



ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
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Questions/Responses No. 1 to the
Request for Proposal (RFP) K14-0005-29
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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 who received the RFP. 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.

1. Question: Section 3.4.5.2 Offeror - Experience and Capabilities - How many resumes are we supposed to provide for each labor category?

Response: Please submit one resume per position.

2. Question: Section 3.4.5.2 Offeror - Experience and Capabilities - Do we provide sample resumes of actual candidates?

Response: Please submit one resume per actual proposed candidate.

3. Question: Section 3.4.5.2 Offeror - Experience and Capabilities - If we have to provide actual candidate resumes and names, what if they end up being slated on another engagement prior to award?

Response: This is a "fast-track" solicitation. Successful candidate will begin work approximately 6 weeks after proposal due date; a couple of weeks after interview, an intent to award will be issued by position. Therefore, we do not expect to have to address this issue.

4. Section 3.4.5.2 Offeror - Experience and Capabilities – References for proposal candidate, can they be references of work performed by candidate but not with our company?

Response: Yes.

5. Section 3.4.5.1 General – What specific requirements are you expecting us to respond to? Everything in section 2?

Response: Please refer to Addendum #1.

6. Question: Please clarify 3.4.5.3 – References. Do the references need be currently under contract or can the references be past contracts?

Response: References can be current or past.

7. Question: Exhibit 1: Are you requesting the names, signatures and date of proposed candidates?

Response: No. This form is a requirement after Contract award and is for informational purposes only

8. Question: Attachment E - Price Proposal Form list under labor categories an area to insert the proposed labor category for Base year One, Base Year Two and Base Year Three. Will you clarify the different periods of performance of the three base years since there are renewal options for Year One and Year Two?

Response: The base years and renewal options are for 1 year each, beginning upon execution of the AOC Contract. Please see Addendum 2.

9. Question: Are you looking for a price proposal form for each proposed labor category for all Base Year(s) One, Two and Three and for Option Year One and Two?

Response: Yes. Per the price proposal form: "Note: If proposing multiple resources, please provide individual pricing for each at 2040 hours per year." If proposing 5 candidates, please submit 5 price proposal forms.

10. Question: Do we provide 3 references for each resource in addition to 3 company references? So if we are submitting 5 resources we would have a total of 18 references?

Response: If submitting 5 resources from your company, then 3 references per resource and 3 references for your company are required.

11. Question: Will the Resources be interviewed before an award will be made?

Response: Yes.

12. Question: Do you have to submit a response to all 5 positions?

Response: No.

13. Question: Do you have an estimated date on when Interviews will occur?

Response: Mid June 2013.

14. Question: Who are the current incumbent's and what was the dollar amount awarded?

Response: This information will not be made available.

15. Question: Are all 5 resources sought existing resources?

Response: Yes.

16. Question: We are an IT staffing company and we hire the resources upon contract awards, can we participate using our standard business model or must the submitted candidate be a company employee before the bid submission?

Response: The submitted/proposed candidate must be available for employment.

17. Question: Will the State Agency provide an increase for the Affordable Health Care Act when it becomes law in January 2014?

Response: No. Proposed hourly rate must be final and fully loaded.

Date Issued: May 22, 2013
Colleen Cantler, Procurement Officer