



## ADMINISTRATIVE OFFICE OF THE COURTS

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

### Questions/Responses No. 4 to the Request for Proposals (RFP) K18-0039-25D Professional Development Instructor

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.

18. Question: Are you still entertaining questions about this RFP? If so what is the deadline for submitting them?

**Response: There is no deadline for submitting questions.**

19. Question: Are we correct in our belief that the deadline is in fact Nov. 29, not Nov. 22?

**Response: The deadline for submitting proposals is November 29<sup>th</sup> at 2:00 PM.**

20. Question: Is there an incumbent, or is this a brand new project?

**Response: There is no incumbent.**

21. Question: Do you have an expected range for hourly rates? Is it the same for Development work as for delivering classes?

**Response: Budget information will not be available to Offerors.**

22. Question: How many of the "Class Name" topics listed in Attachment G, have already been developed and just need to be tweaked by the contractor? How many will need to be created from whole cloth?

**Response: See Questions and Responses 2**

23. Question: Are we expected to provide a budget for DVDs/videos which you say you expect us to use in class? Who will buy these and who will own them?

**Response: If there is a need for a training DVD/video that is not currently available within the Judicial College, the individual will need to work with the Judicial College, for the College to purchase the videos in advance of the course. This will be at the discretion of the Judicial College and the DVD/video will become the property of the Judicial College.**

24. Question: If we weave an assessment tool into a class design, for instance a Conflict Resolution Style Assessment, who will buy the instruments and who will own them? Is there expected to be a budget for such tools?

**Response: Once the assessment tool is approved by the Judicial College, the College will purchase the instruments needed for the courses. Such tools and instruments will be the property of the Judicial College. Requests for such items will come from the College's operational budget, if possible.**

Issued by: Khrystine Bunche  
Procurement Officer  
November 14, 2017