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January 6, 2010

Re: Solicitation No. K11-0006-1, Child Support Enforcement Workshop;
Amendment No. 3

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: How many individual rooms are available for conference use and what is
the capacity of each of those rooms?

A: There are six training rooms and two conference rooms on the 2nd
floor of the Judiciary Education and Conference Center. Training rooms
have a capacity of 50 persons. 50 persons may be a little too tight for
comfort, so 40 persons is the preference. One conference room has a
capacity of 24 persons and the other conference room has a capacity of
10 persons.

Q: Is there a specific area available for registration and information?

A: The registration and information area will be in the lobby of the
Judiciary Education and Conference Center.

Q: Is there a room(s) that can be used for lunch each day for the entire group
and should there be a speaker during lunch?

A: Yes, there is a room for lunch. No, there should not be a speaker at
lunch.

Q: Will meals provided by the facility include continental breakfast, lunch
and a snack? Is there the ability to accommodate special diets?

A: Lunch will be provided and special diets can be accommodated.

Q: Will the facility provide audio/visual equipment? If so, is there an onsite
person to handle audio/visual setup before and during the conference?

A: The facility will provide audio/visual equipment and there is an onsite
person to handle the setup before and during the conference.

Q: Should compensation for the speakers (if required) be included in the
response or will this be handled by the PM once the actual speakers are
confirmed?

A: It is the contractor's responsibility to provide professional speakers knowledgeable in topics they present (see Section II 1A of the solicitation). The cost of the speakers should be worked into the Total Price for All Workshop Breakout Sessions (see page 13 of the solicitation, Price Proposal Worksheet A).

Q: What is the minimum distance needed to be traveled in order to provide hotel accommodations? Does the industry standard of 50 miles apply?

A: 50 miles is the policy set by the Administrative Office of the Courts in order to be reimbursed to stay overnight in a hotel.

Q: Is there a consideration of a reception/dinner on day one for conference attendees and speakers? If so, is this to be included as an incidental item?

A: A dinner/reception will not be held.

Q: Will there be a conference brochure/informational guide for the conference and if so, is the design and printing the responsibility of the event coordinator or the project manager?

A: If the contractor intends to propose the use of handouts for the workshop or about the workshop, this cost should be included in the Price for Printing of Workshop Handouts (see page 13, Price Proposal Worksheet D and Section II IA of the solicitation).

Q: Is the insurance of the prime contractor sufficient for response purposes or are sub-contractors required to have individual insurance?

A: Insurance of the prime contractor is sufficient for response purposes, as the final awarded contract will be between the Maryland Judiciary and the prime contractor.

Q: There is no MBE goal for this RFP; will any weight be given to an MBE Prime or a firm that uses MBE subs?

A: Everyone will be rated according to the Evaluation Criteria set forth in Section III B of the solicitation. No weight will be given to an MBE Prime or a firm that uses MBE subs.

These are the only changes contemplated by Amendment No. 3. 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