



ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

**Questions/Responses No. 2 to the
Request for Proposals (RFP) K17-0001-29
Sr. Project Manager – Financial Systems**

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.

8. Question: Are you going to send out a list of questions/issues raised during the pre-proposal conference and a list of attendees? Can I be added to the distribution list for all correspondence for this RFP?

Response: A pre-proposal conference summary and the sign-in sheet has been posted on eMaryland Marketplace and the Judiciary's Procurement site.

Potential Offerors will not be e-mailed directly regarding this RFP. All updates will be posted on eMaryland Marketplace and the Judiciary's Procurement site.

9. Question: Is there specific software in use that resources should have experience using?

Response: Oracle Business Intelligence Application, Active Network Payment Manager COTS, PeopleSoft

10. Question: Is there a budget set for this resource?

Response: Not relevant

11. Question: What is the biggest challenge this resource may face throughout this contract?

Response: The Judiciary is in the process of replacing all of their antiquated legacy and manual systems by moving to enterprise state-wide systems.

12. Question: What are the immediate needs of the AOC that need to be addressed by the proposed resource?

Response: Managing the new systems that are replacing the Judiciary legacy systems.

13. Question: What is the work culture at JIS?

Response: Positive, professional and fast-paced.

14. Question: Are there personality traits that may make a resource more likely to succeed in this environment?

Response:

- **A self-starter**
- **Excellent analytical problem-solving**
- **Design and documentation skills**
- **Ability to work independently or with a team**
- **Ability to simultaneously manage multiple priorities and assignments and complete tasks in a timely matter**
- **Ability to lead communication with individuals and groups about their needs and ask the right questions to surface essential requirements information.**

15. Question: Referring to page 19 of the RFP, 3.4.5.3 References, should the three current customer references come from the Offeror, the proposed resource, or a combination of both?

Response: RFP section 3.4.5.3 specifically requests current customer references from the Offeror. Please note RFP section 3.4.5.2 requests current references from the proposed resource.

16. Question: Referring to page 21 of the RFP, 4.2 Technical Criteria, please define "Offeror corporate experience and capabilities including references".

Response: See RFP Section 3.4.5.3.

17. Question: Does the potential exist that the AOC will hire a successful candidate after the contract expires?

Response: At this time there no plan to make this a Judiciary position.

18. Question: Will there be a period of knowledge transfer once the Project Manager begins?

Response: Yes

19. Question: How does the AOC see the Project Manager becoming familiar with the Maryland Judicial revenue cashing systems, revenue processing, account and reconciliation systems, financial reporting systems and associated systems that support financial administrative functions as referenced in the RFP?

Response: Documentation, system training, attending team meetings, “shadowing” team members, assisting with helpdesk tickets.

20. Question: Would the government allow Offerors to submit multiple candidates in our proposal?

Response: No.

21. Question: Does your agency have any visa requirements? Will you accept a Canadian citizen with TN1 or L1A visa?

Response: The proposed resource must be legally authorized to work in the United States under the Immigration and Reform Control Act throughout the duration of the assignment.

22. Question: Is a 4x10 schedule acceptable?

Response: See RFP Section 2.3.6

Issued by: Khrystine Bunche
Procurement Officer
May 11, 2016