



# Administrative Office of the Courts

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## Operations Division

### Questions/Responses No. 1 to the Request for Proposals (RFP) #9194

### Technical Consultant- Grants Management System Acquisition

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: I am assuming the technical consultant will be onsite for this project? Or can the work be done remotely? Since the consultant will work with the project team on an as needed basis for 6 months (as stated on page 3 of the RFP), can you provide any insight into if/how much the consultant will be onsite? Can you also provide the address of any onsite work?

Response: There will be occasions when the consultant will need to meet with the project team in person, such as at the start of the project. On these occasions, we will meet in our conference room located in Annapolis, MD (Actual address will be provided to the Contractor). However, the consultant will also be able to work remotely for many tasks. We frequently make use of remote meeting tools such as ZOOM. The consultant will not be assigned an onsite office workspace.

2. Question: The RFP mentions 11 current grant programs managed by 5 grant-making departments. Are any of these departments primarily utilizing a vendor contract for management or are the programs currently being handled in-house?

Response: All grant management functions are handled in house.

3. Question: Has any funding been set aside for the grants management system as of yet?

Response: Yes

4. Question: How many hours per week would the selected professional work? The price sheet is asking for 6-month price. So, in months, what would be the work schedule for the individual. Please specify.

Response: We are seeking an hourly rate for the proposed consultant. All work associated with this project will be on an as-needed basis, therefore, we are unable to project a defined number of hours.

Issued by: Whitney Williams  
Procurement Officer  
February 12, 2019