



ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401

Pamela Harris, State Court Administrator
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Questions/Responses No. 2 to the
Request for Proposal (RFP) K15-0049-29

Consultants for Integrated Attorney Database System

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.

9. Question: Where are the labor categories and rates listed for the Maryland Judiciary?

Response: Please visit the Maryland Judiciary's Human Resource page.

<http://mdcourts.gov/hr/index.html>

10. 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: Some work may be performed off-site, however, any work not performed on-site must be approved in advance by JIS.

11. Question: Section 1.1 says that "The AOC is seeking proposals from prospective Offerors to provide up to two resources to support the JIS." Section 1.17 says that "Offerors may submit one candidate per position only." Would the Judiciary be amendable to us proposing a team approach to accommodate the skills required in this RFP, as long as the

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total hours for the team does not exceed the 2 Full-Time-Equivalent (FTE) requirement?

Response: See amendment 1.

12. Question: Is there a page limit to the technical response?

Response: No.

13. Question: Should client reference be for the firm or the individual proposed?

Response: References are required for both the client and the individual proposed.

14. Question: Please confirm that only Attachment B and E are required to be included with our proposal.

Response: Confirmed.

15. Question: Do we need to include proof of insurance with our proposal or just a statement saying that we comply?

Response: See section 3.4.5.6

16. Question: Is there an incumbent presently performing on this contract?

Response: No.

17. Question: When will the selected personnel start the project? July 1st or before?

Response: Ideally, the candidate will begin work as soon as possible after award.

18. Question: In your selection process of the appropriate candidate, are you going to lean towards technical capability or functional capability or both and in what ratio?

Response: Both technical and functional capability are needed, but the ideal candidate might be 60 – 70% functional and 30 – 40% technical.

19. Question: How long is the contract going to be awarded for?

Response: 9 month base. Two one-year renewal options.

20. Question: Do we need to provide separate "ATTACHMENT E – PRICE

PROPOSAL FORM” for each resource?

Response: Yes.

21. Question: Section 1.26 of RFP says, “Before a corporation can do business in the State it must be registered with the Department of Assessments and Taxation, State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. It is strongly recommended that any potential Offeror complete the registration prior to the due date for receipt of proposals”. Do we need to show any certificate or any number related to this registration with our proposal? What is required from our side for this section?

Response: Offeror’s should acknowledge that this must be completed before execution of contract.

22. Question: Can you lessen the number of candidate references from Three to Two?

Response: No.

23. Question: Beyond the Oracle & SQL technologies currently being used, do you know what the older accounting software is and what the older database management systems are?

Response: The Client Protection Fund uses a software package from Data Pro.

24. Question: Will the interviews be completed by mid-June?

Response: Yes.

Issued by: Khrystine Bunche, Procurement Officer

May 28, 2015