



# ADMINISTRATIVE OFFICE OF THE COURTS

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

## Questions/Responses No. 3 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:** The original price proposal form had a cost area for the Base Year and the Option Year. Addendum number 3 only has a cost area for the Base Year. Should the addendum include a cost area for the Option Year? Should we submit Attachment E – Price Proposal Form as it is in addendum 3, including the underlined, blue and bolded text?  
**Response:** Yes, please submit pricing for one base year and one optional year. You can use Attachment E – Price Proposal Form as it is in addendum 3. Just indicate on the form base year or optional year (see example below).

Date Issued: December 28, 2017

Issued by: April Molley, Procurement Officer

**ATTACHMENT E – PRICE PROPOSAL FORM**

**BASE YEAR**

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

\_\_\_\_\_  
Authorized Individual Name/Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Tax ID #

**ATTACHMENT E – PRICE PROPOSAL FORM**

**OPTIONAL YEAR**

Assignment		Payment Percentage	Total Proposed Price
20% payment	<b>Cluster A</b> <b>Module 1:</b> Fundamentals of Leadership <b>Module 2:</b> Nuts and Bolts of Supervision	50%	
	<b>Cluster A</b> <b>Module 3:</b> Effective Communication <b>Module 4:</b> Customer Service	50%	
20% payment	<b>Cluster B</b> <b>Module 1:</b> Monitoring for Success <b>Module 2:</b> Collaboration and Teamwork	50%	
	<b>Cluster B</b> <b>Module 3:</b> Managing Conflict	50%	
20% payment	<b>Cluster C</b> <b>Module 1:</b> Enhancing Staff Performance <b>Module 2:</b> Evaluating Staff Performance	50%	
	<b>Cluster C</b> <b>Module 3:</b> Coaching and Learning for Skill Development	50%	
20% payment	<b>Cluster D</b> <b>Module 1:</b> Human Resources <b>Module 2:</b> Office Safety and Security	50%	
	<b>Cluster D</b> <b>Module 3:</b> Culture and Diversity <b>Module 4:</b> 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 #