



**Addendum No. 2
Supervisor and Manager CORE Curricula Developer
K22-0035-25D**

02/10/2022

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

Clarifications:

C4. Remove Section II, O., 4., c., (1). Replace with “\$5,000,000 per occurrence for any services offering hosted by the Successful Offeror.”

Questions:

Q1. Is there an incumbent?

A1. No.

Q2. Attachment E requests three resource names, can they be the same person?

A2. **Each resource name allows for an Offeror to submit up to three (3) resources. If only one (1) resource is being submitted, Offerors shall only complete lines 1-17.**

Q3. Who will the resource work within the Judicial College?

A3. **The resource will interact with various senior level members of the Judicial College team.**

Q4. Am I correct in understanding that this position can be primarily remote but will need to attend meetings? If so, how often are the in-person meetings?

A4. **This position is primarily remote. In-person meetings will only occur if there is a business need. The likelihood of that occurring is slim.**

Q5. Will the attendee list from the pre-proposal be made available?

A5. **The attendee list is attached to Addendum 1.**

Q6. Can you expand on Section H, The Interview Process?

A6. **Short-listed resources will be given a pre-assignment to complete that will be reviewed and discussed during the panel interview.**

Q7. If there are in person meetings, how much advance notice will be provided?

A7. **Ample advance notice will be provided. The Judicial College will exhaust all options to avoid requiring an in-person meeting.**

Q8. How would you fill out Attachment J if you are using a subcontractor as the Curricula Director?

A8. **Attachment J should be completed for the proposed resource. A total of three (3) Attachment J forms shall be submitted for each proposed resource.**

Q9. On Attachment J, what name should be put as Name of Bidder/Offeror?

A9. **List name as “Offeror name/Resource name.”**

Q10. Can you provide a little more clarity on the period of performance? Is it a full year, based on the start date or is it just as long as it takes for the work to be completed?

A10. **This is a deliverable based contract. Section III., G., 3. provides an estimated schedule.**

- Q11.** What should be on the transmittal sheet?
A11. **The transmittal sheet provides a general overview of submission and must include a signature from an individual authorized to bind the Offeror to the services and requirements as stated in the RFP, including all addenda.**
- Q12.** Can you describe the deliverable acceptance process and timeline?
A12. **See Section III., G., 4.**
- Q13.** Can the resource train future cohorts?
A13. **No.**
- Q14.** Why are there more than 4 costs per workshop?
A14. **There are four (4) workshops per cluster. Three (3) virtual with separate topics and one (1) face-to-face that combines the virtual topics per cluster.**
- Q15.** When do you expect the first deliverable?
A15. **Anticipated completion is 16 weeks after contract start.**
- Q16.** Who is the person that should be available? What does the scheduling look like for the resource?
A16. **The resource should be available to respond within one (1) business day.**
- Q17.** The bid states a deadline for questions of 2/1 at 4:30 PM EST – and yet the bid due date is 2/10 at 4:30PM. Since there is a very tight window to get answers to questions and mail this bid response in time to ensure receipt, will the state consider moving the due date.
A17. **See C1 in Addendum 1.**
- Q18.** This section states that “key personnel will be assigned to the AOC as a ‘dedicated’ resource”. We have numerous, experienced Instructional Designers (ID’s) capable of performing the Content Development work as outlined in the bid. We will dedicate and name one resource to this project. We understand that AOC needs consistency and commit that you can reach out to discuss any details – 5 days a week. There are times when this resource may be working on other projects. Have we interpreted the term “dedicated” correctly?
A18. **Yes. The resource must be able to respond to calls and emails within one business day.**
- Q19.** Cyber Security requirement is listed as “\$10,000,000 per occurrence for any service offering hosted by the Successful Offeror”. We hold \$ 5,000,000 but assumes this amount is sufficient as we will not be “hosting” any data. Please confirm.
A19. **See C4.**
- Q20.** Will the online clusters serve as the primary source material for the training workshops outlined in this procurement?
A20. **Yes.**
- Q21.** For a given cluster, will a workshop participant only participate in one series of three 90-minute virtual workshops or a one 1-day face-to-face workshop or are participants required to complete both for each cluster?
A21. **Participants will attend either virtual workshops or face-to-face workshop.**
- Q22.** For a given cluster, will the series of three 90-minute workshops and the one 1-day face-to-face workshop cover mostly similar concepts and be composed of mostly identical content?
A22. **See Attachment 1 of the RFP.**
- Q23.** Is the vendor responsible for developing the videos mentioned in the scope of work?
A23. **No.**

- Q24.** What is the length in hours of the currently existing online program?
A24. **There are 72 30-minute lessons (approximately 9 hours per cluster). The successful Offeror Resource will have access to the lesson transcripts and all resource materials.**
- Q25.** Are there any registration requirements for participation in the existing online course, and if so, are there any fees associated with these requirements?
A25. **Participants are supervisors or managers. There are no fees.**
- Q26.** Will the LPS, MPD, DOE, and ASCA described function as the primary source material for created content, or are there other sources that will inform the workshops?
A26. **The self-paced distance learning lessons from the clusters will be the primary content along with guidance and input from the SMEs.**
- Q27.** What availability can our resources expect from the roles described (e.g. email turnaround time, availability for calls, etc.)?
A27. **The resource can expect a response to calls and emails within 1 business day.**
- Q28.** Will the panel interview include presentation of the materials created for the Pre-Assignment? If no, when will those materials be presented?
A28. **Interview will include presentation of pre-assignment.**
- Q29.** Due to confidentiality requirements, can we send the required financial information directly from our finance office in a separate transmission?
A29. **Yes. This separate transmission must conform to the requirements in Section II., F.**
- Q30.** Our professional and Past experience in developing virtual workshops for the federal government has leverage a different platform (Adobe Connect). if our resources have personal, yet extensive use of the Zoom platform, will this be acceptable and counted as past performance?
A30. **Yes.**
- Q31.** Please describe the expectations regarding the pre-assignment requirement. Can you specify the length of training materials expected?
A31. **The pre-assignment should represent facilitator guide, PowerPoint, and learner guide/resources for a 20 to 30-minute training.**
- Q32.** Is the pre-assignment response allowed to be an outline of anticipated steps the Instructional Designer will take in the process – or are you expecting to see a final product?
A32. **We are expecting to see a final product as demonstration of their skills.**
- Q33.** We have a D&B profile to be able to provide a rating; however, we do not have an S&P profile. Will this make our technical proposal non-compliant?
A33. **No.**
- Q34.** The assumption from the Key Information Summary Sheet is that we are to send our separate technical and cost proposals via mail. Will you consider the option of submitting via email to the Procurement Officer?
A34. **No.**

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

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



Victoria Nellis
Procurement Officer

