



Administrative Office of the Courts

Operations Division

Questions/Responses No. 1 to the Request for Proposals (RFP)K20-0078-29 Senior Project Manager

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. 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: When is the potential start date for this position?
Response: [July 1, 2020](#)
2. Question: Does AOC anticipate that remote work will be the exception to on-site work?
Response: [The position is expected to be onsite at JIS. There may be times when travel to a courthouse may be required.](#)
3. Question: Does AOC have preference for a local resource?
Response: [No.](#)
4. Question: What development technologies are being used for the courtroom systems across the counties?
Response: [The primary system to be supported is Jury+.](#)
5. Question: Instructions Text: A. General
"Offerors shall address each RFP requirement in the Technical Proposal and describe how its proposed services will meet those requirements. If the Judiciary is seeking the Offeror's agreement to a requirement, the Offeror shall state agreement or disagreement. Any paragraph that responds to a work requirement shall not merely rely on a stated agreement to perform the requested work, but rather, the Offeror should

outline how the Offeror can fulfill the requested tasks in a manner that best meets the Judiciary's needs.

Do we need to provide our approach to the requirements stated in section 2.3.1 only, and acknowledgment and acceptance statements for all other sections together? Or each section of PWS section 2.3 should be addressed separately? - Please confirm.

Response: [Please see section 3 of the RFP. Specifically, section 3.4.5 for Offeror's Technical Response to RFP Requirements.](#)

6. Question: Will the Judiciary consider candidates if they do not possess a few of the Minimum Requirements or will they be rejected even without any consideration?

Response: [All minimum requirements must be met.](#)

7. Question: Is this contract a recompile? If so, is the current contract information available?

Response: [Yes, it is a rebid. Current contract information is not relevant to this RFP.](#)

8. Question: If the candidate doesn't have the degree is there an equivalent amount of experience that is acceptable?

Response: [No.](#)

9. Question: Will this be a single or multi-award contract?

Response: [Single.](#)

10. Questions: What is the technical architecture/infrastructure within which the various court system applications and other attorney-related systems are supported?

Response: [Jury+](#)

11. Questions: What standard email, collaboration, web meeting, project management tools and development tools are used by/will be provided by JIS? For example, does JIS use Google's G-Suite or Microsoft Office/Outlook or other?

Response: [We expect that all proposed candidates be familiar with each of the stated tools.](#)

12. Question: This position will be involved in application upgrade projects as well as projects to migrate applications from client-based to web-based access – does web-based application access include potential migration to Cloud/SaaS applications?

Response: No.

13. Question: Does the Judiciary anticipate any procurement-sensitive tasks/activities that could create a potential organizational conflict of interest to be included as part of this effort?

Response: No.

14. Question: Up to two (2) candidates may be proposed for this effort. Is the 2040 hours the Not-To- Exceed (NTE) limit for one Senior Project Manager, or for both if the offeror submits two candidates? Or will only one of the two candidates be selected?

Response: Offerors may submit up to two (2) candidates, however, only one candidate will be selected. 2040 hours are the number of hours being used to evaluate proposals.

15. Question: Does the NTE limit of 2040 hours per year represent only the work performed during normal operation hours? Or, does the 2040 hours include all work performed during normal operation hours as well as work performed evenings, weekends, holidays, and on- call support outside of normal business hours?

Response: 2040 hours represents the number of hours being used to evaluate proposals. Offerors are asked to submit the hourly rate for their proposed candidate(s).

16. Question: The contract type indicates this is a firm fixed price award; however, the Price proposal requests hourly rates. Please clarify. Further, is invoicing to be done monthly or as deliverables are completed?

Response: The hourly rate is fixed, not the hours. Invoicing is to be done monthly as stated in Attachment A of the RFP.

17. Question: As this is a firm fixed price award, are the mileage, toll and lodging reimbursements to be included as separate line-items/Other Direct Costs (ODCs) on the invoice or should they be included as part of the offeror's firm fixed price? If included as part of the firm fixed price, can you please provide an estimate of the anticipated lodging and mileage/toll reimbursements or alternatively, the number of anticipated trips to other locations?

