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

January 4, 2010

Re: Solicitation No. K11-0006-1, Child Support Enforcement Workshop;
Amendment No. 2

Dear Interested Party:

The following consists of questions received in reference to
RFP No. K11-0006-1, Child Support Enforcement Workshop and the
Maryland Judiciary's response.

Q: What percentage of the audience is anticipated to be masters? What percentage
is expected to be court clerks?

**A: We anticipate, at this time, that the bulk of participants will be staff from
clerks' offices. It is anticipated that only 15 to 20 masters would be attending
out of roughly 75 attendees. This is not an exact count, and we must have the
flexibility to add more if necessary. Once a vendor is chosen, we would like to
have the opportunity to discuss class content for masters in more detail in
order to selected topics that are needed in the State of Maryland.**

Q: What are the child support responsibilities of court clerks in Maryland?

**A: The responsibilities of the staff include: waiting on customers daily
(customers include the public, attorneys, state agencies, judges, masters,
judges' staff, and co-workers), distribute correct forms to the public upon
request, correctly and efficiently process pleadings that are filed, take
accurate notes and swear in witnesses in child support hearings, open up new
child support cases and docket all future pleadings correctly, issue summons,
subpoenas, and body attachments, work with bail bondsmen, accurately
record statistics for all aspects of cases, make copies of court orders and mail
them to the parties, create invoices for money owed in cases, handle
cash/check transactions for case fees, and stand up and give oath to
witnesses in front of a courtroom full of people.**

Q: Do any of the sessions need to qualify for continuing education credits? If so,
what are the requirements?

**A: If you have classes that are accredited for continuing education credits,
and choose to propose them, that would be great, but they are not required for
the workshop.**

*** The bid due date is hereby extended to January 13, 2010. Bids
are due no later that 12:00 p.m. (eastern standard time) on that
date.**

These are the only changes contemplated by Amendment No. 2. All other terms and conditions are in full force and effect.

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

Sincerely,

Anna Pfeifer
Procurement Specialist

cc Procurement File