



ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

Questions/Responses No. 1 to the Small Procurement Request for Proposals (SPRFP) SP75007499 Judicial College Leadership Conference Workshop Facilitators

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by the procurement officer 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 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:** Is attendance at the pre-proposal conference on November 6th required?
Response: [The pre-proposal conference attendance is not mandatory however; it could be helpful to you in order to help facilitate a better preparation of your proposals.](#)
- 2) Question:** Is there a way to attend the pre-proposal conference remotely?
Response: [We do not participate in remote conferencing.](#)
- 3) Question:** Are out of state candidates are being considered? If so, will there be any opportunity other than the pre-conference to get any additional questions answered?
Response: [Yes this RFP can consider out of state candidates. You are more than welcome to ask as many questions needed up to the closing date of this RFP.](#)
- 4) Question:** How many people are expected to be trained in total?
Response: [Typically there will be around 125 people each session.](#)
- 5) Question:** Who will be trained?
Response: [Please see Overview section of the SPRFP: It is an opportunity for Administrative Officials, managers, supervisors, and lead workers.](#)

6) Question: Please confirm the number of times the workshop will be delivered?

Response: Please see [Overview](#) section of the **SPRFP: The Annual Leadership Conference** is a two-day, educational program consisting of half-day workshops. The ALC will offer the Conference twice to maximize the opportunity for participants to attend. The dates have been identified as Tuesday, May 1-Wednesday, May 2, 2018, and Wednesday, May 16- Thursday, May 17, 2018. It would be two full total days, 4 sessions.

Issued by: April Molley
Procurement Officer
October 31, 2017