



ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
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Pamela Harris, State Court Administrator
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Questions/Responses No. 3 to the
Request for Proposal (RFP) K15-0037-29
AY16 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.

13. Question: Can we get a copy of the questions and answers for all of the questions asked?

Response: Question and response documents can be found on both eMaryland Marketplace and the AOC's procurement site.

<http://mdcourts.gov/procurement/bids.html>

14. Question: Can we submit resumes of candidates that are representative and may be available but we may need to replace if they are not available at the time of selection?

Response: No.

15. Question: What is the total spend for this RFP?

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

16. Question: When will a decision be made on awards?

Response: Approximately mid to late May.

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17. Question: Can you tell us how many years of experience the Judiciary is looking for when it comes to the 8 positions.

Response: Please note that this RFP has seven (7) positions available.

- **The Business Analyst should have at least five (5) years of experience.**
- **See section 2.2.3 for the Senior IT Specialist.**
- **See section 2.3.3 for the Oracle Database/WebLogic Administrator**
- **See section 2.4.3.2 for the UNIX Administrator**
- **See section 2.5.3 for the District Court Systems Analyst**
- **See section 2.6.3 for the Java Engineer/Analyst**
- **See section 2.8.3 for the Senior Project Manager for PMO**

18. Question: Do all of the attachments have to be submitted with the bid or are they part of the process and submitted once a selection has been made? If some need to be submitted, which ones?

Response: See section 3.4.5.6 of the RFP.

19. Question: Is there going to be a debriefing for those who want it after selection?

Response: Yes, upon written request.

20. Question: Is it correct to understand actual resumes are required with names and references of the candidates?

Response: Yes.

21. Question: To demonstrate company capability is it sufficient to illustrate previous experience in case studies format?

Response: More information is needed on what is being requested.

22. Question: Is it mandatory to submit past two years company financial data?

Response: Yes.

23. Question: What is the weighted score for each of the parameters under both – Technical and Financial proposals?

Response: Please see sections 4.1.1 and 4.2.1.

24. Question: Is this a new contract or existing?

Response: Existing.

25. Question: Is there a previous budget spend for such positions available?
What was it?

Response: No.

26. Question: Is it single or multiple vendor award?

Response: Multiple.

27. Question: Is the work performed under this contract required to be on-site in Annapolis full time or can some of the work be performed off-site, depending upon tasks?

Response: Contractor's resource(s) are expected to work on-site. Any reasonable request for an alternate schedule can be discussed with the respective manager after award.

28. Question: Section 1.17 says that offerors may submit one candidate per position only. Would the Judiciary be amendable to us proposing a team approach for three of the seven roles you have requested, each comprised of a composite rate for 2100 hours of time, with a significant percentage of the proposed hours coming from a single resource? If we provide this approach, is this considered an 'alternate proposal'?

Response: The AOC is looking for one candidate per position.

29. Question: Section 3.4.5.2 asks for references of the proposed candidate. How many references do you require for each candidate?

Response: One is required.

30. Question: May we submit our electronic proposal documents in PDF?

Response: Yes.

31. Question: Does the State want to retain the current employees that hold the 7 positions?

Response: Current contractor's resource(s) will not be given any preference.

32. Question: Can we contact the employees that hold the positions we want to propose to?

Response: No.

33. Question: Can a vendor be both the prime and the sub?

Response: No

34. Question: Is there a reason this was issued as an RFP instead of an RFR?

Response: This is the Maryland Judiciary's procurement method.

35. Question: What are the citizenship requirements?

Response: An eligible candidate will be able to legally work in the United States.

36. Question: Is the Non-hiring of employees (section 6 page 44) mutual to JIS as well as the vendor?

Response: Yes.

37. Question: Can a Liability Cap be incorporated into the contract? If not, can the amount of total liability damages be explained, for example, up the required insurance amount, contract total for the award, etc.?

Response: No.

38. Question: Which of these positions are new and which ones have incumbents?

Response: All positions being solicited in this RFP have incumbents.

39. Question: Do resources need to live in the state of Maryland to be considered?

Response: No.

40. Question: Can we submit a person's resume that is currently working for the Maryland Judiciary/AOC?

Response: No.

Issued by: Khrystine Bunche, Procurement Officer
April 15, 2015