



ADMINISTRATIVE OFFICE OF THE COURTS  
DEPARTMENT OF PROCUREMENT AND CONTRACT ADMIN.  
2003 C COMMERCE PARK DRIVE  
ANNAPOLIS, MARYLAND 21401

Questions/Responses No. 1 to the  
Request for Proposal (RFP) K14-0016-29  
IT Support Services III

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 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: Can the Oracle PL/SQL Certification be a preferred qualification? If the candidate is required to have 8+ years of PL/SQL programming experience, is it still necessary to require a certification?  
**Response: Under review for possible Amendment.**
2. Question: What is the anticipated date for the commencement of this contract?  
**Response: October 1, 2013**
3. Question: What was the previously awarded contract price? Is this based on the same size and scope as the current RFP?  
**Response: This information will not be made available, irrelevant.**
4. Question: How long have the current staff members been filling each of the four positions?  
**Response: This information will not be made available, irrelevant.**
5. Question: When was the Period of Performance for the current contract?  
**Response: This information will not be made available, irrelevant.**
6. Question: Under Section 1.1, it states that these positions are currently staffed. Can you specify if the current staff are contractors or are they AOC full-time employees?  
**Response: Contractors.**
7. Question: Are there any incumbent vendor (s) already providing these services?  
**Response: Yes.**
8. Question: What are the names of the incumbent vendors(s)?  
**Response: MVS, Infojini, Inc. Synergy Systems, Resourcesys**
9. Question: Do vendors have to factor in the screening test(s) conducted on the consultants or would these be separately billable?  
**Response: Vendor conducted background checks will be at the vendor's expense. There will be no charge for AOC conducted background checks.**

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10. Question: What was the dollar spending on these skills in 2011-2012?  
**Response: This information will not be made available, irrelevant.**
11. Question: What is the evaluation criterion in a response for an award?  
**Response: See RFP Section 4.2.**
12. Question: RFP states that there are two positions set aside for MDOT certified MBE firms. Can you pls. specify which of the positions - out of 2 Java developers, one PL/SQL developer & one business analyst – is set aside?  
**Response: See RFP Section 1.23. The MBE awards are not position-specific, but will depend on best MBE-proposed candidates.**
13. Question: Can we respond with an “applied for status” with MDOT? It may take several days/weeks to get the certification even if we get started now.  
**Response: No.**
14. Question: Can non-immigrant visa (H1B Visas) holders or permanent residents be submitted for these positions?  
**Response: Candidates must have legal right to work in the United State of America for the duration of the contract.**
15. Question: Can the list of companies attending the optional pre-proposal conference be made available after the event?  
**Response: Yes; please refer to both the Maryland Judiciary web site and eMaryland Marketplace for postings.**
16. Question: Can the minutes of the meeting be made available from the pre-proposal conference?  
**Response: Yes; please refer to both the Maryland Judiciary web site and eMaryland Marketplace for postings.**
17. Question: Are we required to provide rates/submit resumes for all 3 profiles (Java/PL/SQL & Bus Analysts positions)?  
**Response: No. The Offeror can submit for one or all positions, one candidate per position.**
18. Question: Is this a multi-vendor award?  
**Response: See RFP Section 1.1, Summary Statement.**
19. Question: Why is this RFP floated again?  
**Response: This is a stand-alone RFP, and not a re-issue. The current contracts are expiring and must be re-competed.**
20. Question: Will the current vendors also respond?  
**Response: If they so choose. This is an open stand-alone RFP; anyone can respond.**
21. Question: How many resumes for each position can vendors submit with the response?  
**Response: One: See RFP Section 3.4.5.1.**

22. Question: Can we give a range for hourly rates instead of a single dollar amount?  
**Response: No. Exact labor rate is required – see Price Proposal**
23. Question: We may not be in a position to give sub-contractor names now, but depending on the need at the time of actual requirement we may utilize them. Would this be an acceptable statement in the response?  
**Response: No. Vendor must identify actual submitted/proposed candidate who must be available for employment as of October 1.**
24. Question: What is the anticipated spend figures for these types of services in 2013-2014?  
**Response: This information will not be made available, irrelevant.**
25. Question: Can MBE certified firms from other states qualify for this?  
**Response: No. MBE must be MDOT certified in order to qualify.**
26. Question: What is the budget anticipated for each position?  
**Response: This information will not be made available, irrelevant.**
27. Question: If selected, can the initial interview be over the phone/skype and then followed by face-to-face interview?  
**Response: No. See RFP Section 1.13. There will be only one round of interviews.**
28. Question: Please confirm that the Maryland Judiciary is seeking to receive one set of 4 resources to include, "two" Java Programmers, "one" PL/SQL Developer/ Data Analyst, and "one" Senior Technical Business Analyst for Non-Case Systems and only "one" resume can be submitted for each?  
**Response: That is correct.**
29. Question: It also appears that the Maryland Judiciary will award no less than "two" MBE firms to provide at least "one" resource to the agency, is this correct?  
**Response: The AOC is committed to make two MBE awards, which does not necessarily mean two MBE firms.**
30. Question: Is it sufficient to provide detailed company information via the "DUNS" number in order to protect sensitive information with regard to company financials due to disclosure concerns in teaming arrangements?  
**Response: Yes.**
31. Question: Would a sample letter of insurance, for example, or a reference from the insurance company be sufficient for the proposal submission and then, plan to provide detailed insurance coverage post award but 10 days prior to the project commencement date?  
**Response: No. A summary page of the requested insurance is required.**
32. Question: In regards to the RFP Section 1.23 (Minority Business Enterprise), would Maryland Judiciary consider an Offeror that is EDWOSB certified by the Federal Government, and is in the process of becoming a certified WOSB by the State of Virginia with an expected certification date of 8/22/13?  
**Response: No.**

33. Question: The RFP section 1.9 (Proposal Due (Closing) Date) states that “Offerors mailing proposal should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer.” Would you consider accepting hand delivered proposals? If so, please provide instructions for hand delivery.  
**Response: Yes. See Key Information Sheet for delivery address.**
34. Question: Why this particular opportunity did not come under the CATS Plus contract vehicle?  
**Response: This is a stand-alone open Maryland Judiciary RFP with Judiciary-sanctioned provisions and options. The Judiciary chose not to be controlled by CATS Plus provisions. The Judiciary does NOT fall under DoIT oversight.**
35. Question: Is there any page limit to the response?  
**Response: No.**
36. Question: For the Senior Technical Business Analyst position, what programming languages should they have experience with?  
**Response: Please see Amendment #1.**

Date Issued: August 27, 2013  
Colleen Cantler, Procurement Officer