

STATE OF MARYLAND JUDICIARY
PROCUREMENT AND CONTRACT ADMINISTRATION
REQUEST FOR PROPOSALS (RFP)
Pre-Employment Screening Tool

This procurement is being conducted as a Small Procurement as described in the Judiciary Procurement Policy, not to exceed \$25,000.

1. Purpose

The Administrative Office of the Courts Human Resources Department is seeking the use of a web-based, pre-employment screening tool designed to assist in the hiring of qualified candidates for positions open in the Maryland Judiciary.

2. Scope of Work

The web-based, pre-employment screening tool shall include the following test elements:

2.1 Clerical

- 2.1.1 Data Entry: Data Entry Alphanumeric Form—US;
- 2.1.2 Data Entry: Data Entry Ten Key
- 2.1.3 Typing: Typing Test 1--US
- 2.1.4 Typing: Typing Test 2--US
- 2.1.5 Business Letter Format: Business Letter Compose—US
- 2.1.6 Administrative: Office Procedures—US

2.2 Accounting and Finance

- 2.2.1 Accounting: Handling Money—US
- 2.2.2 Accounting: Accounts Payable Fundamentals

2.3 Primary Skills—US

- 2.3.1 Following Written Instructions
- 2.3.2 Filing Names
- 2.3.3 Filing Numbers

2.4 Software Skills

- 2.4.1 MS Office 2003: Microsoft Word
- 2.4.2 MS Office 2003: Microsoft Excel—Essentials
- 2.4.3 MS Office 2003: Microsoft Excel Fundamentals (adaptive)
- 2.4.4 MS Office 2003: Microsoft PowerPoint—Essentials

2.5 Legal

- 2.5.1 Legal Terminology

3. Contract Type

The resulting contract shall be for fixed price, indefinite delivery/indefinite quantity—per use and per testing element.

4. Contract Term

The term of the Contract that results from this RFP will be for two years from date of Purchase Order (Contract).

5. Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Anna Pfeifer, Procurement Officer
Telephone: 410-260-1416
Email: anna.pfeifer@mdcourts.gov

6. Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted.

6a. Volume I – Technical proposal a written response to the Scope of Work that demonstrates that the Offeror meets requirements of the RFP outlined in Section 2. The Technical proposal must also include a description of the proposed testing tool and the offeror's experience and capabilities in providing the proposed testing tool.

6b. Volume II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

7. Proposal Closing Date

All proposals must be received via email to the Procurement Office at the email address listed in Section 5, no later than 2:00 PM (local time) on September 28, 2012 in order to be considered.

8. Award Determination

The Contracts resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

Evaluation Criteria in descending order of importance:

- Offeror's Proposed Testing Tool
- Offeror's Experience and Capabilities
- Price

Attachment A –Price Proposal Form

FOR SERVICES AS REQUIRED AND PROPOSED, THE TOTAL PRICE TO BE CHARGED SHALL BE:

DATA ENTRY ALPHANUMERIC FORM TESTING ELEMENT PER USE \$ _____
(REFERENCE RFP SECTION 2.1.1)

DATA ENTRY TEN KEY TESTING ELEMENT PER USE \$ _____
(REFERENCE RFP SECTION 2.1.2)

TYPING TEST 1 TESTING ELEMENT PER USE \$ _____
(REFERENCE RFP SECTION 2.1.3)

TYPING TEST 2 TESTING ELEMENT PER USE \$ _____
(REFERENCE RFP SECTION 2.1.4)

BUSINESS LETTER FORMAT TESTING ELEMENT PER USE \$ _____
(REFERENCE RFP SECTION 2.1.5)

OFFICE PROCEDURES TESTING ELEMENT PER USE \$ _____
(REFERENCE RFP SECTION 2.1.6)

HANDLING MONEY TESTING ELEMENT PER USE \$ _____
(REFERENCE RFP SECTION 2.2.1)

ACCOUNTS PAYABLE FUNDAMENTALS TESTING ELEMENT PER USE \$ _____
(REFERENCE RFP SECTION 2.2.2)

FOLLOWING WRITTEN INSTRUCTIONS TESTING ELEMENT PER USE \$ _____
(REFERENCE RFP SECTION 2.3.1)

FILING NAMES TESTING ELEMENT PER USE \$ _____
(REFERENCE RFP SECTION 2.3.2)

FILING NUMBERS TESTING ELEMENT PER USE \$ _____
(REFERENCE RFP SECTION 2.3.3)

MICROSOFT WORD TESTING ELEMENT PER USE \$ _____
(REFERENCE RFP SECTION 2.4.1)

MICROSOFT EXCEL ESSENTIALS TESTING ELEMENT PER USE \$ _____
(REFERENCE RFP SECTION 2.4.2)

MICROSOFT EXCEL FUNDAMENTALS TESTING ELEMENT PER USE \$ _____
(REFERENCE RFP SECTION 2.4.3)

MICROSOFT POWERPOINT ESSENTIALS TESTING ELEMENT PER USE \$ _____
(REFERENCE RFP SECTION 2.4.4)

TOTAL EVALUATED PRICE \$ _____
(TOTAL OF PER USE PRICING FOR ALL TESTING ELEMENTS)

SUBMITTED BY

AUTHORIZED SIGNATURE

DATE

PRINT NAME AND TITLE

COMPANY NAME

COMPANY ADDRESS

TELEPHONE

FEDERAL TAX IDENTIFICATION # _____