



ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
2003C COMMERCE PARK DRIVE
ANNAPOLIS, MARYLAND 21401

Amendment No. 1 to RFP K12-0024-25
MJUD COTS (Commercial Off-the-Shelf) Software
December 12, 2011

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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 Section 1.1.3 as follows:

The AOC intends to award a Master Contract to an unlimited number of Offerors that are ~~authorized by the Manufacturer or Distributor to sell the proposed products and services, and~~ determined by the Judiciary to be qualified. Offerors may propose to Functional Area I, Functional Areas I and II, Functional Areas I and III, Functional Areas II and III, Functional Area III or all three functional areas as specified in section two.

Each request for COTS software, Installation and/or Training Services, and/or Manufacturer's Software Maintenance, throughout the term of the Master Contract, will be issued and summarized by the AOC in a PORFP. ~~A Master Contractor/Manufacturer Product Line matrix for the COTS software will be established and maintained by AOC.~~ All Offerors awarded a Master Contract and listed under ~~the Manufacturer Product Line for which the PORFP has been issued for~~ a specific functional area will be invited to compete for a PORFP. Based upon PORFPs issued by the AOC, a Master Contractor shall be selected to provide the requested Software, Installation and/or Training Services and/or Maintenance. The Master Contractor shall provide documentation at the time it submits a response to a PORFP that it is authorized by the Manufacturer to sell the product line. A Purchase Order (PO) will then be issued by AOC Procurement Department to the selected Master Contractor, which will bind the Master Contractor to the terms of the PORFP response, including the price. ~~Master Contractors may add Manufacturers' Product Lines from time to time throughout the life of the Master Contract by submitting Letters of Authorization from the Manufacturer or Distributor of the Hardware in accordance with the procedure set forth in Section 2.7.~~ Neither a PORFP nor a PO, may, in any way, conflict with or supersede the Master Contract.1.2

2. Amend Section 2.3.1 as follows:

Master Contractors shall provide COTS software, in accordance with the guidelines provided hereunder. ~~Master Contractors may add Manufacturer Product Lines periodically throughout the term of the Master Contract in accordance with the terms of Section 2.7.~~ This includes software licenses which grant the AOC the right to run or access the purchased software program within the terms and conditions of the license agreement.

3. Delete Section 2.7:

~~Each Master Contractor, in a Functional Area, may add additional Manufacturer Product Lines, in that Functional Area, throughout the life of the Software Master Contract. To add a Manufacturer product line, a Master Contractor must submit a Letter of Authorization from the Manufacturer or Distributor for each new product line proposed. Once the Letter of Authorization has been confirmed by CM, the Manufacturer product line will be added to that Master Contractor's list of product lines available.~~

~~Requests to add new product lines, with the required Letters of Authorization, shall be submitted to the CM for consideration by the 10th business day of each month. Approved requests will be added to the Manufacturer/Master Contractor matrix by the first business day of the following month.~~

4. Revise Section 2.8.1 as follows:

All Master Contractors awarded a Master Contract and listed under a specific functional area(s) will be invited to compete for a PORFP. Based upon PORFPs issued by the AOC, a Master Contractor shall be selected to provide the requested Software, Installation and/or Training Services and/or Maintenance. The AOC shall submit a PORFP to all Master Contractors authorized to sell the manufacturer product line requested. When generic specifications are used, a PORFP shall be sent to all Master Contractors for all manufacturers in a Functional Area.

5. Revise Section 2.8.2 as follows:

Upon receipt of a PORFP, each Master Contractor shall, no later than the PORFP due date and time, either prepare and submit a detailed proposal quotation, or provide an explanation for why they do not intend to submit a proposal quotation. As an example, the proposal quotation may provide the following:

- A) Explanation of how the Master Contractor intends to meet the requirements of the PORFP;
- B) Description of the proposed COTS software and version number;
- C) Transportation and delivery schedule;
- D) Installation services provided and schedule, if applicable;
- E) Manufacturer's Software Maintenance provided, if applicable;
- F) Training Services provided and schedule, if applicable;
- G) Guarantee that the COTS proposed will be virus free;
- H) Documentation ~~A statement~~ that the Master Contractor is authorized by the Manufacturer or Distributor to provide the COTS software and/or services as of the date of the response to the PORFP. The documentation shall certify that the Master Contractor is an authorized reseller or distributor of the Manufacturer's COTS software, or is authorized to provide Installation, Training and/or Maintenance services. The Letter of Authorization shall be on the Manufacturer or Distributor's letterhead or through a Manufacturer's or Distributor's e-mail. Each Letter of Authorization or e-mail must provide the following information:
 - Manufacturer or Distributor POC name and alternate for verification
 - Manufacturer or Distributor POC mailing address
 - Manufacturer or Distributor POC telephone number
 - Manufacturer or Distributor POC email address
 - Manufacturer or Distributor POC fax number
 - If available, a Re-seller Identifier

- I) Subcontractors, if any, including required letters of authorization;
- J) Warranty terms;
- K) Proposed price; and
- L) Captured COTS publisher or other COTS distributor screen shot of current MSRP as of date of PORFP proposal submission. Subject to the approval of the Judiciary, a comparable substitute directly from the COTS publisher or other COTS distributor may be acceptable.

6. Delete Section 3.4.2.3:

- ~~A) Offerors must state each Manufacturer product line that they propose selling through the Software Master Contract.~~
- ~~B) Manufacturer or Distributor's Letters of Authorization are required for each Manufacturer product line proposed by the Offeror. An Offeror may not propose a Manufacturer product line without providing the required Letter of Authorization at the time it submits its proposal. The Letter of Authorization shall certify that the Offeror is an authorized reseller or distributor of the Manufacturer's COTS software, or is authorized to provide Installation, Training and/or Maintenance services. The Letter of Authorization shall be on the Manufacturer or Distributor's letterhead in a Manufacturer's or Distributor's email. Each Letter of Authorization must provide the following information:~~
 - ~~• Manufacturer or Distributor POC name and the name of an alternate for verification~~
 - ~~• Manufacturer or Distributor POC mailing address~~
 - ~~• Manufacturer or Distributor POC telephone number~~
 - ~~• Manufacturer or Distributor POC email address~~
 - ~~• Manufacturer or Distributor POC fax number~~
 - ~~• If available, a Re-seller Identifier~~

7. Amend Section 4.2.1 as follows:

The criteria to be applied to each Technical Proposal are listed in descending order of importance:

- ~~• Letter of Authorization (Sec. 3.4.2.3)~~
- Offeror's order fulfillment capabilities (Sec. 3.4.2.2)
- Offeror's experience and capabilities (Sec. 3.4.5)

Date Issued: March 8, 2012
Anna Pfeifer, Procurement Specialist