



# Administrative Office of the Courts

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## Operations Division

### Questions/Responses No. 3 to the Request for Proposals (RFP) K20-0067-251

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 provide information pertaining to the State of Maryland, Minority Business Enterprise (MBE) Program related to certified MBEs.

Response: Information pertaining to the State of Maryland, Minority Business Enterprise (MBE) Program related to certified MBEs be located on the Maryland Department of Transportation website: <http://www.mdot.maryland.gov/newMDOT/MBE/Index.html>

2. Question: To develop our licensing cost structure, how many users will be using the system once deployed? (i.e. high usage users > 40 hours per month; and low usage users < 40 hours per month).

Response: The number of hours per user is hard to estimate at this point, since we don't currently use a system. Grant program staff will be the most frequent users, and those total less than 40. The rest of the users (approximately 110 with different roles) will be more periodic and vary by month. Our grants run on a fiscal year basis of July 1 – June 30. Most application deadlines are in March each year, so at that point you would have very heavy usage, and both grantees and staff will be using the system. Grantees also have to submit reports on a quarterly basis, so we would expect heavier usage in October/Nov, Jan/Feb, April/May, and July/August.

3. Question: What is the contract value estimate?

Response: This information is not being provided.

Issued by: Karen Hoang  
Procurement Officer  
February 19, 2020