ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIARY

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

Questions/Responses No. 2 to the

Request for Proposals (RFP) K18-0031-26P

Instructional Designer/ Curriculum Developer

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.

16. Question: In reference to section 2.3.1: Will a vendor be disqualified if they do not have the required 3-5 years of experience developing courses specifically on and for the Canvas LMS? Because our firm has its own in-house LMS, we typically do not design courses with a specific, third party LMS in mind. However, all course content we produce is compliant with industry standard SCORM 1.2 specifications and should be completely functional on any modern LMS platform.
Response: Experience on an analogous platform is acceptable, so long as the designer is equally proficient in Canvas.

17. Question: In reference to section 2.3.4: Can the Judiciary clarify the need for vendors to use Adobe Captivate to design the course material? Would Articulate Storyline be an acceptable substitute, or is there a specific reason the Judiciary needs the work to be completed using Adobe Captivate?

    Response: Storyline would be an acceptable substitute.

18. Question: In reference to section 2.3.9: Can the Judiciary provide more specifics around the need for vendors to "occasionally" work on site? Approximately how often would this happen throughout the duration of the contract? Is the 24 hour

notice stipulation flexible to accommodate the designer's schedule?

Response: We do not anticipate this happening very frequently, and we can use Skype, etc. when practicable. If it becomes necessary for the designer to come to the site, (for example, to meet with subject matter experts), we will try to accommodate the designer's schedule.

19. Question: In reference to section 2.4.1: How many individual course modules are expected to be produced? (6) 30 minute modules? (1) 3-hour course? Or other?

    Response: We are not certain at this time of how many modules are expected to be produced. Definitely at least two; probably 3 to 5.

20. Question: Will each individual course module reflect an identical approach? Or will each individual course module have a different look and feel?
    Response: There will be continuity among all the modules, but they will not all necessarily reflect an identical approach.

21. Question: Is there a desire for these courses to provide branching, (i.e., the learner is able to choose their path throughout the course)? Or should the courses be linear in the way the information is provided and assessed?

    Response: Yes, the courses should provide some degree of branching (although some segments, such as the introduction to the subject matter, will be linear).

22. Question: In reference to section 2.4.2:
    a.) Will the required "texturizations" be produced or provided by the Judiciary, or by the vendor?
    Response: By the Judiciary

    b.) If texturizations are will be provided by the Judiciary, will we receive finished, course-ready products editable to fit the course, or will they need special configuration?
    Response: Uncertain. They may need special configuration.

    c.) If texturizations are expected to be provided by the vendor, are live-action video segments needed? Or will any video elements be animated in nature?
    Response: Not Applicable

23. Question: Could you please advise if a company that employs Instructional Designers are appropriate respondents to this proposal?

    Response: If the candidate meets the requirements stated in the RFP, they will be considered for award.

24. Question: Will the Maryland Courts be willing to work with someone new to Canvas but willing to learn it?

Response: The proposed candidate must have experience using Canvas.

25. Question: Will vendors be able to attend the pre-proposal conference remotely?

    Response: No.

Issued by: Whitney Williams
Procurement Officer
October 3, 2017