



**STATE OF MARYLAND JUDICIARY  
Administrative Office of the Courts  
REQUEST FOR PROPOSALS (RFP)**

**Judicial College Leadership Conference Workshop Facilitators  
SP7500-7499**

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

**Purpose**

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) seeking (1) one Generational Differences, and (1) one Interpersonal Skills workshop facilitator to provide informative, engaging half day workshop on the topic of interpersonal communication, and generational differences for The Maryland Judiciary Judicial College of Maryland Department of Professional Development. The Administrative Office of the Courts (AOC) reserves the right to make multiple (two) awards.

**Overview**

The Annual Leadership Conference hosted by the Judicial College's Department of Professional Development is a two-day, educational program consisting of half-day workshops. It is an opportunity for Administrative Officials, managers, supervisors, and lead workers cross the state to attend workshops and presentations related to areas that are critical to the function of the court, division, and office.

The Department of Professional Development 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.

**1. Scope of Work / Generational Differences Workshop Facilitator:**

The Generational Differences Workshop Facilitator shall provide an informative, engaging half day workshop on the topic of generational differences addressing the following areas:

- Best practices in navigating the differences between generations in the workplace.
- How to motivate the different generations in the workplace?

- How to leverage each generations' strengths to improve the department, office, or court?
- The workshop should be texturized beyond PowerPoint slides, to include videos, learning activities, engaging group discussion, and learning assessments.

### **Contractor Duties and Responsibilities:**

The Judicial College and the Department of Professional Development shall make all decisions about the acceptability and suitability of the final work product. All documentation created by the Generational Differences Workshop Facilitator must be approved and signed off on three weeks prior to the Conference date. All guides and corresponding materials will be the sole property of the Maryland Judiciary upon documentation approval.

The Generational Differences Workshop Facilitator shall:

- Conduct research to develop a half-day workshop regarding generational differences at it relates to the court environment.
- Draft behavior-based learning objectives as the basis for workshop development based on the Conference goals.
- Apply adult learning principles to develop and deliver an engaging workshop that is texturized to include video, individual and group learning activities.
- Develop a participant workbook that reinforces the learning content and provides an opportunity for the participant to take notes. The workbook shall stretch beyond copies of PowerPoint slides, and be a resource to the participant as a Transfer of Learning tool beyond the Annual Leadership Conference.

### **Requirements:**

The Generational Differences Workshop Facilitator must meet the following qualifications:

- A minimum of five years of teaching experience using adult learning principles, including in large group settings.
- Knowledge of adult learning principles and theory and knowledge of best practices in instructor-led training.

- The ability to work collaboratively with members of the Judicial College staff and the staff.
- Excellent communication skills.
- Proven ability to meet deadlines.
- Ability to work for at least a half-day on the dates identified, The Department of Professional Development will coordinate the dates and presentation times with all Annual Leadership Conference Facilitators.

## **2. Scope of Work / Interpersonal Skills Workshop Facilitator:**

The Interpersonal Skills Workshop Facilitator shall provide an informative, engaging half day workshop on the topic of interpersonal communication for successful work relationships addressing the following areas:

- Approaches to motivating and engaging team members.
- Improving the department culture to lead to a more engaged and high performing environment.
- Resolving conflict amongst team members within the department, office, or division.
- Strategies for sustaining a conflict free work environment.
- Transferrable and practical techniques to improve the work/life balance for leaders and team members.
- The workshop should be texturized beyond PowerPoint slides, to include videos, learning activities, engaging group discussion, and learning assessments.

### **Contractor Duties and Responsibilities:**

The Judicial College and the Department of Professional Development shall make all decisions about the acceptability and suitability of the final work product. All documentation created by the Interpersonal Skills Workshop Facilitator must be approved and signed off on three weeks prior to the Conference date. All guides and corresponding materials will be the sole property of the Maryland Judiciary upon documentation approval.

