



Administrative Office of the Courts

Operations Division

Questions/Responses No. 3 to the Request for Proposals (RFP) K20-0045-29 Integrations Business Analyst Resource

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.

24. Can you please clarify why no consideration for a MBE/SBR requirement was added? Was there a sense from the administration that no SBR/MBE's could complete the requested work?

[Response: Minority Business Enterprises are encouraged to respond to this solicitation notice as it is the goal of the Maryland Judiciary that certified MBEs participate, however, there is no MBE Goal established for this solicitation.](#)

25. For this RFP, there is a list of staff qualifications. Is hands-on experience with XML and SOAP required? The roles seem to be a BA role not engineering so how much technical experience is mandatory?

[Response: Candidate must have working knowledge of XML. SOAP can be taught.](#)

26. Is there a media format requirement for the electronic version, e.g., USB or CD?

[Response: Offerors may submit CD or thumb drive.](#)

27. It says the original copy should be unbounded. Should the two copies of Technical Proposal be unbounded or bounded?

[Response: Bounded.](#)

28. For 3.4.5.F, do we just need to submit a letter warranting that the offeror is able to provide evidence of insurance required by RFP Section 2?

[Response: Please refer to RFP Section 2.8, paragraph A.](#)

29. Could you please confirm that only Attachment B and Attachment E need to be submitted in the proposal?

Response: In addition to the technical response, the following attachments must be submitted with each proposal:

- Attachment B- Proposal Affidavit
- Attachment D- Price Proposal Form (submitted with volume 2)

30. Section 3.4.5.C lists required information for customer references for the offeror. In Questions/Response 1, it says that the references for the proposed personnel are required as well. Could you please let me know where I can find the required information for the personnel's references in the solicitation? Do you just need reference name, phone number, and email?

Response: Please provide reference name, phone number and email.

31. Response to question 22 is AOC require one business analyst resource for this position. However, In Addendum 2 its mentioned offerors may propose up to two (2) candidates. The AOC anticipates making multiple awards. Please, clarify what does AOC making multiple awards stands for, because it is mentioned in response to question 22 that AOC requires one Business Analyst resource for this position?

Response: The AOC seeks to fill one position; however, the AOC is allowing Offeror's to submit two (2) candidates. Offerors may or may not choose to submit two candidates.

An amendment will be released to clarify the referenced statement.

Issued by: Akshay Kumar
Procurement Officer
October 29, 2019