



**Addendum No. 1  
Rent Court Coordinator  
Project No. K22-0063-40**

**05/04/2022**

The purpose of this addendum is to amend and clarify certain portions of the above-referenced solicitation with all prospective bidders/offerors.

**Questions:**

- Q1.** What is the government’s budget for this effort? Are any of the budgeted funds for Rental Assistance from Federal programs?  
**A1.** The AOC does not disclose budgetary information. There are no federal funds involved.
- Q2.** Section III.2.D.1- Has the AOC determined the regional breakdown of District Courts for the Rent Court Coordinator?  
**A2.** Western Maryland: Frederick, Washington, Allegany and Garrett Counties (Districts 11 and 12)  
Central Maryland: Baltimore County, Baltimore City, Howard, Carroll, Harford, Anne Arundel Counties (Districts 1,7, 8, 9, 10)  
DC Metro Area: Montgomery and Prince George's Counties (Districts 5 and 6)  
Southern Maryland: Calvert, Charles and Saint Mary's Counties (District 4)  
Upper Shore: Cecil, Kent, Queen Anne's Caroline, Talbot Counties (District 3)  
Lower Shore: Dorchester, Worcester, Wicomico, Somerset Counties (District 2)
- Q3.** Section III.C.2.b.: Will the government clarify what qualifies as a “legal setting”?  
**A3.** Court, attorney's office, legal advocacy center, law enforcement, and other jobs where legal hearings and appointments are involved.
- Q4.** Section III.D.6: Does public workspace for Housing and Legal Service Providers currently exist within each District Court Facility?  
**A4.** No, however, space exists in some larger locations.
- Q5.** Section III.E.1.b, regarding applicants from Diverse Cultures; does the government possess any data relative to percentage of applicants who may have limited to No English-speaking capacity?  
**A5.** The Maryland Judiciary serves all individuals who have business with the court. We do not have data on how many individuals involved in rental cases are limited English proficiency.
- Q6.** Section III.H Travel: Please confirm that Rent Court Coordinators will have 100% access to government fleet vehicles for travel to local District Courts and all court related tasks and activities.  
**A6.** This cannot be confirmed, as access to the fleet vehicle is based on scheduling and availability, as well as whether or not the individual selected is approved based on driving record. Fleet vehicles are used by many employees, and must be requested in advance of use.
- Q7.** Please advise of the Type of clearance / background check required.  
**A7.** Access and Background Check information is located in RFP Section I.S.
- Q8.** Will the government accept Paralegal Experience as a substitute for having a BS Degree for the Rent Court Coordinator?  
**A8.** No.

All addenda will be incorporated into the final contract documents and will be binding on all bidders/offerors responding to this solicitation. Each bidder/offeror submitting a bid/proposal must acknowledge receipt of all addenda by completing and forwarding Attachment H (included in bid/proposal package) with the bid/proposal response; failure to acknowledge addenda may result in the bid/proposal rejection.

If you have any questions regarding this addendum, please contact me at (410) 260-1421 or email me at [lauren.sands@mdcourts.gov](mailto:lauren.sands@mdcourts.gov)



Procurement Officer

