



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) K17-0084-25D Instructional Designer for New Employee Orientation online Course

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:** Are there any incumbents for this position? If Yes, how many?

Response: No

2. **Question:** Do you require candidate's actual resume?

Response: Yes.

3. **Question:** How many candidates can we submit?

Response: One candidate – your top candidate

4. **Question:** What will be the interview type of the selected candidate? Skype, telephonic or in-person?

Response: In person

5. **Question:** What are the documents required for submission from the candidate?

Response: Example of online course, documentation (learner materials)

6. **Questions:** Is there any Candidate Reference Required (yes/no), If yes – any specific template?

Response: Yes, Resumes should include references.

Issued by Karen Hoang

Procurement Officer

June 5, 2017