

**STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
SPECIAL PROJECTS MANAGER**

This procurement is being conducted as a Small Procurement as described in the Judiciary Procurement Policy, not to exceed \$25,000.

1. Purpose

The Administrative Office of the Courts (AOC) seeks to retain the temporary services of a projects manager for the Judicial Institute, **starting as early as January 10, 2011..**

2. Scope of Work

Manage the day to day operations of the Judicial Institute's event planning activities to include:

Via Learning Management System Database (will receive training on the system):

Register students

Track enrolled students

Enter classes

Notify students /faculty of date changes

Update student information

Act as event planner for committee meetings:

Reserve meeting facilities

Order food

Track and update committee members and deliverables

Supervise reproduction of classroom materials to include:

Direct the work of administrative staff

i.e.: copying and assembling binders

Ordering supplies

Supervise mailings/mail merge

Supervise and coordinate the production of the course catalogue

Serve as on-site staff during Judicial Institute programs:

Coordinates with media department to provide technical assistance during Judicial Institute Programs.

Create and prepare correspondence.

3. Minimum Qualifications:

BA or BS degree

5 year experience in project management and or supervising work of others

MS Office suite: Must be proficient in Word, Excel, and PowerPoint.

Knowledge of Access and or other database applications

No prior experience with the Judiciary or Judicial education needed.

Strong organizational / project management skills required.

4. Contract Type

The resulting contract shall be for Fixed Price.

5. Contract Term

The term of the Contract that results from this RFP is estimated to be 3 to 4 months, three days per week.

6. Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Gisela Blades, Procurement Officer
Maryland Judiciary
Procurement and Contract Management
Telephone: 410-260-1594
Email: gisela.blades@mdcourts.gov

7. Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted.

- a. **Volume I** – Technical proposal must include a resume and a written response to the Scope of Work that demonstrates the Offeror’s capabilities and experience in providing the required services, and .
- b. **Volume II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

8. Proposal Closing Date

All proposals must be received via email to the Procurement Office at the email address listed in Section 6, no later than 2:00 PM (local time) on January 7, 2011, in order to be considered.

9. Award Determination

The Contract resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience
- Availability
- Work Plan for this engagement
- Cost

Attachment A - Price Proposal Form

FOR SERVICES AS REQUIRED AND PROPOSED, THE HOURLY RATE TO BE CHARGED SHALL BE \$_____, to be invoiced monthly. There will be no compensation for travel, accommodations or meals.

Submitted by _____

Authorized Signature

Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____

Attachment B
Sample Contract
STATE OF MARYLAND
SMALL PROCUREMENT CONTRACT
(FOR CONTRACTS OF \$25,000 OR LESS)

THIS CONTRACT (the "Contract") is made as of the ____ day of _____, 20____ by and between the Administrative Office of the Courts (AOC), and _____ ("Contractor") whose address in this State is _____ and whose principal address is _____.

The parties agree as follows:

1. Services to be provided.

(a) The Contractor shall provide the following services:

_____ in accordance with the scope of work attached as Exhibit A and incorporated herein.

(b) **Changes.** This Contract may be amended only with the written consent of both parties. Amendments may not change significantly the scope of the Contract (including the Contract price).

2. Term of Contract. Performance under this Contract shall commence on, and shall be completed no later than.....

3. Compensation and Method of Payment.

(a) **Compensation.** The total compensation for services to be rendered by the Contractor shall not exceed \$_____. AOC shall compensate Contractor for services satisfactorily performed in accordance with the Contractor's proposal, attached as Exhibit B.

(b) **Method of Payment.** AOC shall pay Contractor no later than thirty days after AOC receives a proper invoice from Contractor. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, State Finance and Procurement Article, Maryland Code, are prohibited.

(c) **Tax Identification Number.** Contractor's Federal Tax Identification Number is _____. Contractor's Social Security Number is _____ (Individual Contractor Only). Contractor's Federal Tax Identification Number (or Social Security Number - Individual Contractor Only) shall appear on all invoices submitted by Contractor to Department for payment.

4. Procurement Officer. Department designates _____ to serve as Procurement Officer for this Contract. All contact between Department and Contractor regarding all matters relative to this Contract shall be coordinated through the Procurement Officer.

5. Termination for Convenience. The State may terminate this Contract, in whole or in part, without showing cause upon prior written notification to the Contractor specifying the extent and the effective date of the termination. The State will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the Contract. However, the Contractor may not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

6. **Termination for Default.** If Contractor does not fulfill obligations under this Contract or violates any provision of this Contract, Department may terminate the Contract by giving the Contractor written notice of termination. Termination under this paragraph does not relieve the Contractor from liability for any damages caused to the State.

7. **Termination for Nonappropriation.** If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this Contract shall be terminated automatically as of the beginning of the fiscal year for which funds are not available. The Contractor may not recover anticipatory profits or costs incurred after termination.

8. **Non-Discrimination.** The Contractor shall comply with the nondiscrimination provisions of federal and Maryland law, including, but not limited to, the employment provisions of §13-219 of the State Finance and Procurement Article, Maryland Code and Code of Maryland Regulations 21.07.01.08, and the commercial nondiscrimination provisions of Title 19, Subtitle 1, State Finance and Procurement Article, Maryland Code.

9. **Maryland Law Prevails.** The law of Maryland shall govern the interpretation and enforcement of this Contract. The Maryland Uniform Computer Information Transactions Act (Commercial Law Article, Title 22 of the Annotated Code of Maryland) does not apply to this Contract or any software license acquired hereunder.

10. **Anti-Bribery.** The Contractor certifies that, to the Contractor's best knowledge, neither the Contractor; nor (if the Contractor is a corporation or partnership) any of its officers, directors, partners or controlling stockholders; nor any employee of the Contractor who is directly involved in the business's contracting activities, has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the United States.

IN WITNESS WHEREOF, the parties have executed this Contract on or before the date first set forth herein.

WITNESS/ATTEST:

FOR THE CONTRACTOR:

By: _____ (SEAL)

Name Typed

Title

WITNESS:

FOR THE DEPARTMENT OF INFORMATION TECHNOLOGY

By: _____

Name Typed

Title

Attachments: Exhibit A: Scope of Work or Solicitation
Exhibit B: Proposal