



ADMINISTRATIVE OFFICE OF THE COURTS

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

Amendment #3

Request for Proposals

K18-0039-25D

Professional Development Instructor

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~)

6. Revise RFP Section, 1.1 Summary Sheet,

The Administrative Office of the Courts (AOC) is seeking proposals from prospective Offerors to provide one resource, Professional Development Curriculum Developer/Training Instructor, to provide education and training courses specifically geared toward professional development.

The AOC reserves the right to disqualify any candidate proposed by multiple Offerors. Affected Offerors will be given three business days to submit a substitute.

The AOC reserves the right to make additional awards of like staff as awarded to the Contractor during the life of the contract at the proposed labor rate. The AOC reserves the right to roll off support staff with 30 day notice, if assignments are completed prior to contract expiration.

7. Revise Amendment 1 – 1. Revise RFP Section 1.4, Contract Duration

The Contract resulting from this RFP shall begin upon execution starting ~~no later than~~ January ~~1, 2018~~ ~~15, 2017~~, and expiring ~~March 31, 2018~~ ~~June 30, 2018~~. The Judiciary shall have the sole right to exercise up to ~~three~~ one ~~consecutive three~~ six month renewal options at its discretion.

8. Revise Amendment 2 – 5. Revise RFP Section 1.9, Proposal Due (Closing) Date

One original and 4 copies of each proposal (technical and financial) must be received by the Procurement Officer no later than 2:00PM (local time) on ~~November 22, 2017~~ November 29, 2017 in order to be considered. An electronic version of the Technical Proposal must be enclosed with the technical proposal. An electronic version of the Financial Proposal must be enclosed with the original Financial Proposal. All electronic versions must be labeled with the RFP title, RFP number, and Offeror name and packaged with the original copy of the appropriate proposal (technical or financial).

Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Proposals received by the Procurement Officer after the due date will not be considered.

Proposals may not be submitted by e-mail or facsimile.

9. Revise RFP Section 2.2.1 Statement of Work - Objective/Responsibilities

The Judicial College is seeking a ~~Professional Development Instructor~~ Curriculum Developer/Training Instructor to:

- Update and deliver courses both in-person and instructor-led courses on professional development and leadership training topics. Courses must be texturized beyond PowerPoint slides to include: Videos, learning activities, engaging group discussion and learning assessments.
- Conduct scheduled webinars
- Develop and implement transfer of learning techniques, such as desk aids for face-to-face courses.
- Conduct research to develop and enhance course materials on topics listed in Attachment G
- Review and revise existing course materials as related to course topics
- Draft behavior-based learning objectives as the basis for course development
- Apply adult learning principles to develop and deliver engaging courses that are texturized to include video, individual and group learning activities
- Facilitate synchronous webinars that are effective and engaging distant learners

- Conduct research to develop and enhance course materials on assigned topics such as Conflict Resolution, Persuasive Speaking, Generational Differences, Conducting Effective Meetings, Motivating & Engaging Employees and Customer Service
- Review and revise existing course materials, if available, as related to course topics
- Develop a written curriculum for each course, which includes a facilitator guide and a student workbook and PowerPoint
- Create transfer of learning aids, such as desk aids or reference cards for each course.

10. Revise RFP Section 2.2.2 Skills and Experience

A qualified candidate will have:

- A minimum of three years of teaching experience using adult learning principles **or** two years of professional experience in employee development training
- Knowledge of adult learning principles and theory
- Knowledge of best practices in instructor-led training and synchronous distance learning
- Experience with Microsoft Windows 7, GoTo Webinar, or similar software
- The ability to work collaboratively
- Experience with LeaderGuide Pro, an electronic curriculum development software, or demonstrated ability to learn new software quickly
- Excellent communication skills
- The ability to meet deadlines.
- The ability to learn quickly and manage competing priorities
- A minimum of two years of experience writing curriculum for adult learners

11. Revise Amendment 1 – 3. Revise RFP Section 2.2.6, Hours of Work

~~The CR will not shall work 40 hours per week throughout the duration of the contract; instead the CR on development and training days only. The CR is responsible for selecting and communicating development days to the Manager of the Department of Professional Development. The CR is responsible for selecting development days that allow for the proper approvals as outlined in Section 2.2.3.~~

~~The CR shall anticipate working 8.5 hours on in-person training days, which includes 6 hours of instruction, 1 hour of set-up, 1 hour of course clean-up, and 30 minutes for lunch.~~

~~The CR shall anticipate working 1 hour on webinar instruction days.~~

See Attachment G for a list of training and development days.

12. Revise Attachment A – Standard Contract Section 1.1

The Contractor shall provide ~~Professional Development Instructor Curriculum Developer/Training Instructor~~ Services (hereinafter “Services”), and other deliverables in accordance with the terms and conditions of this Contract and the following Exhibits, which are attached to this Contract and incorporated as part of this Contract

13. Revise Attachment A – Standard Contract Section 2. Term of Contract

Unless the Contract is terminated earlier as provided herein, the term of the Contract is the period of ~~three~~ six months beginning ~~at the execution date of the contract~~ January 1, 2018. The AOC, at its sole option, shall have the unilateral right to extend the contract for up to ~~three~~ one (~~31~~, ~~three~~ six (36) month renewal options as its discretion.

