



ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

Amendment #1

Request for Proposals

K18-0039-25D

Professional Development Instructor

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~)

1. Revise RFP Section 1.4, Contract Duration

The Contract resulting from this RFP shall begin upon execution starting no later than January 15, 2017, and expiring March 31, 2018. The Judiciary shall have the sole right to exercise up to three consecutive three month renewal options at its discretion.

2. Revise RFP Section 1.6, Contract Managers

~~Vickie Wachter~~ Shamika Dent-Williams

The Maryland Judiciary may change the Contract Manager at any time by written notice to the Contractor.

3. Revise RFP Section 2.2.6, Hours of Work

The CR will not work 40 hours per week throughout the duration of the contract; instead the CR Professional Development Instructor shall work the normal operational hours of 8:30am to 5:00pm (EST) on development and training days only. The CR is responsible for selecting and communicating development days to the Manager of the Department of Professional Development. The CR is responsible for selecting development days that allow for the proper approvals as outlined in Section 2.2.3.

The CR shall anticipate working 8.5 hours on in-person training days, which includes 6 hours of instruction, 1 hour of set-up, 1 hour of course clean-up, and 30 minutes for lunch.

The CR shall anticipate working 1 hour on webinar instruction days.

See Attachment G for a list of training and development days.

Issued by: Khrystine Bunche, Procurement Officer

October 25, 2017