



Administrative Office of the Courts

Operations Division

Questions/Responses No. 1 to the Request for Proposals (RFP) 9598 Instructional Designer Course- Can I Help You?

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:

Are these modules strictly animated or is there live video production (film) included?

Response:

The modules should be developed in accordance with the adult learning principles but not strictly animated based. The modules will be texturized with Storyline products, animation, and live action videos. In the areas that will be video the Offeror will be responsible for recruiting the talent and managing all production aspects with the direction and approval of the SME (Subject Matter Expert).

2) Question:

Do you have any examples of previous modules you could provide for review so we have an idea of the type and style of the module?

Response:

Previous modules are not available, however, the ISD will make recommendations to the subject matter expert(s) how to design the modules and course. The SME will provide feedback and guidance as needed.

3) Question:

Is the budget for this project approved on advance of the RFP?

Response:

Not Applicable

4) Question:

Will photographs be used and if so will these photos be supplied?

Response:

The ISD is encouraged to select photos and graphics to help reinforce the content. The SME will have final sign off of the images and graphics to include in the project. Where stock photos and graphics do not exist the ISD will be asked to develop graphics.

5) Question:

Is the script completed?

Response:

A script does not currently exist, however, the ISD will work in conjunction with the SME to develop a script for any videos, animation, and narration.

6) Question:

What is the anticipated deadline for completion of the production?

Response:

We would expect the course to be completed by April 2020 or before.

7) Question:

In reference to the mandatory walk through on May 16th, can this be done teleconference?

Response:

There will be no virtual or conference call options to attend the preproposal conference.

8) Question:

Are the modules interactive or is there a single interactive test component at the end of each module?

Response:

The modules will all be interactive and engaging.

9) Question:

Per Section 2. Contractor Minimum Requirements, "Background": Does the offeror need to currently have access to the Justice staff that teach the on-demand, in-person courses, or will access to this staff be provided to the winning offeror in order to complete the ISD development required for course completion?

Response:

Access to the staff be provided to the winning offeror in order to complete the ISD development required for course completion

Issued by: Alisha Allmond
Procurement Officer
May 14, 2019