



**FRANK BROCCOLINA**  
STATE COURT ADMINISTRATOR  
(410) 260-1295 Fax: (410) 974-2066  
[frank.broccolina@mdcourts.gov](mailto:frank.broccolina@mdcourts.gov)

**FAYE D. MATTHEWS**  
DEPUTY STATE COURT  
ADMINISTRATOR  
(410) 260-1257 Fax: (410) 974-2066  
[faye.matthews@mdcourts.gov](mailto:faye.matthews@mdcourts.gov)

**SHARON SAMPSON BALL**  
Executive Director  
Human Resources  
(410) 260-1283 Fax: (410) 974-2849  
[sharon.ball@mdcourts.gov](mailto:sharon.ball@mdcourts.gov)

**GRAY BARTON**  
Executive Director  
Office of Problem-Solving Courts  
(410) 260-3617 Fax: (410) 841-9850  
[gray.barton@mdcourts.gov](mailto:gray.barton@mdcourts.gov)

**ROBERT BRUCHALSKI**  
Acting Executive Director  
Judicial Information Systems  
2661 Riva Road, Suite 900  
Annapolis, Maryland 21401  
(410) 260-1007 Fax: (410) 974-7170  
[robert.bruchalski@mdcourts.gov](mailto:robert.bruchalski@mdcourts.gov)

**ALLEN C. CLARK, III**  
Executive Director  
Budget & Finance  
(410) 260-1579 Fax: (410) 260-1290  
[allen.clark@mdcourts.gov](mailto:allen.clark@mdcourts.gov)

**DAVID R. DURFEE JR.**  
Executive Director  
Legal Affairs  
(410) 260-1405 Fax: (410) 974-2066  
[david.durfee@mdcourts.gov](mailto:david.durfee@mdcourts.gov)

**SUSAN HOWELLS**  
Executive Director  
Procurement & Contract  
Administration  
(410) 260-1410 Fax: (410) 260-1749  
[susan.howells@mdcourts.gov](mailto:susan.howells@mdcourts.gov)

**CONNIE KRATOVIL-LAVELLE**  
Executive Director  
Family Administration  
(410) 260-1296 Fax: (410) 974-5577  
[connie.kratovil-lavelle@mdcourts.gov](mailto:connie.kratovil-lavelle@mdcourts.gov)

**DIANE S. PAWLOWICZ**  
Executive Director  
Court Research & Development  
(410) 260-1725 Fax: (410) 974-2066  
[diane.pawlowicz@mdcourts.gov](mailto:diane.pawlowicz@mdcourts.gov)

**JESSICA PITTS**  
Executive Director  
Emergency Mgmt. & Court Security  
(410) 260-3515 Fax: (410) 260-3524  
[jessica.pitts@mdcourts.gov](mailto:jessica.pitts@mdcourts.gov)

**ROXANNE P. McKAGAN**  
Director, Administrative Services  
(410) 260-1407 Fax: (410) 974-2066  
[rocky.mckagan@mdcourts.gov](mailto:rocky.mckagan@mdcourts.gov)

**DEBORAH A. UNITUS**  
Director, Program Services  
(410) 260-1291 Fax: (410) 260-3570  
[deborah.unitus@mdcourts.gov](mailto:deborah.unitus@mdcourts.gov)

**ADMINISTRATIVE OFFICE OF THE COURTS  
MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401**

**Addendum No. 3 to the Request for Proposal (RFP)  
Workstations – Rockville Courthouse  
K11-0044-40  
January 14, 2011**

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~).

1. Revise Section 1.5 – Procurement Officer, as follows:

The sole point of contact in the Judiciary for purposes of this RFP prior to the award of any Contract is the Procurement Officer at the address listed below:

~~Kelly Moore, Procurement Specialist~~  
Susan Howells, Director of Procurement and Contract Administration  
Maryland Judicial Center  
Administrative Office of the Courts  
Procurement and Contract Administration  
580 Taylor Ave, A-4  
Annapolis, Maryland 21401  
410-260-1583  
410-260-1410  
410-260-1749 Fax  
[kelly.moore@mdcourts.gov](mailto:kelly.moore@mdcourts.gov)  
[susan.howells@mdcourts.gov](mailto:susan.howells@mdcourts.gov)

2. Delete RFP Section 2.2.4 from RFP Section 2.2, revise and move to RFP Section 3.4.5 as indicated in #7 below.
3. Delete RFP Section 2.2.5 from RFP Section 2.2, revise and move to RFP Section 3.4.5 as indicated in #7 below.
4. Delete RFP Section 2.3.1 from RFP Section 2.3, review and move to RFP Section 3.4.5 as indicated in #7 below.
5. Delete RFP Section 2.3.3 from RFP Section 2.3, revise and move to RFP Section 3.4.5 as indicated in #7 below.
6. Delete RFP Section 2.3.4 from RFP Section 2.3, revise and move to RFP Section 3.4.5 as indicated in #7 below.

7. Revise RFP Section 3.4.5 Offeror Technical Response to RFP Requirements as follow:

~~3.4.5.1~~ ~~3.4.6.1~~ General. The Offeror shall address each RFP requirement in the Technical Proposal and describe how its proposed goods and services will meet those requirements. If the Judiciary is seeking Offeror agreement to a requirement, the Offeror shall state agreement or disagreement. As stated previously, any exception to a term or condition may result in having the proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award. Any paragraph that responds to a work requirement shall not merely rely on a stated agreement to perform the requested work; but rather, the Offeror should outline how the Offeror can fulfill the requested tasks in a manner that best meets the Judiciary's needs.

***The following response requirements have been added:***

3.4.5.2 Offerors ~~Contractors~~ shall submit design/layout using the attached typicals. Offerors ~~Contractors~~ should base their design/layout using the "desired" amount of station clusters listed under RFP Section 2.2.6.

3.4.5.3 Offerors ~~Contractors~~ shall submit design/layout with as many of the different typicals attached as possible. The list supplied under RFP Section 2.2.6 is a "desired" number of each typical per area. Offerors are ~~Contractor~~ ~~is encouraged~~ to base their design/layout on the "desired" amount of stations or better. (~~ie: if the offeror's contractor's design/layout allows more than the "desired" amount of stations, the offeror should encouraged to propose show that layout~~).

3.4.5.4 Offerors ~~Contractors~~ shall submit furniture designs and layouts, specifications and descriptions of all proposed equipment. Manufacturer's brochures are acceptable. All designs must be ADA compliant as well as Montgomery County Code compliant.

3.4.5.5 Workstation design and layouts must be in accordance with the telephone/data/electrical wiring plans (Attachments G and H). Wiring plans will not be adjusted for the workstation layouts. Contractor is responsible for ensuring workstation layout is compatible with existing telephone/data/electrical wiring.

Date Issued: January 14, 2011

Susan Howells,

Director of Procurement and Contract Administration