14. Revise Attachment E – Price Proposal Form

Labor Categories	A	B	C
	Hourly Labor Rate*	Total Hours**	Total Proposed Price
Professional Development Instructor Curriculum Developer/Training Instructor – Base 3-6 Months			
	\$	272-1020	
Professional Development Instructor Curriculum Developer/Training Instructor – Option 1			
	\$	384-1020	
Professional Development Instructor – Option 2			
	\$	328	
Professional Development Instructor – Option 3			
	\$	384	
Total Evaluated Price			\$

**Estimated hours for evaluation purpose only, and do not constitute billing basis.

15. Revise Attachment G – Professional Development Instructor Courses

Class Name	Format	Scheduled Date	Allotted Development Time
Understanding and Managing Stress	Webinar	1/17/18	4 hours
Generations	In-Person	1/23/18	3 business days
Effective Meetings	In-Person	1/31/18	3 business days
Critical Thinking	In-Person	2/6/18	3 business days
Stress Management	In-Person	2/13/18	3 business days

Generations	Webinar	2/24/18	4 hours
Goal Setting	In-Person	2/22/18	3 business days
Motivating & Engaging Employees	In-Person	3/8/17	3 business days
Professional Image	Webinar	3/13/18	4 hours
Customer Service	In-Person	3/15/18	3 business days
Preventing Workplace Harassment	Webinar	3/27/18	4 hours
Base 1 Totals:		7 class days, 4 webinars	23 business days
Supervisor & Manager	In-Person	4/3/18 – 4/4/18	6 business days
Emotional Intelligence	In-Person	4/5/18	3 business days
Conflict Resolution	In-Person	4/17/18	3 business days
Work/Life Balance	Webinar	5/9/18	4 hours
Challenging Customers	In-Person	5/10/18	3 business days
Difficult Customers	Webinar	5/15/18	4 hours
Giving & Receiving Feedback	In-Person	5/22/18	3 business days
Transition Staff to Supervisor	Webinar	5/30/18	4 hours
Respect in the Workplace	In-Person	6/5/18 – 6/6/18	6 business days
Critical Thinking	In-Person	6/6/18	3 business days
Getting Along with Coworkers	Webinar	6/12/18	4 hours
Progressive Discipline	In-Person	6/14/18	3 business days
Multi-Cultural Customers	Webinar	6/19/18	4 hours
Goal Setting	Webinar	6/26/18	4 hours
Option 1 Totals: <u>Base 1 Courses</u>		10 class days, 6 webinars	33 business days
Understanding and Managing Stress	Webinar	7/10/18	4 hours
Generations	Webinar	7/17/18	4 hours
Effective Meetings	In-Person	7/24/18	3 business days
Professional Image	Webinar	7/26/18	4 hours
Generations	In-Person	7/31/18	3 business days
Preventing Workplace Harassment	Webinar	8/7/18	4 hours
Motivating & Engaging Employees	In-Person	8/9/18	3 business days
Customer Service	In-Person	8/15/18	3 business days
Conducting Meetings	Webinar	8/21/18	4 hours
Stress Management	In-Person	8/29/18	3 business days
Toolbox for Supervisors/Managers	In-Person	8/30/18	3 business days
Work/Life Balance	Webinar	9/11/18	4 hours
Persuasive Speaking Part 1	In-Person	9/18/18	3 business days
Conflict Resolution	In-Person	9/27/18	3 business days
Option 2 Totals:		8 Class days, 6 webinars	27 business days
Difficult Customers	Webinar	10/2/18	4 hours
Excelling in your Career	In-Person	10/4/18	3 business days
Persuasive Speaking Part 2	In-Person	10/11/18	3 business days
Supervisor & Manager	In-Person	10/16/18 – 10/17/18	6 business days
Getting Along with Coworkers	Webinar	10/23/17	4 hours
Stress Management	In-Person	10/24/18	3 business days
Transition Staff to Supervisor	Webinar	10/25/18	4 hours
Challenging Customers	In-Person	11/1/18	3 business days
Multi-Cultural Customers	Webinar	11/7/18	4 hours
Persuasive Speaking Part 3	In-Person	11/14/18	3 business days
Goal Setting	Webinar	11/20/18	4 hours
Conflict Resolution	In-Person	11/29/18	3 business days
Emotional Intelligence	In-Person	12/4/18	3 business days
Persuasive Speaking Part 4	In-Person	12/12/18	3 business days

Progressive Discipline	In-Person	12/13/18	3 business days
<u>Option 3 totals - Option 1 Courses</u>		11 class days, 5 webinars	32 business days
Totals:		36 class days, 21 webinar	119 business days

Issued by: Khrystine Bunche, Procurement Officer

October 31, 2017