



ADMINISTRATIVE OFFICE OF THE COURTS  
MARYLAND JUDICIAL CENTER  
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Addendum No. 2 to the Request for Proposal (RFP)  
Collaborative Law Training  
K11-0029-25I  
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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. Replace Price Proposal Worksheet as an addendum and incorporated into the RFP through this Addendum No. 2.
2. Revise Section 4.4.7 – References, as follows:

Provide at least three (3) current references from Maryland State Bar or local Bar Associations or other legal professional organizations in Maryland. Provide the following information for each client reference:

- Name of Client Organization
- Name, title, and telephone number of Point-of-Contact for client organization
- The services provided, scope of the contract, and performance objectives satisfied, and number of employees serviced
- ~~Letter of Recommendation from the reference organization attesting to Offeror's knowledge of the offer's experience in conducting an interdisciplinary training that meets IACP standards~~

3. Revise Section 3.1 – Business Problem Description, as follows:

Contractor shall provide a 3-day training session in collaborative process, for up to 150 people. The training shall meet the IACP minimum requirements for the interdisciplinary team model of the collaborative process. The target date for the training is March 2011 and shall be held at the Judiciary Education and Conference Center (JECC) located at 2011 Commerce Park Drive, Annapolis, MD 21401. A large conference room and smaller break-out rooms are available at JECC. Table and chair set up may be reconfigured. The JECC has the following audio/visual equipment available for your use in each of the 6 rooms: a podium, a projector, a screen, audio, a DVD player, a VCR, a wireless microphone, an elmo, and an easel. If your proposed training requires any additional equipment, you will be responsible for its provision. Services shall include:

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:

- Documentation of trainers’ respective practice (i.e. social work, psychology, law, education, etc.) in Maryland and familiarization with the Maryland family law court system and how family law cases proceed through the courts. Please note that all trainers do not have to be attorneys.
- Documentation of each of offeror’s trainers’ ability to meet the minimum requirements of the IACP for providing training in this process

5. Revise Section 4.4.10 - Required Affidavits, Schedules and Documents to be submitted by Offeror in the Technical Proposal, as follows:

- Completed Bid/Proposal Affidavit (Attachment B – with original of Technical Proposal)
- Certified true copies of any and all of the policies of insurance to AOC. By submitting a proposal in response to this solicitation, the offeror warrants that it is able to provide evidence of insurance required by RFP Section 3.53.

6. Revise Section 3.3 – Insurance

3.3.1 The Contractor shall at all times during the term of the Contract maintain in full force and effect, the policies of insurance required by this Section. Evidence that the required insurance coverage has been obtained may be provided by Certificates of Insurance duly issued and certified by the insurance company or companies furnishing such insurance. Such evidence of insurance must be delivered to the AOC Office of Procurement ~~before the actual implementation of the Agreement~~ along with the Offeror’s technical response, in accordance with Sections 4.48 and 4.4.10 of this RFP.

7. The closing date for this RFP is hereby extended to August 10, 2010 at 12 p.m.