



**ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
2003C Commerce Park Drive
ANNAPOLIS, MARYLAND 21401**

**Questions/Responses No. 1
Request for Proposals
Home Security Assessments
K12-0068-25Y
April 23, 2012**

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The following questions for the above referenced RFP were received by e-mail or were addressed at the pre-proposal conference and are answered and posted for all prospective Offerors who received the RFP. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. Question: RFP Section 2.5.6, requirement number four requests that Contractor be a "Graduate of a federal or state certified training program certifying them as a duly designed law enforcement officer". Will other security certifications such as the Certified Protection Professional (CPP) and the Building Security Certified Professional (BSCP) be considered equally acceptable?

Response: No.

2. Question: Will personnel with a great deal of security assessment be considered acceptable in lieu of the requirements of RFP Section 2.5.6?

Response: No.

3. Question: The RFP document has a discrepancy relating to the due date for the responses. On page 3 it states, "Closing Date and Time: May 3, 2012; 2pm" and on page 8 it states that proposals must be received on April 23, 2012 by 2pm. Which is the actual date that the RFP responses are expected to be delivered?

Response: Amendment 1 to the RFP was issued to clarify the due date for proposals.

4. Question: RFP Section 1.23 of the RFP states that, "A MBE subcontractor participation goal of ##% has been established for this solicitation" what, if any, is the required MBE participation goal?

Response: A zero MBE goal has been established for the solicitation. Please see Amendment #2 to the RFP.

5. Question: In the event that our firm is not registered with the Department of Assessments and Taxation prior to the submittal of our proposal, will we still be considered during the RFP review process?

Response: Yes.

6. Question: RFP Section 3.5.3 states that, “Reimbursement for any travel expenses shall be at the AOC’s per diem rate...” what is this rate? Is this information made available somewhere within the RFP?

Response: That information is available on the Judiciary’s website at the following address:

http://courtnet/aochq/adminserv/travelregs7_03.pdf

7. Question: RFP Section 4.4.1.1 mentions “Article IV of the Judiciary’s Procurement Policy”, is this information available?

Response: That information is available on the Judiciary’s Procurement website at the following address:

<http://mdcourts.gov/procurement/procurementpolicy1-02.pdf>

8. Question: Are there any requirements at the Contractor’s location for the storage of documents, both paper and electronic format?

Response: All paper documents shall be place in a locked box/filing cabinet with a locking mechanism. The computer shall be password protected with restricted access to the files that are created for this project. All documents, files, or notes shall have restricted access to only persons approved to work on the project by the contract manager. See Amendment 2 to the RFP.

9. Question: What is the estimated size of the residences that will be assessed?

Response: Sizes vary from small to large.

10. Question: Do any of the residences currently have security systems?

Response: Unknown.

11. Question: What is the expectation for additional assessments beyond the pilot of 39?

Response: That will depend on the success of the pilot.