



ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
2003C Commerce Park Drive
ANNAPOLIS, MARYLAND 21401

AMENDMENT #1
REQUEST FOR PROPOSALS
IT TRAINING SERVICES
PROJECT NUMBER K13-0057-29

FRANK BROCCOLINA
STATE COURT ADMINISTRATOR
(410) 260-1295 Fax: (410) 974-2066
frank.broccolina@mdcourts.gov

FAYE D. MATTHEWS
DEPUTY STATE COURT
ADMINISTRATOR
(410) 260-1257 Fax: (410) 974-2066
faye.matthews@mdcourts.gov

SHARON SAMPSON BALL, Director
Human Resources
(410) 260-1283 Fax: (410) 974-2849
sharon.ball@mdcourts.gov

GRAY BARTON, Director
Office of Problem-Solving Courts
(410) 260-3617 Fax: (410) 260-3620
gray.barton@mdcourts.gov

MARK BITTNER, Director
Judicial Information Systems
(410) 260-1001 Fax: (410) 974-7170
mark.bittner@mdcourts.gov

ALLEN C. CLARK, III, Director
Budget & Finance
(410) 260-1579 Fax: (410) 260-1290
allen.clark@mdcourts.gov

DAVID R. DURFEE JR., Director
Legal Affairs
(410) 260-1405 Fax: (410) 974-2066
david.durfee@mdcourts.gov

SUSAN HOWELLS, Director
Procurement & Contract Admin.
(410) 260-1410 Fax: (410) 260-2520
susan.howells@mdcourts.gov

CONNIE KRATOVIL-LAVELLE, Director
Family Administration
(410) 260-1296 Fax: (410) 974-5577
connie.kratovil-lavelle@mdcourts.gov

PAMELA C. ORTIZ, Director
Access to Justice Commission
(410) 260-1258 Fax: (410) 260-2504
pamela.ortiz@mdcourts.gov

DIANE S. PAWLOWICZ, Director
Court Operations Department
(410) 260-1725 Fax: (410) 260-2503
diane.pawlowicz@mdcourts.gov

JESSICA PITTS, Director
Emergency Preparedness & Court Security
(410) 260-3515 Fax: (410) 260-2505
jessica.pitts@mdcourts.gov

ROXANNE P. MCKAGAN
Director, Administrative Services
(410) 260-1407 Fax: (410) 974-2066
rocky.mckagan@mdcourts.gov

DEBORAH A. UNITUS
Director, Program Services
(410) 260-1291 Fax: (410) 260-3570
deborah.unitus@mdcourts.gov

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 2.3 as follows:

2.3.6 Education: A Bachelor's Degree from an accredited college or university with a major in Education/Training in the areas of Computer Science, Information Systems, Engineering, Business, or other relevant or related ~~scientific or technical~~ discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

2.3.7 General Experience: Must have 4 years of experience in information systems development, training, or related fields with the ability to become proficient with commercial and non-commercial software and hardware used by the Maryland Judiciary including, but, not limited to case management software, revenue collection software, Lotus Notes 8.5, WordPerfect, personal computers, printers, cash register system components, and scanners.

2.3.8 Specialized Experience: At least 2 years of experience in developing and providing IT and end user training on computer hardware and application software.

2.3.9 Substitution of Education for Experience. Substitution of education for experience may be permitted at the discretion of the Judiciary.

2.3.10 Substitution of Experience for Education. Substitution of experience for education may be permitted at the discretion of the Judiciary.

2. Revise RFP Section 2 by adding the following:

2.7 Routine travel is travel defined within a 50-mile radius of the JIS Training Unit, 2661 Riva Road, Suite 900, Annapolis, MD. There will be no payment for labor hours for travel time or reimbursement for any travel expenses for work performed within these radiuses or at the JIS facility.

Non-routine travel is travel is defined as beyond the 50-mile radius of the JIS Training Unit, 2661 Riva Road, Suite 900, Annapolis, MD.

If appropriate, and approved prior to the travel by the JIS Training Manager, travel expenses and will be reimbursed according to the Judiciary's travel regulations and reimbursement rates, which can be found at: <http://courts.state.md.us/family/grants/2011/judiciarytravelpolicy.pdf>.

If non-routine travel is conducted by automobile, the first 50 miles of such travel will be treated as routine travel and will not be reimbursed. The Master Contractor may bill for labor hours expended in traveling by automobile beyond the identified 50-mile radius.

Hotel accommodations for overnight travel will be handled directly through the AOC.