



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Technical Consultant- Grants Management System Acquisition
RFP# 9194

Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to secure a Technical Consultant to help identify and select a cloud-based grant management system that meets AOC's needs. The AOC currently has 11 grant programs managed by 5 grant-making departments.

The consultant will work closely with an internal project team and AOC leadership. The consultant will assist in reviewing and modifying, as needed, a pre-DRAFTED set of business requirements while assisting the AOC to identify and optimize available software solutions. The consultant will not be eligible to supply the software solution.

1. Scope of work:

Contractor Resource shall:

- Serve as a subject matter expert (SME) on grant management software solutions, including new and developing technologies that might affect current and future processes.
- Review draft technical specifications created by the Judiciary's project team, and recommend modifications, if required. Help the team to identify potential requirements that have not yet been included, or topics that need additional clarification. Identify requirements that have been included that might significantly increase the project cost.
- Assist the team in building a framework for evaluating system capabilities. These include:
 - Information about a system's capabilities and limitations including but not limited to applications and reporting, multi-level user access, data analysis, records retention, access to data outside of the system, audit access, and data security

- System maintenance requirements
- Implementation requirements
- Training requirements
- Participate in product demo day(s) and pre-bid question and answer session(s)
- Assist in identifying available off-the-shelf or SaaS grant management systems that will enable us to manage our grant programs effectively and efficiently through their entire life cycle:
 - Pre-Award: posting multiple applications, grantees submitting applications, tracking applications received, assigning applications to reviewers, and preparing award recommendations for internal review and approval
 - Award: internal approval of awards, grantee acceptance of award terms, issuing final grant award documents
 - Post Award: grantees submit reports (narrative, performance, financial) as determined by grant program, grant programs track reports, and collect data from reports
 - Throughout the previously described life cycle, the system should support the following:
 - Communications with grantees and applicants
 - Communications between Judiciary departments that need to access the grants system, including the ability to write comments on each grant and at each stage in the life cycle
 - Reporting- internal reporting on a variety of metrics related to grants- i.e. grant awards by type, by county, by fiscal year, as well as performance and financial reports, awarded vs. spent, etc.
- Note- The AOC has a separate Oracle-based financial system. We are not seeking a grants management software that will interface with our financial system.

2. Contractor Resource Minimum Requirements:

- Strong knowledge of grant management systems

- Familiarity with grant making processes and general understanding of the basic grants life-cycle
- Prior experience assisting government or foundation grant makers review their grant management business requirements and selecting a grant management system

3. Project Timeline

- It is anticipated that the consultant will work with the AOC project team on an as-needed basis over the next 6 months. The AOC desires to select a grants management system as soon as possible in order to begin the implementation process.
- Role could be expanded strictly at the desire of the AOC to assist with implementation support at a future date if required.

4. Contract Type

The resulting contract shall be for Fixed Price.

5. Contract Term

The Contract resulting from this Small Procurement (RFP) shall begin **with contract execution** and extend for a base period of six months. The Judiciary shall have the sole right to exercise up to three, six-month renewal option at its discretion.

6. Procurement Officer

The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Whitney Williams

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-1581

Email: whitney.williams@mdcourts.gov

7. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposal must include a written response to the Scope of Work that demonstrates the following:
 - Proposed contractor's resource experience with grant making systems

- Proposed contractor's resource availability
- Proposed contractor's resource workplan to execute all items detailed in scope of work
- Proposed contractor's resource resume
- Proposed contractor's resource references: Provide 1-3 customer references where the customer is similar in size to the RFP scope

b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

8. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 6, no later than **no later than 2:00pm (local time) on February 21, 2019** in order to be considered.

9. Award Determination

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience with grant making systems
- Work plan
- Availability
- Price

Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

Labor Categories	A
	Hourly Labor Rate*
Technical Consultant – Six-month Base	\$
Technical Consultant- Option 1- Six months	\$
Technical Consultant- Option 2- Six months	\$
Technical Consultant- Option 3- Six months	\$

*** The Fully Loaded Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents.**

Submitted by _____
Authorized Signature
Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____