



# Administrative Office of the Courts

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## Operations Division

### Questions/Responses No. 1 to the Request for Proposals (RFP) K20-0038-29 JIS Senior IT Specialist Resource

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.

1. Question: Is this a new position or is there any incumbent on it?  
Response: [There is an incumbent.](#)
2. Question: What is the total number of positions or candidates are you looking for?  
Response: [Offerors may submit up to two \(2\) candidates.](#)
3. Question: The proposal does not mention about identifying the resource who will be performing this work. Are we not required to attach a resume for the resource who will be performing this job?  
Response: [Yes, resumes shall be submitted for each proposed candidate.](#)
4. Question: Is a specific labor category we have to stick to from our CATS Plus Contract?  
Response: [No.](#)
5. Question: Will there be a pre-proposal conference for this RFP?  
Response: [No.](#)
6. Question: Can you please clarify why no consideration for a MBE/SBR Requirement was added? Was there a sense from the administration that no SBR/MBE's could complete the requested work?  
Response: [Minority Business Enterprises are encouraged to respond to this solicitation notice as it is the goal of the Maryland Judiciary that certified MBE's participate, however, there is no MBE goal established for this solicitation.](#)

7. Question: Under the technical proposal it states that 3 current references have to be stated in the RFP? Would a business be disqualified if they do not have the customer references due to the fact that they recently entered the market?

Response: Per section 3.4.5 of the RFP, 3 current customer references is required.

8. Question: As per the quoted the quoted text, 3.4.5 Offeror's Technical Response to RFP Requirements: Section D, below.

"Financial Capability and Insurance: The Offeror shall include the following, for itself, and, as applicable, for any parent corporate, subsidiary is preference under RFP Section 1.19: Evidence that the Offeror has the financial capacity to provide the goods and/or services, as described in its proposal, via profit and loss statements and balance sheets for the last two (2) years.

We have been in business for under a year and just begun our first opportunity. We haven't received funds yet meaning we won't be able to create the financial documents mentioned before the RFP is due. My question is are we still eligible to bid on this solicitation?

Response: Per section 3.4.5 of the RFP, the Offeror is required to include evidence that it has the financial capacity to provide the goods and/or services, as described in its proposal via profit and loss statements and balance sheets for the last two (2) years.

9. Question: Who would be best POC in IT department or procurement department?

Response: Please refer to section 1.5 of the RFP.

10. Question: By "SharePoint Development" do you mean setup and configuration of Out of the Box SharePoint, or do you mean writing C# code to customize SharePoint?

Response: This position includes both out of the box SharePoint setup and C# development, with most of the work with custom C# development.

11. Question: Are you using SharePoint online or do you have on-premise instances of SharePoint? If so, what version?

Response: We use SharePoint both online and on premise. Candidates should be experienced with the latest versions of both.

12. Question: Is the PMP required or would someone with experience leading terms and projects be sufficient?

Response: The PMP is no longer a requirement per Amendment 1.

13. Question: How much of the job is focused on SharePoint development and administration and how much is focused on networking and help desk support?

Response: Approximately 30% is Help Desk support while 70% is development.

14. Question: Would the help desk support be focused on SharePoint or would this include helping end users troubleshoot everyday problems?

Response: Helpdesk support focuses on SharePoint issues, which can include custom development, configuration and permission issues.

15. Question: Please provide details of vendors or incumbents under previous contract? Are they eligible for bidding on this solicitation?

Response: The incumbent is eligible to submit a response to this solicitation. Their identity is not relevant to the solicitation.

16. Question: Please let us know the historical spend for the services under this solicitation?

Response: The AOC does not share budgetary information.

17. Question: "Attachment E – Non-Disclosure Agreement" asks for the principal office address of the offeror in Maryland. We do not have office location in Maryland, please suggest if this is mandatory or can be left as "Not Applicable / Blank".

Response: The Non-Disclosure Agreement should not be submitted with proposal responses. This document is included in the RFP for informational purposes only.

18. Question: Can you please provide a Labor Category under which we can propose our resource.

Response: For the purposes of this RFP, Offerors are not required to propose their resource within any Labor Category.

Issued by: Sejal Lakhawala

Procurement Officer

October 29, 2019