



# ADMINISTRATIVE OFFICE OF THE COURTS

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

## Questions/Responses No. 2 to the

### Request for Proposals (RFP) K18-0050-25EE

#### Judicial College Curriculum Developer & Instructional Designer

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by the procurement officer 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:** Since the Maryland Judiciary College expects some modules to be narrated, will the offeror be responsible for paying for the narration services?

**Response:** Any cost related to narration services will be at the expense of the Offeror in addition be ADA compliant. Nonprofessional actors needed, voice overs can be male or female.

**2) Question:** What is the start date for Curriculum Developer & Instructional Designer?

**Response:** Looking to start upon execution of the contract. Would like to award by January 2018.

**3) Question:** Will year of experience be evaluated?

**Response:** Yes, We are not looking for a Jr. Instructor. Individual must be highly skilled to create an online course, designed in Canvas, using Articulate Storyline 360, be texturized using videos, interviews, vignettes, quizzes, PowerPoint slides, learning assessments, and other proofs of learning.

**4) Question:** Are you open to working with someone who isn't on-site?

**Response:** Yes, however for the first year, the first 3 months requires on-site services and must attend weekly meetings for up to 6 months.

**5) Question:** What are your branding requirements?

**Response:** AOC will provide the standard Judiciary's logo, font, and colors.

**6) Question:** Will the instructor participate in on-line and class room settings?

**Response:** Instructor will participate in on-line courses only.

**7) Question:** Should we bid based on hours or completion of the instructional modules?

Will an addendum be made to the Attachment E – Price Proposal?

**Response:** Yes, an addendum will be created to reflect the new outlines on the payment schedule for the Instructional Designer.

Date Issued: December 18, 2017

Issued by: April Molley, Procurement Officer