



ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
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ANNAPOLIS, MARYLAND 21401

Questions/Responses No.2 to the
Request for Proposal (RFP)
K13-0050-25E

MJUD Temporary Staffing Services
January 25, 2012

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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: What is the budget for this RFP?

Response: Budget will be based on future need and is not relevant to the response to this RFP

2. Question: I found the below on eMaryland Marketplace. Will this apply to your contract?

DGS Modifies Contracts to Charge 1% Processing Fees for New eMaryland Marketplace, Requires Fees In New Solicitations

Response: No.

3. Question: What are the current billing rates for each of the positions needed?

Response: There are no current billing rates; all positions under the new contract will be new positions.

4. Question: What is the average annual revenue for each vendor?

Response: There is no average annual revenue; revenue per contractor will be based on which contractor is most successful during the RFR process.

5. Question: Can you break out the hours/spend by position?

Response: As the Judiciary does not know what temporary positions will open throughout the term of the contract, it is impossible to anticipate the hours/spend by position.

6. Question: Will the agency allow for an increase due to the Obama Health Care Act that is to be in place in 2014?

Response: No. The offerors should provide ceiling labor rates at the time of proposal. Contractor will propose actual labor rates, not to exceed the ceiling rates, at the time of RFR response.

7. Question: Does this contract fall under the Service Contract Act (SCA)?

Response: No, however the Judiciary is must abide by the Fair Labor Standards Act.

8. Question: Are these skill labors subject to Department of Labor Health and Welfare?

Response: Yes.

9. Question: Under this agreement, will vendors be subject to honor the government's holidays? If so, what are they?

Response: Yes. Please visit mdcourts.gov for a listing of the Judiciary's holidays.

10. Question: How many temps do you use annually?

Response: In the past, the Judiciary has hired on average 20-25 per year.

11. Question: Will these be full time positions (40 hours per week assignments)?

Response: Generally, yes.

12. Question: What is the average length of the assignments?

Response: Historically, 2 months.

13. Question: How many temporaries by position were used last year?

Response: See Question 10. Temporaries have not been provided under a Master Contract in the past. The labor categories are specific to this RFP. It is anticipated that approximately 75% of the temporary staffing openings will be for clerical positions, while 25% of the temporary staffing openings will be for legal positions.

Date Issued: January 25, 2013
Anna Pfeifer, Procurement Officer