



Administrative Office of the Courts

Operations Division

Questions/Responses No. 1 to the Request for Proposals (RFP) #9398 Conflict Coaching Trainer

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail 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: Please advise what the expectations are of the references. Are they to attest that the Contractor's Resource trained 20-25 people, or do you want more on the value of the program, skills, or other points?

Response: We are looking for references that can attest to the value of the program and the Contractor's Resource skills.

2. Question: Are the references to be only organizational clients who have retained the Contractor's Resource to conduct the workshops for 20-25 people?

Response: Our preference would be for organizational references who have retained training services of the Contractor's Resource, even if the number of trainees is outside the 20-25 people range.

3. Question: I note two itemized areas on the Price Proposal Form- Training and Materials for all 3 days and Travel Costs. May I assume that together these items are not to exceed the 'Fixed Price' of \$25,000?

Response: The fact that this solicitation has been released as a Small Procurement is not intended to indicate that the price should or should not exceed \$25,000. It means we reasonably expect the Fixed Price to cost \$25,000 or less. The itemized areas of the Price Proposal shall total the Offeror's total Fixed Price.

Issued by: Whitney Williams
Procurement Officer
February 14, 2019