

STATE OF MARYLAND JUDICIARY
Procurement and Contract Administration
REQUEST FOR PROPOSALS (RFP)
EEO ATTORNEY

This procurement is being conducted as a Small Procurement as described in the Judiciary Procurement Policy, not to exceed \$25,000.

1. Purpose

The Maryland Judiciary seeks to retain the temporary services of an EEO Attorney to assist the Manager of the Office of Fair Practices. The position will be located on-site at the Maryland Judiciary Office of Fair Practices, 2001-C Commerce Park Drive, Annapolis, Maryland 21401. Travel to various court facilities around the State, however, will be required. A state vehicle will be provided as necessary for state travel.

2. Scope of Work

- The EEO Attorney shall provide guidance to the Manager of the Office of Fair Practices and other Judiciary personnel on employment issues.
- The EEO Attorney shall assist the Manager of the Office of Fair Practices in reviewing requests for reasonable accommodations and determining if individuals meet the requisite criteria under the ADA.
- The EEO Attorney shall conduct internal investigations, at the direction of the Manager of the Office of Fair Practices, and make recommendations for resolution to the Manager regarding allegations of discrimination/harassment.
- At the direction of the Manager of the Office of Fair Practices, the EEO Attorney shall assist the Attorney General's Office with collection and compilation of facts and/or materials needed to respond to complaints of discrimination filed with the EEOC/Human Relations Commission.

3. Qualifications:

a. Minimum Qualifications:

Education: Juris Doctor (JD) Degree

License: Member of the Maryland Bar

Experience: Five years of EEO/AA experience, to include working with an HR department.

Computer Skills: MS Office Suite: Must be proficient in Word, WordPerfect, Excel, and PowerPoint.

b. Additional Required Qualifications:

A thorough working knowledge of employment laws, including but not limited to: Title VII of the Civil Rights Act, Pregnancy Discrimination Act, Equal Pay Act, Age Discrimination in Employment Act, Americans with Disabilities Act, Rehabilitation Act of 1973, Civil Rights Act of 1991, Family and Medical Leave Act, Genetic Information Nondiscrimination Act, Fair Labor Standards Act, Worker's Compensation, Occupational Safety and Health Act.

Must have a valid driver's license and good driving record.

c. Preferred Qualifications:

Experience: Work experience within a government setting.

4. Contract Type

The resulting contract shall be for Time and Material.

5. Contract Term

The term of the Contract that results from this RFP is estimated to be 4 months, 40 hours per week.

6. Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Anna Pfeifer, Procurement Officer
Maryland Judiciary
Procurement and Contract Management
Telephone: 410-260-1416
Email: anna.pfeifer@mdcourts.gov

7. Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted.

- a. **Volume I** – Technical proposal must include a resume with three references and a written response to the Scope of Work that demonstrates the Offeror’s capabilities and experience in providing the required services.
- b. **Volume II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

8. Proposal Closing Date

All proposals must be received via email to the Procurement Office at the email address listed in Section 6, no later than 2:00 PM (local time) on March 29, 2011 in order to be considered.

9. Interviews

Top candidates should be available for an interview within approximately 5 days after the proposal due date.

10. Award Determination

The Contract resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

Evaluation Criteria in descending order of importance:

- Candidate’s Experience
- Offeror’s Work Plan for this engagement
- Price

Attachment A - Price Proposal Form

FOR SERVICES AS REQUIRED AND PROPOSED, THE HOURLY RATE TO BE CHARGED SHALL BE \$_____, to be invoiced bi-weekly. There will be no compensation for travel, accommodations or meals.

Submitted by _____

Authorized Signature

Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____