



Addendum No. 1
Judicial College Instructions System Design eLearning Developer
Project No. K22-0042-25D

01/25/2022

The purpose of this addendum is to amend and clarify certain portions of the above-referenced solicitation with all prospective bidders/offerors.

Questions:

- Q1. Can you please provide an estimate budget or NTE allocated for the contract?
A1. The Judiciary does not share budgetary information.
- Q2. Is this a new contract or is there an incumbent?
A2. This is a new contract.
- Q3. Do we need to submit the actual resumes for the proposed candidates, or can we submit the sample resumes?
A3. Offerors shall submit resume(s) for proposed candidate(s) in accordance with IV.C.2.f.(2) of the RFP.
- Q4. Will the interview be in person or virtual?
A4. Virtual.
- Q5. Can you provide the list of holidays?
A5. New Year's Day, Dr. Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, American Indian Heritage Day and Christmas Day.
- Q6. Are there any mandated Paid Time Off, Vacation, etc.?
A6. No.
- Q7. How many people are currently working onsite and offsite?
A7. This is not relevant to the scope.
- Q8. Are hourly rate ranges acceptable for the proposed personnel?
A8. The AOC has not requested hourly rates. Please refer to Section IV.D, and Attachment E.
- Q9. If there is an incumbent, is the incumbent eligible to submit the proposal again?
A9. Refer to Q2 of this addendum.
- Q10. Could you please share the previous spending on the contract, if any?
A10. Please refer to our webpage mdcourts.gov/procurement/awards to view similar awarded solicitations.
- Q11. What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate?
A11. Refer to Q2 of this addendum.
- Q12. Could you explain the weighing of the financial proposals in relation to the technical Proposal? To clarify, are both proposals weighted equally or does one have more weighting than the other?
A12. The proposals are weighted as follows: Technical Proposal – 60 Points, and Financial Proposal – 40 Points.
- Q13. Can you share examples of lessons that demonstrate aspects of what the Judicial College expects to be delivered in the twenty completed videos?

- A13. No.
- Q14. Will a transcript of the Pre-proposal conference be made available?
A14. No, the pre-proposal conference is not recorded.
- Q15. Will the ten new lessons be expected to look exactly like the ten existing videos?
A15. The new lessons will have their own course style but shall have similar components such as navigation and menu features.
- Q16. Will we have to focus on recreating elements that are present in the existing videos?
A16. Refer to Q15 of this addendum.
- Q17. As a Canadian vendor, we're slightly concerned about ongoing non-guaranteed delivery times for mail to the US-is it possible to submit only in digital format?
A17. No. Refer to Section II.F. of the RFP.
- Q18. When can we expect to receive a response to these questions?
A18. Refer to Section II.E. of the RFP.
- Q19. When you say that we can only propose "two resources" do you mean only two personnel? Based on the scope of work, it sounds like you will require both instructional designers as well as production specialists (to edit multimedia assets), as well as a project manager or producer to facilitate/coordinate with your team.
A19. An AOC Project manager will be assigned to this project. The Offeror's may propose two(2) resources for consideration, but the AOC will only award one (1) Instructional System Designer.
- Q20. There is no VSBE goal for this proposal, is there any preference applied to MBE firms?
A20. No, there is no MBE goal for this proposal.
- Q21. Is this an entirely onsite work or can it be done remotely?
A21. Work can be completed remotely, but the resource must be available on Eastern Standard Time (EST) to attend meetings.
- Q22. Is there any structured training? Is most content provided?
A22. The AOC will provide onboarding, guidance, materials and quarterly training. Weekly huddles will provide any opportunity to ask questions. As the resource you will create a lesson outline and put together the interactivity.
- Q23. Is the proposed resource expected to provide content and SMEs or will the AOC provide?
A23. The resource may be required to do some research as well as interact with SMEs to collect information.
- Q24. Are there any expectations around the use of video?
A24. Vyond is used for scenarios and concepts with a lot of motion. Occasional vides are used in our lessons.
- Q25. Is the place of performance located in Annapolis?
A25. Yes.
- Q26. How will Offerors be notified of the questions and answers?
A26. Refer to Section II.E. of the RFP.
- Q27. What are the requirements for Offeror's?
A27. Refer to the RFP for the requirements of the Offeror.
- Q28. Regarding remote work, is attendance onsite a requirement?
A28. Refer to Section III.F.3. of the RFP.

- Q29. Is this position collaborative?
A29. This position will work with supervisors, in groups and independently.
- Q30. What is the anticipated start date of the contract?
A30. Please refer to the Key Summary Information Sheet of the RFP.
- Q31. If an organization is brand new (less than 3 years of experience) but has resources that are experienced, how much will this hurt the technical score?
A31. Offerors that do not meet the minimum requirements as set forth in this RFP will be found not reasonably susceptible of being selected for award.
- Q32. Do proposals need to be postmarked on the deadline or received by the deadline?
A32. Refer to Section II.F.1. of the RFP.
- Q33. Does the MBE need to be certified in Maryland?
A33. Refer to Section II.N.1. of the RFP.
- Q34. Based on existing lessons do you envision different ratios of Story Line to Rise?
A34. Majority of our lessons are in Story Line not Rise. We are starting to use Rise for some courses, and we try to include highly interactive lessons.
- Q35. Why are electronic submissions not accepted?
A35. The AOC does not accept electronic submissions.

All addenda will be incorporated into the final contract documents and will be binding on all bidders/offerors responding to this solicitation. Each bidder/offeror submitting a bid/proposal must acknowledge receipt of all addenda by completing and forwarding Attachment H (included in bid/proposal package) with the bid/proposal response; failure to acknowledge addenda may result in the bid/proposal rejection.

If you have any questions regarding this addendum, please contact me at (410) 260-3591 or email me at valerie.l.mitchell@mdcourts.gov

Valerie L. Mitchell
Procurement Officer

