



# ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
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## Questions/Responses No. 4 to the Request for Proposal (RFP) K16-0012-29

### Five IT Support Resources

August 12, 2015

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.

11. Question: Can you consider extending the RFP deadline to may Wednesday 8/19 at 2:00pm, given the short turn-around time?

**Response: No, we cannot extended the deadline.**

12. Question: Must we submit for all (4) IT Support Resource Categories or can we choose for instance just (2)?

**Response: No, you do not have to submit for all IT Support Categories. You can submit for 1, 2, 3, or all IT support resources.**

13. Question: On page 27: 3.2.2, Submit One unbound original: Does this mean we can submit one original maybe with a big paper clip? Can we three hole punch the original?

**Response: Yes, you can submit the unbound original with a big paper clip. Do not three hole punch the original.**

14. Question: Which attachments are to be submitted with the RFP. There are a total of (8) Attachments, but only Attached B and E are referenced in Section 3-Proposal Format.

**Response: Refer to section 3.4.5.6, in reference to submitting attachments for the Technical Proposal and refer to section 3.5.1, in reference to submitting documents and attachments for the Financial Proposal.**

15. Question: What is the expense/travel reimbursement policy for the Maryland Judiciary?

**Response: Information about expense/travel reimbursement policy can be found on this website.**

**<http://www.courts.state.md.us/administration/travel.html>**

16. Question: The dead line for submission is Monday 17<sup>th</sup> of August and not this Friday? It has been written that the due date is 17<sup>th</sup>, Friday at 2pm.

**Response: Refer to Amendment 1.**

17. Question: About double submissions: JIS policy on disqualifying a candidate If more than one vendor submits him or her. What is the justification of disqualifying a candidate if a second company out of spite or without his or her permission submits him or her? If a candidate were submission, what would be your take on it?

**Response: Refer to Section 1.1, paragraph 3.**

18. Question: Can one submit more than one qualified candidate per position?

**Response: At time of submission, only one qualified candidate per position will be accepted.**

19. Question: When will the new contract be in place?

**Response: October, 2015**

20. Question: For the resume submissions, does the Maryland Judiciary have a particular template that you wish for us to submit?

**Response: No, the Maryland Judiciary does not have a particular template.**

21. Question: Per award of the RFP what is the time line that you believe the Five IT support Service team would start work. I just need a rough idea?

**Response: October 2015**

22. Question: Are there any specification in reference to the personnel other than what was stated in the document?

**Response: No**

23. Question: The 10 years of hands on experience in an Oracle Application Server requirement prohibits submittal of highly qualified candidates possessing all other required qualifications. Would the Judiciary consider modifying this requirement to state over 5 or 6 years of hands on experience?

**Response: Yes – The Judiciary will modify the requirement of 10 years of WebLogic Application Server experience for 5 or 6 years of experience.**

Issued by: Khrystine Bunche/Yashica Forrester

Procurement Officer