The Interpersonal Skills Workshop Facilitator shall:

- Conduct research to develop a half-day workshop regarding interpersonal communication for healthy work relationships.
- Draft behavior-based learning objectives as the basis for workshop development based on the Conference goals.
- Apply adult learning principles to develop and deliver an engaging workshop that is texturized to include video, individual and group learning activities.
- Develop a participant workbook that reinforces the learning content and provides an opportunity for the participant to take notes. The workbook should stretch beyond copies of PowerPoint slides, and be a resource to the participant as a Transfer of Learning tool beyond the Annual Leadership Conference.

#### **Requirements:**

The Interpersonal Skills Workshop Facilitator must meet the following qualifications:

- A minimum of five years of teaching experience using adult learning principles, including in large group settings.
- Knowledge of adult learning principles and theory and knowledge of best practices in instructor-led training.
- The ability to work collaboratively with members of the Judicial College staff and the staff.
- Excellent communication skills.
- Proven ability to meet deadlines.
- Ability to work for at least a half-day on the dates identified, the Department of Professional will coordinate the dates and presentation times with all Annual Leadership Conference Facilitators.

- 3. A Pre-Proposal Conference** will be held on **November 6<sup>th</sup>, 2017** beginning at **10:00am**, at Judicial College's Department of Professional Development, 2011 D Commence Park Drive, Annapolis, MD 21401 / Conference Room: UL1.

**4. Contract Type**

The resulting contract shall be for Fixed Price.

**5. Contract Term**

The Contract resulting from this Small Procurement (RFP) shall begin **January 5<sup>th</sup>, 2018**, and shall remain in force unless the Contract is terminated earlier as provided herein, for the base period of **(5) five** months.

**6. Procurement Officer**

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

April Molley  
Procurement Officer  
Maryland Judiciary  
Procurement and Contract Management  
Telephone: 410-260-1583  
Email: april.molley@mdcourts.gov

**7. Form of Response**

Proposals must be in writing.

- a. **Part I** – Technical proposal must include a written response to the Scope of Work that demonstrates the Offeror’s work plan, capabilities and experience in providing the required services, and
- b. **Part II** – Price proposals must include the **fully loaded fixed price** for the services proposed using Attachment A (Price Proposal Form).

**8. Proposal Closing Date**

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 6, **no later than 2:00PM (local time) on November 20<sup>th</sup>, 2017** in order to be considered.

**9. Award Determination**

The Contract resulting from this Small Procurement (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.

- Experience
- Availability
- Work Plan for this engagement
- Price

## Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges.

AOC will not pay for any charges not listed in their quote.

\*Note\* - Estimated number of half-day workshops for evaluation purposes only.  
The rates proposed are the actual fully-loaded rates to be paid under the Contract.

The <u>Generational Differences</u> Workshop Facilitator	Half-Day Workshop Available Dates	Half-Day Workshop Price
<b>Facilitator Name:</b>	Tuesday, May 1, 2018	\$
<b>Facilitator Name:</b>	Wednesday, May 2, 2018	\$
<b>Facilitator Name:</b>	Wednesday, May 16, 2018	\$
<b>Facilitator Name:</b>	Thursday, May 17, 2018	\$

The <u>Interpersonal Skills</u> Workshop Facilitator	Half-Day Workshop Available Dates	Half-Day Workshop Price
<b>Facilitator Name:</b>	Tuesday, May 1, 2018	\$
<b>Facilitator Name:</b>	Wednesday, May 2, 2018	\$
<b>Facilitator Name:</b>	Wednesday, May 16, 2018	\$
<b>Facilitator Name:</b>	Thursday, May 17, 2018	\$

<b>FOR SERVICES AS REQUIRED AND PROPOSED,</b>	\$ _____
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Submitted by _____	Authorized Signature	Date
Print Name and Title _____		
Company Name _____		
Company Address _____		
Telephone _____		
Federal Tax Identification # _____		