



ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
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Questions/Responses No. 1 to the Request for Proposal (RFP)
Classification & Salary Study
March 5, 2014

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Ladies and Gentlemen:

The following questions for the above referenced RFP were received and are answered and posted for all prospective Contractors 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 Contractor asking the question.

Question: Section 2.1.1 Contractor Deliverables eighth bullet suggests that a job classification study will be required to review and develop position/job descriptions. Does this mean you are requesting 3500 position descriptions be drafted, one for each person or class specifications for each job title?

Response: Develop job descriptions for benchmark Judiciary classifications, which should be inclusive of the germane benchmark positions for every organization, as well.

Question: Section 2.1.2 Scope of Services only seems to refer to a total compensation market study and does not reference the work in the above bullet (update position/job descriptions). Can you please provide clarification?

Response: The selected vendor would develop job descriptions/specifications for the Judiciary's benchmark positions; and a conduct a compensation market study.

Question: What is the total number of job classifications currently covering the 3500 employees?

Response: There is a total 353 job classifications.

Question: Is there an incumbent contractor or is this a new procurement?

Response: No incumbent, a new procurement.

Question: Once the contract is awarded, what is the date that the contract will commence?

Response: Notice to proceed will be issued soon after contract is fully executed.

Question: Is the contract expected to include work-schedules up to 40-hours per week?

Response: yes

Question: Page 12, Section 2.1.2 – A.3: Is the vendor expected to conduct a custom survey of 10 State and Federal agencies?

Response: The vendor is to survey of a minimum of ten (10) State & Federal agencies, Courts and private employers, including name, geographic location, and type of organization, number and classification of employees.

Question: Page 12, Section 2.1.2 – A.5 sub-bullet C: What is the expectation on the career ladder position recommendations in terms of how detailed do these recommendations need to be i.e. is the vendor required to define career paths and have a detailed definitions per level and develop competency levels or simply provide job titles of roles that employees can be promoted into based on the job matrix and org charts?

Response: The expectation on the career ladder position recommendation is to provide job titles of roles that employees can be promoted into based on the job matrix and org. charts.

Question: Page 18, Section 3.5 last two lines: Will Maryland Judiciary reimburse for approved expenses i.e. the expenses that may be basic and within the reimbursement guidelines of the Judiciary?

Response: Only expenses that are approved in advance. Per page 18, Section 3.5.

Question: When was the last time that the MD Judiciary had an outside firm review its compensation and benefits practices, and who was the firm?

Response: The Maryland Judiciary had an outside firm review its compensation/job evaluation practices in 2000.

Question: Does MD Judiciary have a stated pay philosophy?

Response: No.

Question: How many total distinct jobs does MD Judiciary have (assuming that 150-200 may be considered benchmark jobs) and how do they breakdown into the three different salary plans?

Response: Currently the MD Judiciary has 353 classifications, here are the breakdowns:

1 in job code: 205

2 in job code: 31

3-5 in job code: 37

6-10 in job code: 39

more than 10: 41

The 3 salary plans are as follows:

J Scale – typically has nonexempt and exempt classifications from Office Manager/Administrative Assistant, Courtroom Clerk, Human Resources Assistant, Law Librarian, Internal Auditor, Manager, Employee Relations, etc.

IT Scale – Information Technology positions.

S Scale – Senior Management pay scale has Director and typically Deputy Director level positions.

Question: Has MD Judiciary already identified a group of public and private entities that perform equitable services as MD Judiciary and, if so, can you provide a list of them?

Response: We have not identified any specific group of public or private entities that perform equitable services.

Question: Does MD Judiciary current utilize a job evaluation methodology and, if so, what is it and what are the factors used?

Response: Yes, we utilize a job evaluation methodology and it is a point factor evaluation methodology; and the following factors are assessed: Knowledge/Complexity, Supervision/Guidelines, Scope/Effect, Work Contacts, and Physical Demands/Work Environment.

Question: Does the judiciary have an unionized employees?

Response: The Judiciary is not a unionized environment.

Question: Is the judiciary using this survey for any reorganization purposes? Are any new jobs or divisions being created from the job descriptions?

Response: No.

Question: Is this part of a scheduled survey, or has an event arisen in the organization to require a survey being done as of now?

Response: It has been over ten years since the Maryland Judiciary has reviewed its compensation, classification, and salary administration policies, practices and procedures.

Question: Has the judiciary done a survey like this in the past? And if so, who performed it, and will it be accessible to the winning bidder?

Response: Yes. Booz-Allen & Hamilton, Inc.

Question: Could you provide further clarification as to how many copies are required for both the technical and financial proposals?

Response: Volume I – Technical Proposal, One unbound original technical and four copies. Volume II – Financial Proposal, one original.

Question: On page 10, Section 1.22 indicates that “An MBE Subcontractor participation goal of 27% has been established for this solicitation. Each offeror and/or bidder shall complete, sign and submit Attachment F ‘Schedule for Participation of Minority Business Enterprise (EEO – 003)’ and Attachment F ‘Minority Contractor Project Disclosure and Participation Schedule’ (EEO-004) at the time it submits its technical response. Failure to do so will result in the Judiciary’s rejection of the offeror submittal for this solicitation.” The MBE forms provided at the end of the RFP (pages 40-48) do not appear to have the same titles as those requested in Section 1.22, and are also identified as Form A, Form B, Form C, Form D, and Form E. Could you provide clarification as to which Forms (A, B, C, D, E) are required as part of the submittal?

Response: Form A, and Form B are required at time of proposal. All others will be required prior to award.

Question: On page 10, Section 1.26 indicates that "...the successful Offeror shall be required to complete a Non-Disclosure Agreement. A copy of this Agreement is included for informational purposes as Attachment F of this RFP." However, when Attachment E (Confidentiality Agreement) is reviewed on page 37, an instruction is provided that it is "To be completed and submitted with Contractor's proposal." Could you provide clarification as to whether it is required as part of the proposal submittal?

Response: The disclosure will be required within 5-business days of notification of award.

Question: On page 16, Section 3.2.2 indicates that "An electronic version of both the Volume I-Technical..." Does the judiciary have a preferred format for the electronic version (PDF, Microsoft Word, etc.)?

Response: PDF

Question: On page 17, Section 3.4.4.1 indicates that "This description shall include...purpose timeline...percentage (%) of time involvement of judiciary staff members – weekly/monthly..." Could you provide clarification as to what is meant by a purpose timeline AND percentage of time involvement of judiciary staff members (weekly/monthly)?

Response: The percentage of time is expected to involve judiciary employees, either weekly or monthly.

Question: The bottom of page 17 finishes with Section 3.4.5, and then, the top of page 18 begins with Section 3.4.10. Are Sections 3.4.6 through 3.4.9 missing or just omitted?

Response: Typo

Question: On page 39, Attachment F indicates that it is "Attached as separate document..."; however, it is not available as a separate download on the judiciary's RFP site. Would it be possible to obtain a copy?

Response: No, It will be completed at time of award.

Issued by

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