



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

Addendum No. 1 to the Request for Proposal (RFP)
Collaborative Law Training
K11-0029-25I
July 21, 2010

FRANK BROCCOLINA
STATE COURT ADMINISTRATOR
(410) 260-1295 Fax: (410) 974-2066
frank.broccolina@mdcourts.gov

FAYE D. GASKIN
DEPUTY STATE COURT
ADMINISTRATOR
(410) 260-1257 Fax: (410) 974-2066
faye.gaskin@mdcourts.gov

SHARON SAMPSON BALL
Executive Director
Human Resources
(410) 260-1283 Fax: (410) 974-2849
sharon.ball@mdcourts.gov

GRAY BARTON
Executive Director
Office of Problem-Solving Courts
2011-D Commerce Park Drive
Annapolis, Maryland 21401
(410) 260-3617 Fax: (410) 841-9850
gray.barton@mdcourts.gov

PHILIP S. BRAXTON
Executive Director
Judicial Information Systems
2661 Riva Road, Suite 900
Annapolis, Maryland 21401
(410) 260-1000 Fax: (410) 974-7170
philip.braxton@mdcourts.gov

ALLEN C. CLARK, III
Executive Director
Budget & Finance
(410) 260-1579 Fax: (410) 260-1290
allen.clark@mdcourts.gov

DAVID R. DURFEE JR.
Executive Director
Legal Affairs
(410) 260-1405 Fax: (410) 974-2066
david.durfee@mdcourts.gov

CONNIE KRATOVIL-LAVELLE
Executive Director
Family Administration
(410) 260-1296 Fax: (410) 974-5577
connie.kratovil-lavelle@mdcourts.gov

SUSAN HOWELLS
Executive Director
Procurement & Contract
Administration
(410) 260-1410 Fax: (410) 260-1749
susan.howells@mdcourts.gov

DIANE S. PAWLOWICZ
Executive Director
Court Research & Development
(410) 260-1725 Fax: (410) 974-2066
diane.pawlowicz@mdcourts.gov

ROXANNE P. MCKAGAN
Director, Administrative Services
(410) 260-1407 Fax: (410) 974-2066
rocky.mckagan@mdcourts.gov

DEBORAH A. UNITUS
Director, Program Services
2001D Commerce Park Drive
Annapolis, Maryland 21401
(410) 260-1291 Fax: (410) 260-3570
deborah.unitus@mdcourts.gov

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~).

1. Remove Section 2 – Minimum Qualifications, as follows:

~~Offeror must clearly demonstrate and document within the Executive Summary of their Technical Proposal that, as of the proposal due date, the Offeror meets the following minimum qualifications. The Executive Summary shall include reference to the page number(s) in the proposal where such evidence can be found.~~

- ~~• Offeror's trainers shall be IACP certified in the minimum requirements for providing training in the interdisciplinary model of the collaborative process. IACP certificates shall be submitted for all proposed trainers.~~

2. Revise Section 5.5.2 – Selection Process Sequence:

5.5.4.2 Selection Process Sequence

~~5.5.2.1 The first step in the process will be to assess compliance with the Offeror Minimum Qualifications set forth in Section 2 of the RFP. Offerors who fail to meet these basic requirements will be disqualified and their proposals eliminated from further consideration.~~

5.5.4.2.21 The next first step in the process will be an evaluation for technical merit. During this review oral presentations and discussions may be held. The purpose of such discussions will be to assure a full understanding of the Judiciary's requirements and the Offeror's ability to perform, and to facilitate arrival at a Contract that will be most advantageous to the Judiciary. For scheduling purposes, Offerors should be prepared to make an oral presentation and participate in discussions within two weeks of the delivery of proposals to the State. The Procurement Officer will contact Offerors when the schedule is set by the Judiciary

5.5.4.2.32 Offerors must confirm in writing any substantive oral clarification of, or change in, their proposals made in the course of discussions. Any such written clarification or change then becomes part of

the Offeror's proposal.

5.54.2.43 The financial proposal of each qualified Offeror will be evaluated separately from the technical evaluation. After a review of the financial proposals of qualified Offerors, the Procurement Officer may again conduct discussions to further evaluate the Offeror's entire proposal.

5.54.2.54 When in the best interest of the Judiciary, the Procurement Officer may permit Offerors who have submitted acceptable proposals to revise their initial proposals and submit, in writing, best and final offers (BAFOs). However, the Judiciary reserves the right to make an award without issuing a BAFO if/when it's determined to be in the best interest of the Judiciary.

3. Remove Section 3.1.3:

~~Partnering with the Department of Family Administration and the Maryland State Bar Association to distribute approximately 5,000 registration and marketing materials through mailers and email communications and other medium.~~

4. Revise Section 4.4.6 – Offeror Experience and Capabilities:

Offerors shall include information on past experience with similar requirements. Offerors shall describe their experience and capabilities through a response to the following:

4.4.6.1 An overview of the Offeror's experience providing the goods and/or services, as applicable, to that included in this RFP. This description shall include:

- ~~Summary~~ Copy of offeror's curriculum in the interdisciplinary collaborative law process which demonstrates compliance with the International Associate of Collaborative Professionals (IACP) minimum requirements.
- Experience providing a 3-day training for up to 150 people in the interdisciplinary collaborative law process consistent with the IACP minimum requirements.
- Experience in training attorneys in the collaborative law process consistent with the IACP minimum requirements for the interdisciplinary model of the collaborative process.
- Proof of trainers' practice in Maryland and familiarization with the Maryland family law court system and how family law cases proceed through the courts.
- Proof of each of offeror's trainers' ability to meet the minimum requirements of the IACP for providing training in this process
- Summary of each of offeror's trainers' experience to include: a bio of each trainer, type and number of collaborative law trainings attended by each trainer, the number of collaborative law trainings conducted by each trainer, and the number of collaborative law cases in which the trainers have participated.

Date Issued: July 21, 2010
Anna Pfeifer, Procurement Specialist