



Administrative Office of the Courts

Operations Division

Questions/Responses No. 1 to the Request for Proposals (RFP) K19-0007-25D DTE Technical Assistant

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: What level of resource are you looking for? Junior level with 1-3 years of experience?
Response: We are looking for a resource that meets all the requirements outlined in the RFP.
2. Question: How many hours is this person going to be working per week?
Response: 40 hours per week.
3. Question: Are there any incumbents for this position? If yes, how many.
Response: Yes, there is 1 incumbent.
4. Question: Will the DTE Assistant be a full time position or will this be on-call/part time?
Response: Full time
5. Question: How many training groups/conferences will this position be supporting on an annual basis?
Response: The number of site evaluations and setups will vary depending on the projects, volume, and schedule for the department; however, approximately 17 site evaluations and 25 onsite training setups were conducted during 2017.

Issued by: Whitney Williams
Procurement Officer
May 14, 2018