- Response: [Travel expenses will be invoiced separately from labor hours. Please see section 2.3.7 of the RFP.](#)
18. Question: For the electronic version of Volumes I and II of the proposal responses, can you please clarify how the offeror is to deliver the proposal response electronically i.e. what electronic media do you prefer?
- Response: [Via flash/thumb drive or CD.](#)
19. Question: Does the hardcopy marked original need to have original "ink" signatures on the letter and attachments, or is the "original" a physical copy that is "designated as the original"?
- Response: [Both methods are acceptable.](#)
20. Questions: Would Judiciary consider electronic delivery via email as a safeguard against COVID- 19?
- Response: [We are unable to accept proposals via e-mail at this time. Proposals may be delivered via mail carrier.](#)
21. Question: Would Judiciary consider extending the due date to five (5) business days beyond the date the questions are answered?
- Response: [The due date has been extended to March 31, 2020 by 2pm.](#)
22. Question: In Attachment E, do the asterisks "***" that are referenced under the table refer to Column B, Total Hours Annually?
- Response: [Yes.](#)
23. Question: Please mention the evaluation criteria and the percentage of marks allotted for each of them.
- Response: [Please refer to RFP Section 4.2. The AOC does not provide percentage of marks allotted for each item.](#)
24. Questions: Is there a current vendor?
- Response: [Yes.](#)
25. Questions: If so what is the contract amount?
- Response: [This information is not relevant to the RFP.](#)
26. Question: If not, what is the budgeted amount for this project?

- Response: [The AOC does not provide budgetary information.](#)
27. Question: Are the Certificates of Insurance to be included in the response or given after the award?
- Response: [COI must be provided before award.](#)
28. Question: What is the duration of the base contract and possible renewals of the contract?
- Response: [Please see RFP Section 1.4.](#)
29. Question: Should the resumes be included in the technical response?
- Response: [Yes.](#)
30. Question: Pages 22-23, Section 3- Proposal Format: Section 1- Summary Statement indicates: Offerors may propose up to two (2) candidates. “The inclusion of proposed candidates resumes is not articulated in the instructions for either Volume I- Technical Proposal or Volume II- Financial Proposal. Should proposed candidate resumes be submitted as an appendix to the proposal, in Volume I-Technical Proposal, or in another location?
- Response: [Include as an appendix to the proposal in Volume I- Technical Proposal](#)
31. Question: Page 23, Section 3.4.5, Item C: The RFP states offerors are to provide “three (3) current customer reference.”
*Does “current” include recent contracts of similar size and scope that may have ended within the past 3 years?

*If not, will the Maryland Judiciary consider expanding the allowable criteria for submitted reference to include recent work that may have ended within the past 3 years?
- Response: [Yes.](#)
32. Question: Pages 23-24, Section 3.4.5, item D: The RFP lists “Financial Capability and Insurance” as a required component of the Offeror’s Volume I- Technical Proposal. Specifically, it states that, “The Offeror shall include...evidence that the Offeror has the financial capacity to provide the goods/services as described in its proposal, via profit and loss statements and balance sheets for the last two (2) years. “Please validate whether profit/ loss statements and balance sheets are indeed to be included in Volume I-Technical Proposal as opposed to Volume II- Financial Proposal.
- Responses: [Yes, please include in Volume I- Technical Proposal.](#)

33. Question: In a Statement of Work section 2.3.3. is missing. Can you please clarify it is just typo mistake of numbering, or the entire section is missing?

Response: [The RFP jumps from 2.3.2 to 2.3.4. There is no 2.3.3.](#)

34. Question: What is the current contract value/ceiling?

Responses: [The AOC does not provide contract or budgetary information.](#)

35. Question: I have only 1 past performance. Will the disqualify me?

Response: [Your proposal may be considered.](#)

36. Question: This is my first proposal and I want to see if you have a template I can utilize for my submission. I reviewed the RFP requirements but the proposal I use is extremely detailed and I don't want to overdo it. Also, do you have the Bid Tabulation for this project or similar?

Response: [No.](#)

Issued By: Alisha Allmond

March 25, 2020.

