



# ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401

Pamela Harris, State Court Administrator  
410-260-1295

Questions/Responses No. 1 to the  
Request for Proposal (RFP) K15-0049-29

Consultants for Integrated Attorney Database System

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 to 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 there be a call-in number for the pre-proposal conference for RFP K15-0049-29 on May 22 at 10am?

**Response: No.**

2. Question: Please clarify what is meant by "unbound" Volume I and Volume II. Does this mean the submission consist of loose papers or may a binder clip or paper clips be used?

**Response: Binder clips are permitted. Other forms of binding are not.**

3. Question: Please specify the number of references required for each candidate.

**Response: Three.**

4. Question: Is there a prescribed template for the resumes? If so, is it possible to receive a copy of the template?

**Response: There is not a prescribed template for resumes.**

Faye D. Matthews  
Deputy State Court Administrator  
410-260-1257

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Judicial Information Systems  
410-260-1001

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Julie R. Linkins, Esq.  
Assistant Administrator  
Education  
410-260-3549

Kelley O'Connor  
Assistant Administrator  
Government Relations  
410-260-1560

5. Question: As per section 3.4.5.2, is it enough to demonstrate previous staffing engagement as company's expertise?

**Response: Yes.**

6. Question: Which are the forms/affidavits to be submitted with Offeror's response?

**Response: See section 3.4.5.6.**

7. Question: How many resumes can be submitted in maximum with response?

**Response: One.**

8. Question: What is the budget anticipated for the base period contract?

**Response: This information is irrelevant to the submission of your proposal. Award will be based on best value.**

Issued by: Khrystine Bunche, Procurement Officer

May 20, 2015