



ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
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ANNAPOLIS, MARYLAND 21401

Questions/Responses No.2 to the Small Procurement
Request for Proposal (RFP)
Diversity/EEO Training Consultant
July 19, 2012

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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 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 we divide the staff up for the general staff to a web-based program and managers to receive face-to-face and web-based?

Response: Yes, to clarify Question # 1 in Questions and Responses #1, while it is important to have face-to-face training for managers, a completely web-based training for non-managers without a face-to-face component is an option to consider.

2. Question: Is training to be conducted in one central site location or is the expectation to travel to each county to conduct the training sessions?

Response: A combination of both will most likely be the optimum approach.

3. Question: Has this training been conducted in the past?

Response: Yes, but it has been several years.

4. Question: Is there a consultant performing the scope of services?

Response: No, not at this time.

5. Question: What kind of facility do you have where these face to face presentations will take place, and in what part of the state will meetings take place?

Response: The facilities will most likely be conference rooms in the courthouses. The Contractor should anticipate traveling to different areas of the state to present to different groups.

6. Question: Does the Maryland Judiciary have access to studios/facilities for us to do distance learning sessions? If so, how many people can participate at once?

Response: The Judiciary may have the opportunity to conduct the training at local universities or community colleges.

7. Question: What is the largest facility the Maryland Judiciary has access to for this training if it is to be conducted live?

Response: About 100 people, but that is only in one county.

8. Question: Will all 3,400 staff members receive face-to-face diversity support? And on average, how many will attend the meetings?

Response: This will be up to the Contractor to determine.

9. Question: Will all 3,400 staff members receive the web-based support?

Response: This will be up to the Contractor to determine.

10. Question: Each of the listed RFP 'key issues to address' are important and substantive enough to be stand-alone topics. Is the expectation to include the entire list of key issues in the four hour sessions?

Response: Yes.

11. Question: Can the face-to-face be at a less formal site, such as a park in which the Contractor can implement a team building experience for large numbers?

Response: No.

12. Question: Does the execution of the training need to happen in one day (same day) for the 1000 managerial Judiciary employees and staff members and 2400 non-managerial Judiciary employees and staff members?

Response: No.

13. Question: Will the consultant be responsible for the sign-up process for the execution of the training?

Response: No.

14. Question: The execution of the training: the makeup attendance strategy for the employees, is that in scope or out of scope of the proposal?

Response: An attendance strategy is not being requested.

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Anna Pfeifer, Procurement Officer

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