



**STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
Small Procurement**

**Judicial College Legal Temporary Staffing Support
Project 13563**

This procurement is being conducted as a Category III Small Procurement as described in the Judiciary Procurement Policy, not to exceed \$50,000.

Purpose & Background

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 Administrative Office of the Courts (AOC) issues this Small Procurement to request a Legal Temp to support the Judicial College of Maryland.

The Contractor's Resource will work 40 hours per week for a period of three months.

Offerors may submit up to 5 resumes for consideration.

1. Scope of Work

a. The Contractor's Resource shall work on the following types of projects:

- Revise the Landlord Tenant Bench Book, which includes new chapters regarding remote hearings.
- Revise the Course Coordinator Packet and create one for virtual education.
- Support the Digital Library clean-up.
- Link faculty database to SurveyMonkey evaluations.

b. The Contractor's Resource shall have the following skills, abilities and attributes:

- Professional
- Able to follow directions

- Critical Thinker
- Excellent verbal and written skills
- Advanced legal research skills (WestLaw and LexusNexus)
- Organized
- Good time management skills
- Skilled with Adobe Pro and Microsoft Office Suite

c. Place of Performance

All work shall be performed at 187 Harry S. Truman Parkway, Annapolis, MD 21401, unless otherwise authorized.

d. Hours of Operation

Hours of work are the normal operational hours of 8:00am to 4:30pm (EST).

e. Background Check

The candidate shall submit to and pass a background check conducted by the AOC. At all times, the Contractor Resource must comply with the security policies as dictated by the AOC.

2. Contract Type

The resulting contract shall be for Fixed Price.

3. Contract Term

The Contract resulting from this Small Procurement shall begin upon contract execution and extend for a base period of 3 months.

4. Procurement Officer

The sole point-of-contact for purposes of this Small Procurement prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Valerie L. Mitchell

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-3591

Email: Valerie.l.mitchell@mdcourts.gov

5. Form of Response

Responses must be in writing and include the following:

- a. Candidate resume
- b. Capabilities and experience in providing the required services
- c. Price proposal (must include the fully loaded fixed prices for the services using Attachment A)

6. Closing Date

All responses must be received via email to the Procurement Officer at the email address listed in Section Number 4, no later than **no later than 4:30pm (local time) on May 13, 2021** in order to be considered.

7. Award Determination

The award resulting from this Small Procurement will be awarded to the Offeror whose response is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed, candidate interview, and price.

Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

Candidate Name	*Hourly Rate x	**Total Hours =	Total Proposed Price
	\$ _____	480 hours	\$ _____
	\$ _____	480 hours	\$ _____
	\$ _____	480 hours	\$ _____

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

Note: If proposing multiple resources, please clearly specify the hourly rate for each candidate for 480 hours/ 3 months.

***The fully loaded hourly rate is the actual rate the State will pay for services and must be recorded in dollars and cents.**

**** Estimated hours for evaluating purpose only and do not constitute billing basis.**