



**ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401**

Questions/Responses #1

COURT SECURITY OFFICER TRAINING

Project # K14-0031-25

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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 Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. Question: What is the largest class size to be expected?
Response: Sixty
2. Question: The training will be held at the Judiciary Education and Conference Center. Is there a point of contact we should contract with?
Response: The training facility is controlled by the Judiciary, and the facilities will be at no charge to the vendor. The contractor will contact the Deputy Director of Facilities Administration to coordinate the training dates so space and Audio Visual support can be allocated and coordinated.
3. Question: What training equipment is provided at the Judiciary Education and Conference Center for potential use for this opportunity?
Response: The training facility has projectors and screens for most computer aided presentations, e. g. Power point and other video originating from a computer. A lap top can also available if needed.
4. Question: Should we factor in the cost for training materials and equipment into the price/cost proposal?
Response: Yes.
5. Question: Does the Judiciary Education and Conference Center have a mock courtroom or related space for educational use?
Response: No, it does not.
6. Question: Section 2.1 states "The training can be conducted over multiple days but not exceed five days." Does Maryland Office of the Courts envision 5 days for both offerings, for a total of 10 days?
Response: It depends on the course and the presentation. While not trying to hinder the course, the maximum is five days. If it can be conducted in a shorter time frame that is acceptable and preferred. The length of the course is defendant on the vendor and the method and depth of the presentation.

7. Question: Does Maryland Office of the Courts have any training standards for their instruction materials such as PowerPoint or Microsoft Word templates?
Response: No, it does not. We prefer Power Point and Word.

Issued by Karen Hoang
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TTY Users: 1-800-735-2258

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