



ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

Addendum No. 3
Judicial College Curriculum Developer & Instructional Designer
K18-0050-25EE
December 18, 2017

This Addendum is being issued to amend and clarify certain information contained in the above named small procurement RFP. All information contained herein is binding on all Offerors who respond to this small procurement RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been **underlined** and language deleted has been marked with a ~~strikeout~~ (ex. language deleted).

ATTACHMENT E – PRICE PROPOSAL FORM

Judicial College Curriculum Developer & Instructional Designer

PRICE PROPOSAL FOR RFP # K18-0050-25EE

The following information provided by Offerors will be used to evaluate proposals:

Curriculum Developer & Instructional Designer	A	B	C	D
	Name	Hourly Labor Rate*	Total Hours Annually**	Total Proposed Price
Base Year One		\$	2040	\$
Option Year One		\$	2040	\$
Total Evaluated Price				\$

ATTACHMENT E – PRICE PROPOSAL FORM

Judicial College Curriculum Developer & Instructional Designer K18-0050-25EE

The following outlines the payment schedule for the Instructional Designer RFP.

- 1. 80% of the total cost of the contract will be paid out for the development and completion of the Supervisor Core project. 20% of the total cost of the contract will be divvied up and paid out on a monthly basis for the months remaining on the contract.**

If it takes the full 12 months to complete Supervisor Core, the 20% will be released at the time the Supervisor Core project is complete and the feedback from all pilots have been integrated into the module lessons.

Payment will be made upon completion of the instructional modules and lessons within each of the instructional modules. A module is considered complete when the module goes out for pilot. We recognize that feedback received from the pilot will require revisions by the instructional designer however, payment will be released at the time of pilot.

- 2. The Supervisor Core project has been configured in what we call “clusters”. There are 4 clusters. 80% of the total contract amount will be divided by 4 therefore, each cluster represents 20% of the total 80% of the contract.**

Within each cluster are 3 or 4 modules. Payment will be released after 2 or 3 modules are sent to pilot.

Supervisor CORE A: Supporting the Mission

- 1. Fundamentals of Leadership**
- 2. Nuts and Bolts of Supervision (50% payment released of the 20%)**
- 3. Effective Communication**
- 4. Customer Service (50% payment released of the 20%)**

Supervisor CORE B: Partnerships for Success

- 1. Monitoring for Success**
- 2. Collaboration and Teamwork (50% payment released of the 20%)**
- 3. Managing Conflict (50% payment released of the 20%)**

Supervisor CORE C: Staff Performance and Skill Development

- 1. Enhancing Staff Performance**
- 2. Evaluating Staff Performance (50% payment released of the 20%)**
- 3. Coaching and Learning for Skill Development (50% payment released of the 20%)**

Supervisor CORE D: Human Resources and Responsibilities

- 1. Human Resources**
- 2. Office Safety and Security (50% payment released of the 20%)**
- 3. Culture and Diversity**
- 4. Supervising Ethical Practice (50% payment released of the 20%)**

Assignment		Payment Percentage	Total Proposed Price
20% payment	Cluster A Module 1: Fundamentals of Leadership Module 2: Nuts and Bolts of Supervision	50%	
	Cluster A Module 3: Effective Communication Module 4: Customer Service	50%	
20% payment	Cluster B Module 1: Monitoring for Success Module 2: Collaboration and Teamwork	50%	
	Cluster B Module 3: Managing Conflict	50%	
20% payment	Cluster C Module 1: Enhancing Staff Performance Module 2: Evaluating Staff Performance	50%	
	Cluster C Module 3: Coaching and Learning for Skill Development	50%	
20% payment	Cluster D Module 1: Human Resources Module 2: Office Safety and Security	50%	
	Cluster D Module 3: Culture and Diversity Module 4: Supervising Ethical Practice	50%	
80% total for Supervisor Core Project			
Remaining 20% payment	Additional projects to the duration of the contract	20%	

 Authorized Individual Name/Date

 Company Name

 Title

 Company Tax ID #

Date Issued: December 18, 2017
 Issued by: April Molley, Procurement Officer