



**ADMINISTRATIVE  
OFFICE OF THE COURTS**

GOVERNMENT RELATIONS  
INFORMATION TECHNOLOGY  
INTERNAL AFFAIRS  
JUDICIAL COLLEGE OF MARYLAND  
**OPERATIONS**  
PROGRAMS

**Questions/Responses No. 1 to the  
Request for Proposals (RFP) K16-0101-25E  
MJUD Court Clerk Staffing Study**

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: Two previous court clerk workload studies employing this methodology have been conducted in Maryland. Are we able to get a copy of these studies?

Response: Offeror's may submit a Public Information Act (PIA) request for this information. Offeror's are advised that, upon request for this information, the Procurement Officer is required to make an independent determination whether the information can be disclosed. The Procurement Officer has 30 days to submit a response.

2. Question: Technical Proposal: On Page 17- Item 3.4.5.3- The item asks for an overview of the offeror's experience providing the requested services, but the first four bullets relate more to the scope of work than experience. This item seems to be asking for the same material as requested in item 3.4.5.2- Offerors Experience and Capabilities.

Can you please provide clarification about what is requested?

Response: In section 3.4.5.3, we are seeking an overview of the Offeror's understanding of the scope of work, proposed methodology and timeline in addition to an overview of the Offeror's experience with court research and/or court staffing studies.

Please see Amendment #1

3. Question: Do you require supporting documentation regarding the price proposal?

Response: No, please complete Attachment E- Price Proposal Form.

4. Question: The way the price proposal form is written, it appears that the successful bidder will not receive payment for any of the deliverables until the final report is accepted. Is this correct? Since the contract term is one year, is there room to negotiate partial payment upon reaching specific milestones?

Response: The awarded Contractor will receive payment upon delivering on each individual milestone. In other words, there will be partial payments made throughout the duration of the Contract.

5. Is there a page limit for the technical sections?

Response: No, there is no page limit.

6. Were the two previous studies performed by a contractor or internally? What organizations within Maryland were they for?

Response: Please see Question/Response #1.

Issued by: Whitney Williams  
Procurement Officer  
June 1, 2016