



Administrative Office of the Courts

Operations Division

Questions/Responses No. 1 to the Request for Proposals (RFP) K21-0052-29 Attorney Information System (IV&V) Assessment

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.

Question 1: The RFP states that an internal review was conducted during the 2020 usage cycle. What were the drivers for the internal review of AIS Operations?

Response: The AIS system has been built in phases, each corresponding to a specific attorney support function. The internal review was conducted at the conclusion of the major phases to assess the overall operation and performance of the system for ongoing planning.

Question 2: Would the AOC make this report and associated findings and recommendations available to Offerors?

Response: The findings of the internal review will be provided to the awarded contractor as part of the engagement.

Question 3: Are there future plans or strategies for AIS or related systems? Is there an intention or expectation that AIS will evolve beyond its primary existing functionality (e.g., integration with other systems, expanded data sharing, new functionality)?

Response: Yes. A key part of this engagement is to assist in the identification of potential issues to functional expansion and interoperability.

Question 4: Has a budget been defined for this engagement that the AOC can share?

Response: The AOC doesn't share the budgetary information.

Question 5: What is the size of the current team supporting the AIS application?

Response: The AIS system is supported by members of several JIS units – Business Analysis, Application Development, Architecture and Infrastructure, and Customer Support.

Question 6: Do we need to come over there for the meetings?

Response: TBD, but a significant amount of on-site presence should be anticipated for in-depth discussions and examination of the existing infrastructure and technical components.

Question 7: Can we perform the tasks (related to RFP) outside USA?

Response: See response to question # 6.

Question 8: Is the AOC considering and/or has it budgeted for replacement of the existing system as an alternative path forward if necessary?

Response: No.

Question 9: Whether companies from outside USA can apply for this?

Response: Please refer section 1.26, Page 11 of RFP.

Question 10: Can we submit the proposal via email

Response: No

Question 11: Can you confirm that the following statement in 2.11, C; vi. is accurate at ten million dollars per occurrence, and that Subcontractor's must also obtain and maintain comparable levels of coverage?

vi. Cyber Liability Insurance:

Cyber Security / Data Breach Insurance – (For any service offering hosted by the Contractor) ten million dollars (\$10,000,000) per occurrence. The coverage must be valid in all locations where work is performed and/or data or other information concerning the State's claimants and/or employers is processed or stored.

If any of the work under the Contract is subcontracted, the Contractor shall require any subcontractors to obtain and maintain comparable levels of coverage and shall provide the Procurement Officer with the same documentation as is required of the Contractor.

Response: Yes

Question 12: Could you please clarify what the actual duration of the contract will be? As section 2.3 contradicts to section 1.4

1.4 Contract Duration: The Contract resulting from this RFP shall begin at the execution date of contract and extend for a base period of 1 (one) year. The Judiciary shall have the sole right to exercise up to two (2), six months renewal options at its discretion.

2.3 Period of Performance: The engagement must begin within 10 working days after contract award and all deliverables must be completed and accepted as complete by the Judicial Information Systems designated manager no later than 60 days after the start of the engagement.

Response: The Contract duration is as stated in section 1.4, page 7. Section 2.3 reveals the information about period of performance once contract is placed.

Issued by: Sejal Lakhawala
Procurement Officer
March 11, 2021