



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

May 05, 2009

Re: Request for Proposals K09-9114-25G  
Application Software Development

**AMENDMENT #1**

Dear Interested Party:

The Administrative Office of the Courts (AOC) hereby makes the following clarifications/changes to the above referenced Request for Proposal.

**Vendor Responses to RFP**

To maintain consistency and equality in the process, all vendors are required to use the structure outlined below for the response.

**1. Executive Summary**

**2. Technical Volume**

- a. Project development process: explain the process you will follow to build the system, including major milestones and evaluation.
- b. Address usability, standards, performance, scalability, reliability, and testing.
- c. Address any important technology information (system architectures, data structures, and functions flows) and specifications used in your solution (languages, platform, etc.)

**3. Management Volume**

- a. Organizational structure: communication process, including lines of reporting and any special tools used.
- b. Schedule of deliverables; include major milestones and testing proposal.

**4. Attachments**

- a. Qualifications and experience: relevant case histories with information on accessing online demos or examples.
- b. Biographies of all who will work on account.
- c. Professional references.

**5. Budget Volume**

- a. Break down cost by production hours, tools and functionalities
- b. Maintenance and support: include any costs that should be assumed as part of the site and ongoing costs for maintenance and support we need in the future.
- c. License fees: indicate the costs we will need to pay to

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develop or host the site.

- d. Pricing should include license fees for equipment, third-party tools and database technologies.
- e. Other charge areas: Please indicate whether there will be other expenses, consulting fees, future work, etc. to complete this project.

One (1) original and Six (6) copies of the proposal should be marked **RFP NO. K09-9114-25G; APPLICATION SOFTWARE DEVELOPMENT**, on the outside of the envelope. The proposal containing the original signatures shall be marked "ORIGINAL." **Please include this proposal on a CD in a separate sealed envelope.**

Additionally, one copy of the price proposal should be included in a separate sealed envelope marked **RFP NO. K09-9114-25G; APPLICATION SOFTWARE DEVELOPMENT**.

Thank you for your interest in doing business with the Maryland Judiciary.

Sincerely,

Karen Hoang  
Procurement Specialist