



ADMINISTRATIVE OFFICE OF THE COURTS
Procurement and Contract Administration
2003C Commerce Park Drive
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Questions/Responses #1
Oracle's PeopleSoft Financial Software Support Services
RFP Project #K14-0034-29
February 21, 2014

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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 Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. Question: Given recent weather issues, would the AOC please extend the due date by two weeks? **Response: No, the need for support is too urgent for any delay.**
2. Question: RFP instructions pertaining to acceptance of contract terms and conditions appear to be contradictory. Will exceptions be accepted or do any exceptions make the response unacceptable? **Response: Some contract terms are, by law, mandatory and not negotiable; non-acceptance of these terms would exclude the proposal from consideration. Any potential contract term discussion should be initiated as early as possible; at the very latest, issues with contract terms must be clearly stated in the Executive Summary section of the proposal.**
3. Question: What are the rates or rate range the AOC paid for like services? Is there a State of Maryland rate card that governs like services? **Response: Acceptable market price; there is no Judiciary rate card.**
4. Question: What are the current PeopleSoft modules you are using and which version? **Response: Modules: General Ledger, Commitment Control, Project Costing, Grants Management, Accounts Payable, Purchasing, eProcurement, Procurement Contracts, Inventory, Asset Management, Accounts Receivable, Billing, Security, workflow. Version 9.1 Major Interfaces: State of Maryland FMIS**
5. Question: When was PeopleSoft Finance implemented? **Response: July 1, 2013**
6. Question: Are you in the process of implementing HCM, if so, which version? What is the timeline for implementation? **Response: Implementation effort is anticipated to begin within 90 days and to last 12 to 18 months. Version to be determined.**
7. Question: Will the selected vendor be required to support both Finance and HCM? **Response: Just Finance**
8. Question: What are the HCM modules? **Response: To be determined.**
9. Question: Is there a contractor currently supporting PeopleSoft? **Response: Yes, it is Metaformers.**
10. Question: Is the current supporting contractor permitted to participate in this procurement? **Response: Yes.**
11. Question: are you looking for full production support and then transition/training to your team or just staffing services? **Response: Full production support to**

transition to JIS.

12. Question: What is the expected time line for this contract? **Response: We aim for a start date of April 1, 2014 or sooner.**
13. Questions: Will you share list of attendees and their contacts? **Response: Attendee sign-in sheet has been posted to our web site and eMarylandMarketplace**
14. Question: When are you scheduled to upgrade to 9.2 and tools 8.53? **Response: Undetermined at this time**
15. Question: What is the size of your current technical and functional team: **Response: 8**
16. Question: Are you looking for any off-shore support? **Response: No; all resources must be available to work on site , full time, in Annapolis, Monday through Friday.**
17. Question: Do you have a preferred rate/role or total yearly budget in mind for this contract? **Response: We are looking for the most advantageous offer**
18. Question: Will you select multiple companies or one consulting company to provide all necessary support? **Response: We will select the most advantages offers and reserve the right to make one or up to five awards, if necessary**
19. Question: When was your last upgrade and are you current with your patches? **Response: Implemented 9.1 on 7/1/13 and 24 of 25 maintenance packs implemented and presently reviewing pack 25.**
20. Question: Do you have any plans for any new implementations or any mid to large size projects during the life cycle of this contract? **Response: Not any related to PeopleSoft.**
21. Question: What are the main factors in determining the winning vendor for this effort? **Response: Please see RFP Section 4.2**
22. Question: What is the percentage of customizations and which modules have the most number of custom objects? **Response: The customization level is less than 1% with the Order to cash module having the most customization.**
23. Question: What is the average monthly volume of transactions (voucher, invoices, payments, etc?) **Response: 7,620 Voucher Lines, 866 Purchase Order Lines, 164 New Requisitions, 71,772 Journal Lines**
24. Question: If a person has skills that meet several of the roles on the team, can we propose that person into multiple roles/labor categories? If so, do you prefer one bill rate for the person or a separate bill rate for each role the person might fill? For example, a person may be a strong technical developer and also an instructor. **Response: still working on response**
25. Question: If a bidder proposes multiple resources, can the Courts select only a subset of the resources proposed? For example, if a bidder proposes 5 resources, and the Courts only want two of the resources, can the Courts choose just the two and not all five? **Response: Yes, we will select what we consider the best five resources proposed across the board.**
26. Question: Will the O&M team have access to the implementation team members for knowledge sharing and questions? **Response: yes**
27. Question: During the upgrade to 9.2, assuming implementation team members are still onsite, will they be available for questions to assist in the upgrade? **Response: yes**
28. Question: If some of the O&M team is ready to start before April 1 but some of the team isn't available early, will the whole team need to wait until April 1 to start? **Response: Yes, Prefer the whole team to start on April 1**
29. Question: Is a bidder permitted to propose subcontractors and 1099's or must all resources be W2 employees? **Response: We presume a contractual relationship between the offeror and the proposed resource.**
30. Question: For conducting training, is travel required within the state of MD and if so, how often? **Response: Some travel might be required within the State of MD; we will amend the RFP to reflect the State's Travel Reimbursement Policy.**
31. Question: If after award, a proposed resource is not available can the contractor fill

- the position with a different resource? **Response: Yes, see RFP Section 2.5.3**
32. Question: If a proposed resource becomes unavailable during the evaluation process or prior to contract award, can the offeror provide a substitute? **Response: No, since we expect an extremely short turn-around time.**
33. Question: It was mentioned during the pre-proposal conference that there is a need for 5 PeopleSoft Financial resources. While the RFP provides skill sets sought for this engagement, it does not specifically list name of each of these 5 Job Positions. Appreciate you could please provide name / list of each of these 5 Job Positions you are looking to procure. **Response: We ask that the offeror assign the most appropriate labor category to match the desired skill set.**
34. Question: How will the MBE goal be applied? **Response: We will issue an amendment to reduce the MBE goal to zero – there is no MBE goal attached to this solicitation.**

Issued by Gisela Blades, Procurement Officer

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