



Administrative Office of the Courts

Operations Division

Amendment # 1

RFP: Judicial College Instructional Designer/Curriculum Developer

Project ID: K21-0072-25D

This Amendment 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 (ex. new language) and language deleted has been marked with a strikethrough (ex. ~~language deleted~~).

1. Modify Page 3- Key Information Summary Sheet

Question Submission Deadline: ~~May 4, 2021 by 2:00 P.M.~~
May 11, 2021 by 2:00 P.M.

Closing Date and Time: ~~May 11, 2021 by 2:00 P.M.~~
May 18, 2021 by 4:30 P.M.

2. Modify Page 7- Section 1.3 Contract Type

The ~~Master~~ Contract shall be based on an Indefinite Delivery Indefinite Quantity (IDIQ) Contract with Fixed Price (FP) ~~and/or Time & Material (T&M) Purchase Orders.~~

3. Modify Page 8- Section 1.8.3 Questions

All questions are due to the procurement officer no later than 2:00 P.M. (local time) on ~~May 4, 2021~~ May 11, 2021, 2:00 P.M.

4. Modify Page 8- Section 1.9 Proposal Due (Closing) Date

One original and three (3) copies of each proposal (Technical and Financial) must be received by the Procurement Officer **no later than 4:30 p.m. (local time) on ~~May 11, 2021~~ May 18, 2021** in order to be considered.

One electronic version of the Technical Proposal must be included inside the Technical Proposal submission envelope. One electronic version of the Financial Proposal must be included inside the Financial Proposal submission envelope. Both electronic versions must be labeled with the RFP title, RFP number, and Offeror's name and be packaged with the original copy of the appropriate proposal (Technical or Financial).

Requests for an extension of this date or time will not be granted. Offerors' mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. **Proposals received by the Procurement Officer after the due date and time will not be considered.**

Proposals may not be submitted by e-mail or facsimile.

5. Modify Page 6- Section 1.1 Summary Statement

The Administrative Office of the Courts (AOC) issues this Request for Proposals (RFP) to seek proposals from prospective offerors to provide three (3) Instructional Designers/Curriculum Developers or up to three teams of three individuals to design, develop and build online courses within a one-year timeframe, to support the Judicial College of Maryland for online learning curriculum development. One team member shall be the Project Manager who will be the main team contact with the Judicial College throughout the course development process and the duration of the contract.

6. Modify Page 13- Section 2.1 Purpose & Summary

The Administrative Office of the Courts (AOC) issues this Request for Proposals (RFP) to seek proposals from prospective offerors to provide three (3) Instructional Designers/Curriculum Developers or up to three teams of three individuals, to design, develop and build online courses within a one-year timeframe, to support the Judicial College of Maryland for online learning curriculum development.

In lieu of submitting an individual ISD for each position, Offerors may choose to submit a team consisting of three (3) individuals but must identify the roles of each team member. One team member must be the project manager who will be the main team contact with the Judicial College throughout the course development process and the duration of the contract. One team member can be the ISD, and one team member may be the curricula developer, writing the online lesson outlines.

The Judicial College of Maryland, under the Administrative Office of The Courts is responsible for ensuring that all Judiciary employees receive the support they seek to maximize their performance through expanded awareness, knowledge acquisition, and skill development. The Judiciary provides professional development and performance enhancement opportunities using a variety of teaching methodologies including bricks and mortar in-class instruction at the Maryland Judicial Center as well as in the field; blended learning which involves a mix of classroom and online learning (both synchronistic and asynchronistic on-line instruction); on-line instruction; webinars; and a variety of digital media instructional materials.

The Instructional designer/curriculum developer or team will work with subject matter experts under the direction of the Assistant State Court Administrator of the College and the Director of Education with the guidance and support of the Manager of Professional Development and the Learning and Performance Specialist.

The AOC reserves the right to disqualify any candidate or team proposed by multiple Offerors. Affected Offerors will be given two business days to submit a substitute.

Offerors may submit up to three candidate resumes, one each, for each of the three positions or the Offeror may submit up to three (3) teams of three individuals for consideration.

The AOC reserves the right to make multiple awards.

7. Modify Page 13- Section 2.2 Contractor Resource (CR) Expertise/Skills Requirements

The Contractor shall propose CRs that meet the following qualifications:

1. Project Manager shall have at least three (3) years of experience managing the development of instructional design, multimedia eLearning projects.
2. Proven track record of at least 4 years' experience in online curriculum design and development for adult learners. The Offeror shall submit online lessons using both Articulate Storyline 360 and Articulate Rise that include Vyond components. Links to the lessons will be provided by the submitter electronically as part of the response to the Request for Proposals (RFP's).
3. Knowledge of adult learning principles and theory, and knowledge of best practices in online delivery as demonstrated through the submission of an online lessons the proposed Contractor's Resource has designed and developed using both Articulate Storyline 360 and Articulate Rise that include Vyond components.
4. At least 1 year of experience evaluating the effectiveness of training.

