



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

AMENDMENT #1
REQUEST FOR PROPOSALS
PERFORMANCE ASSESSMENT CONSULTING SERVICES
(MDEC)
PROJECT NUMBER K13-0063-29
MAY 14, 2013

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This Amendment 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 the first paragraph in RFP Section 2.1.2 as follows:

Odyssey employs an n-tier architecture that is divided along the traditional lines of database services, application services, web services, and a user interface (the Odyssey Assistant). Odyssey's application servers and web servers are hosted on virtual dedicated Microsoft Windows Server 2008R2 servers running on VMware ESXi 5.1 located at the Judicial Information Systems (JIS) Data Center in Annapolis, Maryland, with planned failover capabilities in Catonsville, Maryland. Odyssey's database servers are hosted on physical dedicated Microsoft Windows Server 2008R2 servers running Microsoft SQL Server 2012 Enterprise located at the Judicial Information Systems (JIS) Data Center in Annapolis, Maryland, with planned failover capabilities in Catonsville, Maryland. The Odyssey Assistant is an auto-updating executable that resides on the user's Microsoft Windows 7 desktop.

2. Revise RFP Section 3.4.5.1 as follows:

3.4.5.1 The Technical Response to this solicitation shall contain, at a minimum, the following:

- a. Executive Summary
- b. Understanding of purpose and scope of the Performance Assessment
- c. Proposed Methodology
- d. Performance Assessment Specific Information
- e. Organization Support Structure and Readiness
 - i. Understanding of Objectives
 - ii. Specific Assumptions
 - iii. Specific Risk
 - iv. Description of extra work or time required
 - v. Roles and Responsibilities
 - vi. Gantt Chart
 - vii. Recommendation as to the location where tasks will be performed (on-site at JIS or off-site)

- f. Proposal Attachments
 - i. Resumes
 - ii. Labor Classifications
 - iii. Sample Documents / Templates

3. Revise RFP Section 3.5.1 as follows:

All proposed rates, will be “fully loaded” rates. The Contractor will not be reimbursed for any travel expenses including but not limited to transportation, meals, and hotel accommodations. Contractor shall propose the same labor rate for services provided on-site or off-site.