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May 15, 2008

Re: Request for Proposals K09-9003-29
Business Analyst / Project Manager

AMENDMENT #2

Dear Interested Party:

The Administrative Office of the Courts (AOC) hereby makes the following clarifications/changes to the above referenced Request for Proposal.

The following consists of questions raised by potential bidders on the above referenced solicitation and the AOC's responses.

Q1. Are you looking for two consultants or one candidate with both skills?

A1. One candidate with both skills, although Project Management skills are of greater importance than business analysis

Q2. Period of Performance indicates 3500 hours, but regular work year consists of 2,080 hours. Please elaborate on what the 3500 hours is and as it applies to the RFP and work schedule.

A2. 3500 hours provides flexibility should additional resource be needed during the course of the period of performance. It does not affect the work schedule as a standard 40-hour workweek is anticipated.

Q3. Page 5 states that this solicitation is a fixed price contract. Do you mean a fixed hourly billing rate for actual hours worked? Please clarify

A3. Yes - the contract is for a fixed hourly billing rate for work performed.

Q4. How often may the vendor bill for actual services rendered?

A4. Monthly

Q5. What are your payment terms for this contract? Net 15 days? Net 30 days? Net 45 or 60 days? Other?

A5. Net 30 days.

Thank you for your interest in doing business with the Maryland Judiciary.

Sincerely,

Karen Hoang
Procurement Specialist

