



# ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401

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State Court Administrator  
410-260-1295

## Questions/Responses No. 2 to the Request for Proposals (RFP) K16-0043-25 Architectural Services

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. 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: Please confirm the format and delivery requirements for the proposal. May the CD copy for each volume be included in the same envelope with the hard copy of that volume (one envelope = Volume I hard copy and CD, second envelope = Volume II hard copy and CD)? Or, do you require each copy - hard copy or CD - be delivered in its own envelope (totaling four envelopes for delivery)?  
Response: Please include each electronic copy with its respective proposal in a total of two envelopes.

- 2) Question: Please share the breakdown of the scoring for the evaluation criteria. What are the points or percentage or weight of each category listed? Also, what is the weighting of the Financial Proposal against the Technical Proposal?  
Response: We do not score or attach percentages to evaluation criteria; proposals are ranked. Please refer to section 4.2 in regards to evaluation breakdown. The criteria to be applied to each technical proposal are listed there in descending order of importance. The technical factors shall receive greater weight than price factors.

- 3) Question: On Page 18, Section 3.4.10 a copy of the insurance policy is requested. Does the Judiciary want a copy of our insurance policy in addition to the certificates of insurance requested in Section 3.4.8.2?

Response: No

- 4) Question: The introductory paragraph references “contracted consultants.” Please identify these companies so that we do not inadvertently initiate contact regarding this proposal.

Response: This statement refers to any Maryland Judiciary personnel and its individual consultants (resources). It is immaterial to list every contracted consultant for the Maryland Judiciary. Please address any questions or concerns regarding this RFP to the Procurement Officer only.

- 5) Question: Section 1.9 states that “An electronic version (e.g. CD) of the Technical Proposal must be enclosed with the technical proposal. An electronic version of the Financial Proposal must be enclosed with the Financial Proposal.” Please confirm that a CD or DVD containing the Technical and Financial Proposals is acceptable. Are flash drives or thumb drives also acceptable?

Response: A CD, flash/thumb drive are acceptable forms of the electronic version of the proposal.

- 6) Question: Section 1.22 states that “if a Contract is awarded as a result of this solicitation, the successful Offeror will be required to complete a Contract Affidavit. A copy of this Affidavit is included for informational purposes as Attachment C of this RFP. This Affidavit must be provided within five business days of notification of proposed Contract award.” Please confirm that a completed copy of Attachment C is NOT required to be included in the Technical or Financial Proposals for this RFP.

Response: Attachment C is not required to be included in either the technical or financial proposal.

- 7) Question: Section 1.29 states that “if a contract is awarded as a result of this RFP, the successful Offeror shall be required to complete a Confidentiality Agreement. A copy of this Agreement is included for informational purposes as Attachment E of this RFP. This Agreement must be provided within five business days of notification of proposed Contract award.” Please confirm that a completed copy of Attachment E is NOT required to be included in the Technical or Financial Proposals for this RFP.

Response: Attachment E is not required to be included in either the technical or financial proposal.

- 8) Question: Section 3.4.1 states that the “transmittal letter ... does not need to be bound with the technical proposal. Section 1.9 states that “one hard unbound copy” of the Technical and Financial Proposals should be submitted. Please confirm that the Technical Proposal should be unbound when submitted.

Response: The technical proposal should be unbound when submitted.

9) Question: Section 3.5.1 states that “The Financial Proposal must contain all price information in the format specified in Attachment D.” Part 1.A of Attachment D states to “Submit a pricing plan to propose a solution in the most effective manner for a typical job/project.” Please provide more information on what a “typical job/project” would be for a Maryland Judiciary project,” such as size and budget so that our Financial Proposal will be comparable to proposals submitted by other Offerors.

Response: An addendum containing a sample scenario and updated price proposal form will be issued.

Issued by: Whitney Williams  
Procurement Officer  
December 18, 2015