5. Proven track record of at least 4 years of experience designing online courses using Articulate Storyline 360, Articulate Rise, and Vyond which have been uploaded and calibrated into an LMS.
6. Proven track record of at least 4 years of experience creating multimedia and SCORM compliant learning as demonstrated through the submission of an online lessons the proposed Contractor's Resource has designed and developed using Articulate Storyline 360, Articulate Rise, and Vyond.
7. Experience with Learning Management Systems such as Canvas or Blackboard.
8. Ability to work collaboratively with the Judicial College staff, Professional Development staff, Human Resources staff, and other Judiciary stakeholders at all levels.
9. Excellent communication skills.
10. Proven ability to meet deadlines, can manage deliverables on multiple projects simultaneously.
11. Able to work remotely five days a week and able to attend all meetings remote or onsite.
12. Experience using a variety of COTS software.

8. Modify Page 14- Section 2.3 Statement of Work/Deliverables

This RFP seeks three (3) Curriculum Developers/Web Designers/Instructional Designers to design, develop and build online coursework as directed by the Judicial College. The Offeror shall submit resumes and work products as outlined in Section 2.2, for all candidates.

If a team of three is proposed as described above, the project manager, ISD and curricula developer must be identified by their role and in alignment with the responsibilities identified. Examples of work products for each team member must be provided and should be representative of their identified role in the project.

Completed coursework will be texturized using videos, interviews, quizzes, eLearning authoring tools, learning assessments, and other proofs of learning strategies.

The College has an established and robust process in place to guide the development of each lesson within a course. The process includes the Instructional Design Developers being responsible the following tasks:

- Design plan and course style guide
- Detailed lesson outlines, including learning outcomes, interactions, sequenced content, and knowledge checks
- A fully functional prototype for each lesson

- Course/lesson pilots
- Multiple rounds of quality assurance checks
- Generating and syncing artificial intelligence (AI) narration
Building course shell in LMS

INSTRUCTIONAL SYSTEMS DESIGNER (ISD)	Course	Estimated Number of Lessons
ISD-1	1. Hiring Practices and Onboarding Course	6 lessons
	2. Budget & Fiscal Operations Course	4 lessons
	3. Change Management Course	6 lessons
	4. Planning & Decision-Making Course	5 lessons
	5. How to Use the IETNA Module	2 lessons
	6. Reserve Lessons	4 lessons
Estimated Total:		27 lessons

INSTRUCTIONAL SYSTEMS DESIGNER (ISD)	Course	Estimated Number of Lessons
ISD-2	1. Commissioners: Pre-Trial Release and Determination Course	9 lessons
	2. Commissioners: Warrant vs. Summons Course	3 lessons
	3. Commissioners: Civil Orders Course	3 lessons
	4. Commissioners: Property Bonds and Land Records Course	3 lessons
	5. Commissioners: Records Interpretation Course	5 lessons
	6. Reserve Lessons	4 lessons
Estimated Total:		27 lessons
ISD-3	1. Fair Practices for Judiciary Employees Course	5 lessons
	2. Fair Practices for Judges & Magistrates 2.0 Course	4 lessons
	3. Cultural & Diversity Course	3 lessons
	4. Supervising Challenging Employees Course	6 lessons
	5. Supervising for Optimal Job Performance Course	5 lessons
	6. Reserve Lessons	4 lessons
Estimated Total:		27 lessons

Note: The final number of lessons per course may differ from the estimates above, however the total number of lessons per ISD will not exceed 27 lessons.

9. Modify Page 43- ATTACHMENT E- PRICE PROPOSAL FORM

ATTACHMENT E – PRICE PROPOSAL FORM

Judicial College Instructional Designer/Curriculum Developer

PRICE PROPOSAL FOR RFP # K21-0072-25D

Labor Categories	A	B	C
	Hourly Labor Rate*	Total Hours ‡	Total Proposed Price
Instructional Designer/Curriculum Developer #1		2040	\$
Instructional Designer/Curriculum Developer #2		1020	\$
Instructional Designer/Curriculum Developer #3		1020	\$
Total Evaluated Price			\$

<u>Labor Categories</u>	<u>A</u>	<u>B</u>	<u>C</u>
	<u>*Cost per lesson</u>	<u>Total Number of Lessons</u>	<u>Total Proposed Price**</u>
<u>Instructional Designer/Curriculum Developer #1</u>		<u>27</u>	<u>\$</u>
<u>Instructional Designer/Curriculum Developer #2</u>		<u>27</u>	<u>\$</u>
<u>Instructional Designer/Curriculum Developer #3</u>		<u>27</u>	<u>\$</u>
<u>Total Evaluated Price</u>			<u>\$</u>

Note: Contractor shall invoice the AOC upon successful completion and delivery of each lesson. Lessons are only determined as complete upon written approval by the Contract Manager or designee.

*The AOC will only pay the cost associated per lesson regardless of ISD individual or team.

***If proposing multiple resources, please provide individual price Proposals for each candidate/labor category.**

*The Fully Loaded Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents.

**Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract. There is no provision for additional travel reimbursement.

(This form to be filled out by Offeror)
(Offeror may use additional pages if necessary)

Submitted by Authorized Signature:
Date:
Print Name and Title:
Company Name:
Company Address:
Federal Tax Identification No.
Telephone

Issued by: Sejal Lakhawala
Procurement Officer
May 4, 2021