



# Administrative Office of the Courts

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## Operations Division

### Questions/Responses No. 1 to the Request for Proposals (RFP) K20-0003-29

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: We ourselves are a MBE certified firm from Maryland Department of Transportation. Does this fulfil the 10% goal of RFP or is subcontracting mandatory?  
Response: If an MBE prime is awarded the contract, they can use their own staff to achieve 50% of the MBE goal. The remaining 50% must be subcontracted out to a certified MBE firm.
- 2) Question: Does the potential subcontractor have to be certified from any agency or any Maryland based agency's certification would suffice?  
Response: An MBE subcontractor must be certified with the Maryland Department of Transportation.
- 3) Do we need to provide resumes of our consultants with the bid response or will the agency release task orders as per the future requirements?  
Response: The contractor must provide resume of the consultants with the bids.
- 4) Section 2.5 Contractor Minimum Requirements, paragraph 3 states "The contractor must have a minimum of not less than five years of State of Maryland experience providing services for IBM zO/S supporting operating system software identified in Section A. Sections 1 through 8"  
Response: The contractor must have experience in the State of Maryland with commercial industry clients, but will be required to work Onsite.
- 5) Is agency going to provide the specific job titles of the resources or does vendor should identify the required resources as per the scope of services? Please confirm.  
Response: The vendor must identify the required resources per scope.

- 6) Section 2.3 - Statement of Work”, consists of eleven (11) different categories of Contractor’s Duties and Responsibilities, however “Attachment E - Price Proposal Form” requests the pricing of only five (5) resources. Our question is, does agency limits the maximum number of resources to five (5) or can we submit additional resources i.e. more than five (5)?  
[Response: Limited to 5 resources](#)
- 7) Do we need to submit single resume for each position as per the Scope of Services, or can we provide multiple resumes for each position? (For e.g.: two resumes for Project Manager)  
[Response: Yes, single resume](#)

Issued by: Karen Hoang  
Procurement Officer  
January 31, 2019