



Administrative Office of the Courts

Operations Division

Questions/Responses No. 4 to the Request for Proposals (RFP) K20-0002-29

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

18. Question: In case a vendor proposes 2 or more resources per category, then will each resource per category will work 2,000 hours or they will complete 2,000 hours collectively?

Response: 2,000 hours per resource will be allotted.

19. Question: Can we use unaudited financial statement of 2018?

Response: Yes.

20. Question: As per "Section 3.4 Volume 1 – Technical Proposal" it states that "only one transmittal letter is needed and it does not need to be bound with the Technical Proposal", please clarify how the AOC requires transmittal letter? Does the AOC need the transmittal letter in a loose page(s) with the technical envelope?

Response: The transmittal letter does not need to be bound with the technical proposal. The transmittal letter can be in a separately sealed envelope, or it can be the first page of the original technical proposal.

21. Question: Can the AOC clarify the statement given under "2.2.1 required resources note – The successful Offeror may change up to 10% of the proposed resources"?

Response: The AOC understands that resources may become unavailable between the award date and the contract start date. Should the successful Contractor need to replace proposed resources, the AOC will review resumes but the Contractor is expected to retain approximately 90% of the resources proposed in their technical proposal.

22. Question: Do we as a vendor need to registered to submit a response, or can we simply formulate our response and deliver it before the due date?

Response: Vendors may submit a proposal prior to the due date without registering with the Department of Assessments and Taxation, but it is highly recommended that vendors register prior to their submission.

23. Question: Before bidding for this project do we need to register or it is a mandate that our business must be registered with the Department of Assessments and Taxation? And if so, then how much time will it take to get registered? Is there any fees/charges for getting registered?

Response: It is not required, but it is highly recommended that vendors register with the Department of Assessments and Taxation prior to submission of their proposal to ensure they are prepared to start work at the execution of the contract. Please reach out to the Department of Assessment and Taxation for lead time and any questions regarding fees.

Issued by: Khrystine Bunche
Procurement Officer
February 7, 2019