



**ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401**

Questions/Responses No. 1 Small Procurement Request for Proposal

**Consultant to Maintain and Support the Maryland Program for Mediator
Excellence (MPME)**

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Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Contractors who received the RFP. 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 Contractor asking the question.

Question: Is this open to all qualified US Businesses?

Answer: Yes.

Question: Is there an incumbent already providing requested service?

Answer: No.

Question: As the budget is only \$25K for the year, can we propose a work plan that would utilize experience resource from our department center based outside the US?

Answer: No.

Question: What are the percentage for the 3 evaluation criteria-Work Plan, Experience & Price. Are they all equally evaluated?

Answer: Yes.

Question: Would you require the actual resume of the consultant or would articulating the expertise by vendor company in similar projects suffice?

Answer: Expertise with similar projects.

Question: Can the pre-proposal conference be attended remotely?

Answer: No.

Question: As an estimated total hours is asked for in pricing, can we request a phone call with the MD AOC technical team if we have specified technical questions?

Answer: No. All questions must be submitted in writing to the Procurement Officer.

Question: Is the budget of \$25K fixed? Would there be an increase if none of the responses are received?

Answer: We cannot make that decision at this time.

Question: Do you have a specific format for providing the work plan?

Answer: No.

Question: Through the duration seems to be a year, can we propose to complete it in lesser time?

Answer: Please see section 5 Contract Duration.

Question: Would there be a need for ongoing support and maintenance?

Answer: This seems to be outside the scope of the action. We cannot answer this question at this time.

Date Issued: March 18, 2013
Lisa Peters, Procurement Officer

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Small Procurement RFP

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