



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

Questions/Responses No. 1 to the Request for Proposal (RFP)

**Mainframe System Technical Support
K14-0002-29**

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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 Contractors 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 Contractor asking the question.

Question: There is no start date specified for this contract. What date should the vendor use as a start date for pricing the delivery of the services?

Response: Once the contract is executed a start date will be given.

Question: There is no requirement stated for resumes or key personnel in this RFP. Will the Maryland Judiciary view a vendor as more qualified to perform this work if they provide resumes of staff with commitment to work on this project?

Response: See Addendum 1 posted on the website.

Question: Page 16, Section 2.4, "The Maryland Judiciary will furnish desk, chair, personal computer, and office furnishings at JIS Headquarters in Annapolis, Maryland." Is this the place of performance? Will the Maryland Judiciary allow any work to be performed from a contractor location?

Response: No.

Question: Page 20, Section 3.4.2, "the Offeror's technical proposals shall be organized and numbered in the same order as this RFP." Are we to organize our proposals in the same manner as Section 2, Statement of Work?

Response: See section 3.4.2 page 20.

Question: Page 21, Section 3.4.3, please clarify the confidential information placed before the Table of Contents on Yellow Paper. If, for example, the offeror had ten pages within the Technical Proposal that it considered confidential, would we place that information within the proposal and also just before the Table of Contents?

Response: See section 3.4.3

Question: Page 22, Section 3.4.7, last bulleted item "and number of employees served". Does this mean that if we provide support to another agency, we should cite the number of agency employees who use the system? If the public, or other agencies also use the system, do we count those also?

Response: See section 3.4.7 page 22.

Question: Attachment E – Price Proposal of the RFP asks for an Hourly Rate and Total Bid Price (Hourly Rate X 8000 hrs).

Response: See addendum posted on website.

Question: Can the AOC speak to how many Systems, Programs, lines of code, Jobs, and/or procedures are generated/used on an annual basis?

Response: The nature and scope of work is not reflected by these measurement.

Question: Does the transmittal letter need to be electronic or on paper? Do you want this as a single piece of paper in the box or should it be with the Original Technical Proposal?

Response: See section 3.4 page 20.

Question: What format should the offeror use when putting Volume I and Volume II on CD, .pdf, .doc, or .docx?

Response: There is no specific format.

Question: Can transmission letter be included with Original Volume I: TECHNICAL PROPOSAL?

Response: Yes.

Question: Are there currently incumbents on this effort? Yes. If so, who are the incumbents on this effort? How many positions do the incumbents hold?

Response: ICF/Four.

Question: Are Resume's and/or LOI required to be submitted with the proposal?

Response: Yes.

Question: This question is in reference to Attachment E. Is 8000 hours the number of hours available for all positions for the initial three year term? Should an "Attachment E" be sent for each labor category?

Response: See Addendum.

Question: Is there a page/font/margin limit for Volume I: TECHNICAL PROPOSAL?

Response: No.

Question: Is there a font/margin limit for Volume II: FINANCIAL PROPOSAL?

Response: No.

Question: What volume should offerors put the following attachments in?

Response: a. Attachment A Volume I b. Attachment B Volume II
c. Attachment F Volume I

Question: Are similar services currently being provided by an incumbent vendor? Yes. And, are we correct in our interpretation that the AOC wishes to engage for a single resource to perform the tasks described in sections 2.2.1 through 2.2.10?

Response: Yes

Question: Section 1.12 references Cancellations. Is it possible that this request will be cancelled and reposted under the new CATS+ contract vehicle?

Response: No.

Question: Section 2.7 - Contractor Security Requirements, AOC states: "The Contractor shall coordinate staff on-site visitations with Judiciary staff" but in section 2.4 - Maryland Judiciary's Responsibilities, AOC states: "The Maryland Judiciary will furnish desk, chair, personal computer, and office furnishings at JIS headquarters in Annapolis, Maryland" -- does AOC anticipate work taking place on- and off-site? If that is the case, may a response include both on- and off-site rates?

Response: Anticipate work on site.

Question: Section 2.7 - Contractor Security Requirements discusses the need for a successful CJIS State criminal background check, AOC specifies that this check must be done "for each employee". Should a vendor also be prepared to complete the background check for any direct 1099 consultants and require any subcontractors to meet this requirement in flow down terms?

Response: The background check is for the resource.

Question: Section 2.7 - Contractor Security Requirements AOC states: "Any individual who is an employee or agent of the Contractor or any subcontractor shall display his or her company badges at all times while on Judiciary premises." If a company does not issue badges, is there another acceptable form of identification?

Response: Name Badges are provided through DGS for a fee, which the contractor is required to pay.

Question: Attachment H, MBE EEO – 4: As a Maryland certified MBE, may the vendor self-fulfill the AOC's MBE goal? No. And, if not, are we restricted to Maryland certified subcontractors? Yes, also must be certified by MDOT.

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Lisa Peters, Procurement Officer

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