ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
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Pamela Harris
State Court Administrator
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Questions/Responses No. 1 to the

Request for Bid (RFB) K16-0046-25F

PROFESSIONALISM THREE HOUR

ONLINE COURSE

December 24, 2015

Ladies and Gentlemen:

The following questions for the above referenced RFB were received by e-mail and are answered and posted for all prospective Offerors who received the RFB. The statements and interpretations contained in the following responses to questions are not binding to the Maryland Judiciary unless the RFB 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.

1. **Question:** What is expected as a part of the requirement statement "track record of 2-3 years of experience creating multimedia and SCORM compliant learning modules as evidenced by submitting an online module s/he designed and developed using CANVAS.

   Response: We expect the instructional designer to have developed online course work that is compliant with SCORM requirements with 2-3 years direct experience in developing online course work within a SCORM framework. "Sharable Content Object Reference Model (SCORM) is a collection of standards and specifications for web-based electronic educational technology (also called e-learning). It defines communications between client side content and a host system (called "the run-time environment"), which is commonly supported by a learning management system. SCORM also defines how content may be packaged into a transferable ZIP file called "Package Interchange Format. SCORM is a specification of the Advanced Distributed Learning (ADL) Initiative from the Office of the United States Secretary of Defense."

2. **Question:** We would like to propose a team approach, where our team of PM, ISDs, Videographer and graphic artist would work on the product, is this approach acceptable provided a single POC is assigned from the team?

Response: Yes. We are less concerned about how many individuals you have on the "team" than we are about having and working with one instructional designer. We are not interested in working with a "coordinator" of the project. We want to work with the person who will have direct responsibility for designing, developing and building the course. This individual will expected to be onsite each week and accessible for meetings and SME interviews at the convenience of the SMEs and staff. The individual must be onsite at a minimum of 2 days per week.

3. **Question:** Can you please elaborate what is expected in terms of meeting one of the line item here? "2-3 years of experience evaluating the effectiveness of training".

    Response: The instructional designer must have direct experience with online course design and development this includes experience with evaluating online course effectiveness be it through level 2 and 3 of Kirkpatrick's levels of evaluation.

4. **Question:** The RFP references videos to be created as a part of the course, would AOC record the videos or should we account for video production also?

    Response: Yes, it is part of the RFP and should be counted in as part of the cost.

5. **Question:** Are you able to share the budget for this effort?

    Response: No

6. **Question:** Can we showcase modules built on other LMS such as Bb, Adobe Presenter in lieu of Canvas while understanding that the knowledge of Canvas is required?

    Response: We want to see an example of your work having been developed and uploaded within the CANVAS environment. We will be using CANVAS and want to make sure that the instructional designer knows the CANVAS environment and can develop the course using captivate, adobe presenter but within the CANVAS LCMS.

Issued by: Yashica Forrester

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