



ADMINISTRATIVE OFFICE OF THE COURTS

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

Questions/Responses No. 1 to the

Request for Proposals (RFP) K18-0050-25EE

Judicial College Curriculum Developer & Instructional Designer

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by the procurement officer 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: Are there any incumbents for this position? If Yes, how many?

Response: No

2) Question: Page 3 of the RFP states the Pre-Proposal Conference is Wednesday, December 11th, 2017, 10:30 AM. Section 1.7 on page 7 states the Pre-Proposal Conference begins at 1:00 pm. Which time is correct? Also, December 11, 2017, is a Monday. What is the correct date?

Response: Please see addendum 1 - Pre-Proposal Conference: Monday, December 11th, 2017, 10:30AM

3) Question: Closing Date and Time: Wednesday, January 8th, 2018, 2:00 PM; January 8, 2018, is a Monday? What is the correct date?

Response: Please see addendum 2 - Closing Date and Time: Monday, January 8th, 2018, 2:00PM

4) Question: Section 2.1 on page 12, states, Supervisor and Manager CORE is going to be a hybrid course, with online module clusters and onsite workshops. Section 2.2.1 states, Offeror will Develop Supervisor and Manager CORE. Is the offeror expected to develop the onsite workshops?

Response: No, the Offeror will focus on online development.

5) Question: Section 2.2.4 states; Completed courses shall be texturized using videos, interviews, vignettes, quizzes, PowerPoint slides, learning assessments, and other proofs of learning. Is the Offeror expected to shoot and edit video? If not, who will provide the video for designing the online courses?

Response: The Offeror will be responsible generating ideas as which videos are needed, then developing the script for the video. The Judiciary will be responsible for shooting and editing the video.

6) Question: Effective and robust E-learning content is professionally narrated. Does Maryland Judiciary College expect some modules to be narrated?

Response: Yes

7) Question: Since designing and developing E-Learning content is computer-based and Canvas is web-based, is it possible for the Instructional Designer/Curriculum Developer to partially work offsite? For the first 1-2 months, we will report to the office location. Afterward, we will provide weekly updates, be available for calls/web conferences, and attend weekly project huddles with stakeholders, etc.

Response: After the first 3 months, the Offeror would be approved to work offsite, with the expectation that he/she will provide weekly updates, be available for calls/web conferences, and attend weekly project huddles with stakeholders, etc.

8) Question: Section 2.3.1 states, the contractor shall submit an online module s/he designed and developed using Canvas. Will the offeror have access to the Judiciary's LMS to submit their online module or will the offeror use their own Canvas LMS?

Response: Upon review of the proposals, Offerors may be asked to complete an in-person interview, during this time the Offerors will be asked to demo an online module s/he has developed using e-learning authoring tools, such as Articulate Storyline 360. The module used for this demo is not required to be uploaded to the Judiciary's Canvas LMS.

9) Question: ATTACHMENT E – PRICE PROPOSAL FORM; there are asterisks for the Hourly Labor Rate and the Total Hours Annually. What do the asterisks represent?

Response: Asterisks represent nothing for the vendor.

10) Question: How many pages are required for the proposal?

Response: That is not an AOC decision. There are no page requirement for this proposal.

Date Issued: December 6, 2017

Issued by: April Molley, Procurement Officer