



**ADMINISTRATIVE
OFFICE OF THE COURTS**

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

**Questions/Responses No. 3 to the
Request for Proposals (RFP) K18-0003-29
IT Support Service Resources**

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.

17. Question: On page 37, under section 3.4.5.1, General, it states that Offerors may propose ONE candidate per position. My question is how many total resumes should we submit?

Response: Offerors may submit one resume per proposed position, up to potentially 12 resumes, one for each of the subject positions.

18. Question: Is PMP Certification mandatory or preferred skill for PeopleSoft Project Manager role?

Response: Certification is highly preferred.

19. Question: Does the incumbent have this skill?

Response: This information is not relevant to the scope.

20. Do you have incumbent personnel for each and every position advertised in the RFP?

Response: Yes

21. Question: What will happen if multiple Offerors propose the same candidate?

Response: The Procurement Officer will ask the affected Offerors to provide a signed Right to Exclusive Representation Form that proves the Offeror has exclusive rights to represent the proposed candidate. If more than one Offeror can provide this form for the proposed candidate, the candidate will be disqualified, and the affected Offerors will be given three business days to submit a substitute.

22. Question: Is there any way we can electronically submit our proposals?

Response: No. All proposals must be submitted as per the instructions listed in Section 3. Any emailed proposals will be considered unsusceptible for award.

23. Question: How should we submit the electronic versions of the proposal?

Response: Electronic media can be in the form of CD, Flash/Thumb Drive, etc.

24. Question: Do the candidates have to be U.S Citizens?

Response: No, they are not required to be U.S Citizens, however, they must be legally able to work in the U.S.

25. Question: Does the Offeror have to submit a candidate for all 12 positions?

Response: No, Offerors may submit to however many positions they choose.

26. Question: Can Offerors propose multiple candidates for the same position if the AOC is seeking multiple resources for the same position?

Response: Yes, however, this only applies to positions that are exactly the same. **Offerors may submit multiple candidates to the following positions only:**

- 2.3- Oracle Database Administrator (2 resources)
- 2.4- Oracle PeopleSoft Database/ System Administrator (2 resources)

27. Question: Which attachments are we required to submit with our proposals?

Response: Attachment B- Bid Proposal Affidavit and Attachment E- Price Proposal Form. All other attachments are for informational purposes only and are not required until post award.

28. Question: Attachment E- Price Proposal Form, does not have enough space for multiple profiles we intend to quote. Can we submit a separate word document sheet for pricing including all the positions we are submitting with the required pricing for base and extension years?

Response: Yes

Issued by: Whitney Williams
Procurement Officer
May 16, 2017