



ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
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Questions/Responses No. 3 to the
Request for Proposal (RFP) K15-0025-29
Seven IT Support Service Resources

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 who received the RFP. The statements and interpretations contained in the following responses to questions are not binding to 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.

54. Question: Section 2.8 (4th bullet), "The Contractor shall furnish to the Contract Manager a minimum of ten days prior to commencement of work, a completed Maryland Department of General Services Authorization of Release of Information form (Attachment G) and a Maryland Department of General Services Police Contractors Security Clearance form (Attachment H) for each contracted resource".

Is it correct to assume that Attachment G&H are to be provided upon contract award or do we provide the personal information as part of the Technical Proposal submission (with the \$15.00 check)?

Response: See section 3.4.5.6. Please do not submit money with your technical or financial proposal. Apparent Awardee will submit Attachment G & H only after receiving notification of intent to award.

55. Question: The Desktop Hardware and Software Upgrade has three resources for this, so, are you saying that three different contractors can win an award on those three resources? If so, I can submit three response proposal on this resource and present one resume with each?

Response: Yes, it is possible that three different vendors will be awarded a contract for the three Desktop Hardware and Software Upgrade Technicians. Each vendor should submit one technical proposal. That one technical proposal should include every resume you intend to submit. For the Desktop Hardware and Software

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Upgrade position, you may submit up to three resumes with your technical proposal.

56. Question: At the pre-proposal conference, it was stated that Offerors should build travel into their labor rates in addition to the cost for use of a van for the RCS resources. However, the sections of the RFP addressing travel specifically state that mileage and toll reimbursements should be invoiced to the AOC in accordance with the AOC's reimbursement policies, in addition to lodging accommodations. Can you please clarify the travel reimbursement for the subject RFP?

Response: Please see the Judiciary's travel policy in the URL below.

<http://mdcourts.gov/administration/travel.html>

57. Question: For section 2.5 – Network Cabling Technician, for any cabling we do ourselves is there any warranty requirement? Is there any conflicts related to MJUD Network Cable and Wiring Services contractors if we do wiring ourselves?

Response: This information is irrelevant to the submission of a proposal.

58. Question: For section 2.8 – background checks. Do you want the contractor to provide the CJIS State and Federal Criminal Background Check or is that being handled by Maryland Department of General Services by providing attachments G and H?

Response: It is recommended that the Contractor obtain a CJIS State and Federal criminal background check before submission of a candidate because the AOC will conduct a background check.

59. Question: Could you please define the contract duration?

Response: The resulting contract will have a base period of two years with three one-year renewal options.