



**ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
2003 C COMMERCE PARK DRIVE
ANNAPOLIS, MARYLAND 21401**

**Questions/Responses No.1 to the Small Procurement
Request for Proposal (RFP)
Pre-Employment Screening Tool
September 13, 2012**

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail 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: Will the office provide the questions or do we need to develop the test element's test criteria?

Response: The Administrative Office of the Courts (AOC) will not provide questions. The Contractor shall develop the questions.

2. Question: Has further guidance been provided regarding the acceptable testing types? i.e. Multiple choice, fill-in-the-blank or "Complete an example [test element]"?

Response: All are acceptable testing types and would depend on the questions asked. However, we are mostly interested in assessing computer related, data manipulation (data entry, typing) skills, where "complete an example" type questions would not be appropriate.

Date Issued: September 13, 2012
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