



# Administrative Office of the Courts

---

## Operations Division

### QUESTIONS/RESPONSES NO. 1 TO THE REQUEST FOR PROPOSALS (RFP) K21-0032-29 COMPUTER DEPLOYMENT, INSTALLATION AND FIELD SERVICES

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: On Attachment E – Price Proposal Form, there are several rows available for Job Titles. Is the Administrative Office of the Courts looking for the bidder to identify the different resource types that might be required for any engagement and identify the rate for each?

Response: Yes

2. Question: On Attachment E – Price Proposal Form, can the bidders provide different rates for evening, weekend and holidays by placing them on separate rows from the rate for standard working hours for any given Job Title?

Response: No, we are seeking one flat rate for each position/job title identified.

3. Question: Section 2.7 on page 17 provides the procedures for submitting a Task Order. Will task orders be billable on a time and material basis or on a fixed price basis?

Response: Both. While rates are fixed, each task order will vary from a time and material aspect.

4. Question: Section 2 on page 31 provides information on the term of the contract but does not list the number of years of the contract and any renewals? Is that information available?

Response: Please see Section 1.4 on page 6 of the RFP for the contract term. Section 2 on page 31 is a copy of the contract template and is only there for informational purposes.

5. Question: Section 2.5.2 states that some visits may require arranging local lodging accommodations and travel to the region the night before. What percentage of task orders typically have this requirement?

Response: Task orders can be for any of the 23 counties in Maryland. Work is generally spread equally across the state. Requirement for lodging and/or travel the night before, would be dependent upon where a person lives in relation to the project and if it would impact their ability to arrive onsite at a reasonable time to start a workday.

6. Question: Is this contract a re-bid of a current contract? If yes, who is the incumbent?

Response: New contract.

7. Question: Is there a budget assigned to this contract you can share?

Response: The Maryland Judiciary does not share budgetary information.

8. Question: Does the Administrative Office of the Courts have any idea of the volume that may come through this contract or know typically how many deployments are performed annually?

Response: Deployments performed annually can vary widely depending the initiative(s) and many factors. Deployments could range from 1 to over 25 annually.

9. Question: When is the deadline for questions?

Response: There is no deadline for question submission, but please consider reasonable response period and the RFP deadline date & time when submitting questions.

10. Question: Are vendor proposals to be submitted via email or on the eMMA website?

Response: No, please see section 1.9 on Proposal Due (closing) date & submission guidelines. Proposals MAY NOT be submitted via email or the via the eMMA website.

11. Questions: What is the overall number of computers that need to be supported?

Response: 5,000+ computers.

12. Question: What is the mileage reimbursement rate?

Response: There is no mileage reimbursement rate. Mileage/lodging costs must be incorporated into the rates.

13. Question: Can an extension to the current due date be granted?

Response: Not at this time.

14. Question: How do we schedule site visits to get an idea of Maryland Judiciary's current IT structure?

Response: Site visit will be scheduled when deployment is necessary.

15. Question: When does the work in this RFP start?

Response: Timeline is fluid and work could start at any point in 2021.

16. Question: What is the Judiciary's current IT setup?

Response: Maryland Judiciary does not disclose specifics regarding IT infrastructure or configurations.

17. Question: How many Judiciary offices are supported in this RFP?

Response: Approximately 50 main locations across the state.

18. Question: The pricing form shows only 6 lines for job titles, is this the maximum allocated jobs for this position or could there be more?

Response: No. Offerors are allowed and expected to add as many job titles as necessary with corresponding price rates.

Issued by: Yeshehewase Ayele  
Procurement Officer  
Date :10/29/2020