



Administrative Office of the Courts

Operations Division

Addendum #1

Request for Proposals

K19-0076-25G

Mediation Case Management Software, Maintenance & Training

This Addendum 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~~)

1. Revise Section 1.23 Minority Business Enterprises

Minority Business Enterprises (MBE) are encouraged to respond to this solicitation notice. It is the goal of the Maryland Judiciary that certified MBE's participate.

~~There is no MBE Goal established for this solicitation.~~

An MBE Subcontractor participation goal of 10% has been established for this solicitation. Each Offeror shall complete, sign and submit MJUD MBE Form A "Certified MBE Utilization and Fair Solicitation Affidavit" and MJUD MBE Form B "MBE Participation Schedule" at the time it submits its Technical Proposal or bid response.

Waiver

If the Offeror is unable to achieve the MBE participation goal, it shall request a waiver in whole, or in part, of the overall goal by checking the second box on the MJUD MBE FORM A.

Failure to indicate the need for a waiver may result in the Judiciary's rejection of the bid/proposal.

After Notice of Apparent Awardee:

If Offeror is notified that Offeror is the apparent awardee or as requested by the Procurement Officer, Offeror must submit the following documentation within 10 business days of receiving such notice:

- (a) MJUD MBE Form C - Outreach Efforts Compliance Statement;
 - (b) MJUD MBE Form D - MBE Subcontractor Project Participation Statement Affidavit;
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(c) MJUD MBE Form E – Minority Contractor Unavailability Certificate; and additional documentation per the Prime Contractor’s Good Faith/Waiver Checklist provide in the RFP, Attachment (if waiver was requested); and
(d) Any other documentation required by the Procurement Officer to ascertain Offeror’s responsibility/ Offeror’s susceptibility of being selected for award in connection with the certified MBE participation goal.

Issued By: Whitney Williams

Procurement Officer

3/12/19