



ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
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Addendum No. 1
Request for Proposal (RFP) K14-0005-29
IT Support Services II

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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 **bolded and underlined** and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~).

1. Section 2.5.4 CONTRACTOR DUTIES AND RESPONSIBILITIES

The Contractor shall be responsible for providing on a continual basis staff as awarded for all assigned tasks as described in ~~Section 2~~ **Sections 2.1 through Section 2.5**, the personnel required in this RFP within the timeframe required as specified. Assigned staff must wear DGS-issued identification cards with picture. Contractor shall cover expense of DGS-issued identification cards (currently \$15.00). Contractor shall ensure that identification cards are properly worn and displayed. Proposed staff must pass background investigation. AOC reserves the right to conduct independent background investigations of all contract staff prior to performance of services under this agreement. AOC reserves the right to terminate any staff that does not pass the AOC background investigation. AOC reserves the right to cancel this Agreement if Master Contractor fails to perform sufficient investigation and screening of staff.

2. Section 3.4.5.1 General – Add language as follows:

3.4.5.1 General. **If Offeror proposes to more than one resource, only one technical response covering corporate information is required along with multiple resumes and resource-related detail. Offeror must clearly identify each SOW Section and specific resource being proposed.** The Offeror shall **briefly** address each RFP requirement in **Section 2**, in the Technical Proposal and describe how its proposed services will meet those requirements. If the Judiciary is seeking Offeror agreement to a requirement, the Offeror shall state agreement or disagreement. 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.

Date Issued: May 15, 2013
Colleen Cantler, Procurement Officer

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