



ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
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ANNAPOLIS, MARYLAND 21401

Questions/Responses No.1 to the
Request for Proposal (RFP)
K13-0050-25E

MJUD Temporary Staffing Services
January 24, 2012

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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 Offerors 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 Offeror asking the question.

1. Question: Regarding Section 2.7.2—RFR Submission Requirements: Are these positions all currently open and available for contractors to start immediately? If not, are sample resumes acceptable? Under this circumstance, would it still be necessary to have the perspective candidate (resume) include the Confidentiality Agreement and the Background Check Release? Given the nature of "Contract" labor it is difficult to guarantee that a candidate submitted now, would still be available in 30, 60, 90, 180 (or more) days from the RFP due date.

Response: The RFP does not require that an Offeror submit a response to an RFR at this time. Please see Section 3 of the RFP for proposal submission requirements. Upon Master Contract award, if a temporary staffing need arises, an RFR will be issued to the Master Contractors who have been awarded a Master Contract in the particular functional area under which there is a temporary staffing need. (See Section 2.7.1)

2. Question: 1.22 Minority Business Enterprises states that an MBE subcontractor participation goal has not been established for this RFP. Will this be changed before the due date?

Response: An MBE will not be established for this RFP.

3. Question: What are MJUD's goals for this going out to bid?

Response: Please see RFP Sections 1.1 and 2.1.

4. Question: How many firms does MJUD intend to award this to?

Response: Please see RFP Section 1.1.3.

5. Question: What are the dates for both the base year and option year of any awarded contract?

Response: Please see Section 1.4 of the RFP and Section 2 of Attachment A to the RFP.

6. Question: What is the total estimated value for the contract?

Response: An estimated value for the contract will be established as a not-to-exceed amount, which will not guarantee any minimum or maximum billing. While the exact not-to-exceed amount has not yet been established, the not-to-exceed amount per year of the contract is at this time estimated to be about \$90,000.00.

7. Question: Who are the incumbent firm(s)? How long have they had the contract? Are the incumbent(s) in good standing and invited for rebid?

Response: Currently, temporary staffing services are not being provided under a Master Contract. Contractors that have provided the Judiciary with temporary staffing services in the past are: Manpower and Kelly Services. All qualified offerors are invited to submit a proposal in response to this RFP.

8. Question: If possible, please provide a list of addresses for the places of performance. (the RFP only stated “the State of Maryland” as the place of performance.)

Response: A list of addresses for the places of performance cannot be provided, as it is impossible to predict where the temporary staffing needs may arise across the State of Maryland at various judicial locations. It is anticipated that most of the positions will be located in Annapolis, Maryland.

9. Question: Can you provide the estimated annual spend for each of the below areas?

Functional Area I - Clerical positions

Functional Area II - Paralegal positions

Response: While the exact not-to-exceed amount has not yet been established, it is estimated that approximately 75% of the temporary staffing openings will be for clerical positions, while 25% of the temporary staffing openings will be for legal positions.

Date Issued: January 24, 2013
Anna Pfeifer, Procurement Officer