marketplace Advantage (eMMA) with their Technical Proposal.

If the Prime offeror is neither MBE nor VSBE, should the offeror include the copy of the certification of the MBE and VSBE subcontractors they are partnering with along with the Technical Proposal?

A84. Yes.

**Q85.** Page 25 Section B - PROPOSAL PACKAGING & SUBMISSION

1. Offerors shall submit an unbound original, so identified, and eight (8) copies of each volume.

2. Volume I - Technical Proposal and Volume II – Financial Proposal must be submitted as two (2) separate sealed packages but submitted simultaneously to the Procurement Officer.

a. Each sealed package shall be labeled Volume I – Technical Proposal, and Volume II – Financial Proposal, respectively.

b. Each sealed package must bear the RFP Title and number, name and address of the Offeror, and the closing date and time for receipt of the proposals on the outside of the sealed package.

3. An electronic version of both the Volume I- Technical Proposal and the Volume II- Financial Proposal must also be submitted in each respective sealed package.

a. Electronic versions of each volume shall be in MS Word, .PDF, or Excel format.

b. Electronic media (e.g., Flash Drive, CD, etc.) shall bear a label with the RFP title and number, name of the Offeror, and the volume number (I or II).

Do we keep 8 copies of the complete technical proposal and an electronic media (flash drive) in the same Volume I - Technical Proposal envelope? Likewise for Volume II – Financial Proposal as well?

Is it mandatory that the financial proposal should be in excel format?

A85. Yes. Offeror's financial proposal must contain all pricing information in the format specified in the Bid/Price Proposal Form (Attachment E).

**Q86.** Page 26 Section f -

(4) The Key Personnel for this contract are defined as:

i Project Manager.

ii Technical Lead; and

iii Functional Lead.

Do we have to provide resumes of all the proposed resources or just the resumes of the key personnel?

5) Provide an organizational chart outlining personnel and their related duties. Offeror shall include job titles, and the percentage of time each individual will devote to their assigned tasks. Offerors using job titles other than those commonly used by industry standards must provide a crosswalk reference document.

Do we have to include the names of all the proposed resources in addition to the key personnel in the organization chart?

Could you please explain the statement "Offerors using job titles other than those commonly used by industry standards must provide a crosswalk reference document"?

A86. If Offerors are proposing different titles for its key personnel, it must provide a document showing how those titles correspond to the titles being requested by the AOC.

**Q87.** Page 27 Section H

Financial Capability:

(1) Offeror shall include evidence of fiscal integrity by submitting the following financial statements for the last two (2) years:

i Profit & Loss (P&L)

ii Balance Statement

(2) Offeror may supplement the requested financial statements with the following:

i Dun & Bradstreet Rating;

ii Standard & Poor's Rating;



iii Lines of Credit;

iv Evidence of a successful financial track record; and,

v Evidence of adequate working capital.

Page 27 , it says the offeror may supplement the requested financial statements with the following:

Do we have to submit the documents mentioned in (1) and (2) or either the ones in (1) or only in (2)?

Is it mandatory to submit the financial statements along with the proposal? Or can we send it separately?

**A87.** Offeror shall include financial statements for the last two (2) years in the technical proposal. Offeror may add documents stated in the RFP Section IV.H. 2 whether Offeror do or do not have the last two years financial statements.

**Q88.** Attachment A Standard Contract Agreement Sample - Do we submit this along with the proposal or after the award?

**A88.** A sample of the attachments A, C and F are included for informational purposes only. The Successful Offeror will be requested to complete these documents after the award notification.

**Q89.** Attachment C Contract Affidavit Sample- Do we submit this along with the proposal or after the award?

**A89.** See A88.

**Q90.** Attachment F Non-Disclosure Agreement Sample - Do we submit this along with the proposal or after the award?

**A90.** See A88.

**Q91.** Attachment E Bid/Price Proposal Form - Is this mandatory to be in excel sheet? Can it be in PDF format?

**A91.** Offeror's financial proposal must contain all the price information in the format specified in the Bid/Price Proposal Form (Attachment E).

**Q92.** While shipping, can we put the Volume I - Technical Proposal and Volume II – Financial Proposal, the two (2) separate sealed packages into one single box finally so that it reaches the Procurement Officer simultaneously?

**A92.** Yes.

**Q93.** Do you have any preferences for shipping? Examples are below.

- USPS Priority Mail
- USPS First Class Package
- UPS Ground
- FedEx Ground
- FedEx First Overnight
- FedEx Priority Overnight
- FedEx Standard Overnight

**A93.** No.

**Q94.** Electronic media (e.g., Flash Drive, CD, etc.) shall bear a label with the RFP title and number, name of the Offeror, and the volume number (I or II). Do you have any preferences for the flash drive?

**A95.** No.

**Q96.** Is it okay to attach a cover letter with the financial proposal?

**A96.** The AOC prefers a transmittal letter or a cover letter to be included in the technical proposal. See Section IV.C.2. a.

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



If you have any questions regarding this addendum, please contact me at (410) 260-1265 or email me at [sejal.lakhawala@mdcourts.gov](mailto:sejal.lakhawala@mdcourts.gov)

Sejal Lakhawala  
Senior Procurement Officer

