



ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

Questions/Responses No. 3 to the Request for Proposals (RFP) K17-0016-29 Information Technology Support

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.

8. Question: The RFP states that Offerors may propose one candidate to any or all positions. Please confirm the State of Maryland only requires one resume per position although there are multiple candidates for most of the positions (e.g., five Service Desk Customer Support resources)

Response: Offerors may propose to any or all labor categories solicited in this RFP. Offerors may submit any quantity of resumes for the labor categories being proposed up to the number of positions available.

Example: The Service Desk Customer Support labor category has five positions available. The Offeror may submit 0-5 resumes under this labor category.

9. Question: The RFP states that subcontractors must be identified and the complete description of their role. For some positions, we may require recruiting vendors to assist in sourcing candidates, does this activity fall within the State of Maryland's definition of subcontractor?

Response: No.

10. Question: Please clarify what information is required for the references for each resume and what type of reference is preferred (e.g., personal, professional, etc.)

Response: Offeror should include the references' name, contact information, and relation to the resource. Offeror may propose any combination of personal and professional references.

11. Question: Are the candidates we submit for the positions committed to performing the work, or can they be sample resumes?

Response: Candidates submitted for the positions are committed to performing the work. Sample resumes are not accepted.

12. Question: Will some positions start before others, or will all positions be expected to start at the same time?

Response: Positions may or may not start the same day.

13. Question: Is PeopleSoft Financials or HCM a requirement for the Support Specialist SMEs?

Response: See RFP Section 2.4.4

14. Question: Is there an incumbent currently performing the work? If so, can the State provide the name of company?

Response: See Question and Responses Two. The name of the incumbent will not be provided.

15. Question: The RFP says, "up to 13 resources"; will we need to definitely submit 13 resumes or will some positions be less than what is indicated?

Response: Please note Amendment 1 that adds a 14th resource.

The RFP will award no more than 14 resources but the AOC has the right not to award to any or all positions.

16. Question: How many resumes will be required after award?

Response: While the AOC has the right to request additional resumes from the contractor pool. Please note additional resumes will only be accepted upon request from the AOC.

17. Question: Regarding the requirement for separate financial proposals for each candidate, does this extend to the CD version of the financial proposal as well? Do you need us to submit separate price CDs for each candidate?

Response: No, one electronic copy that has all price proposal is acceptable.

18. Question: Would the Government provide an estimated date of contract start?

Response: All positions are needed as soon as possible. It is unlikely resources will start before September.

19. Question: What is the estimated time for obtaining a clearance?

Response: The average background check requires 2 – 3 business days. Occasionally there are special circumstances that require additional time.

Issued by: Khrystine Bunche
Procurement Officer
August 3, 2016