

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP) #115G**

Consultant to Facilitate the Development of a Strategic Plan for the Maryland Judiciary

JUNE 26, 2014

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

1. *Background*

The Administrative Office of the Courts contracted with the National Center for State Courts (Center) to conduct an assessment of the overall governance structure of the Maryland Judicial Branch. The Center sought to address a number of areas, including the effectiveness of the existing structure, as well as the effectiveness of internal and external communications.

The Center, in its report, submitted 17 recommendations for consideration. One of the recommendations was the development of a strategic plan. The Center noted in its report that *“Having a strategic plan for the judicial branch would be an important foundation on which to build a more robust and effective system of communication.”* The Chief Judge adopted the Center’s recommendation and directed the Judicial Council to commence the strategic planning process by August 1, 2014, and to finalize the plan by December 1, 2014.

The Administrative Office of the Courts is seeking consultant services to assist the Judicial Council in this endeavor. The Judicial Council is the Judiciary’s highest policy advisory body, comprising 16 members. Membership includes the Chief Judge of the Court of Appeals, the Chief Judge of the Court of Special Appeals, the Chair of the Conference of Circuit Judges, the Chief Judge of the District Court, the State Court Administrator, and judge representatives from both trial courts, as well as representatives from the clerks’ offices and administrative offices within the trial courts.

1.2 *Scope of Work*

Contractor to deliver an overall strategic plan: The plan should be overarching so the goals and objectives of the individual courts, administrative units, and committees within the Judiciary can be derived from and help to facilitate the overall strategic plan.

The successful offeror will be expected to meet with the Judicial Council in Annapolis, Maryland at least three times.

The Center also recommended a reorganization of the administrative structure of the Judiciary within the Administrative Office of the Courts. Adoption of that recommendation resulted in the creation of six departmental areas – Operations, Programs, Education, Internal Affairs, Judicial Information Systems, and Governmental Relations – and the consolidation of numerous departments under the aforementioned areas. As a result of the restructuring and the impending development of the Judiciary’s strategic plan, the six departmental areas will have to reexamine their goals and objectives to ensure that they are aligned with the overall mission of the Judiciary. To that end, the successful offeror will be expected to meet with the six departmental areas to assist them in establishing goals and objectives in conjunction with their mission.

1.3 Deliverables

See Statement of Work

1.4 Contract Type

The resulting Contract (Purchase Order) shall be based on Firm Fixed Price.

1.5 Contract Term

The term of the Contract that results from this RFP shall be for four months beginning with contract award, but may be adjusted based on proposed time lines.

1.6 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:

Gisela Blades, Procurement Officer
Administration of the Courts
Telephone: 410-260-1594
Email: Gisela.blades@mdcourts.gov

1.7 Form of Response

Proposal must be in writing. Technical proposal must address the statement of work and demonstrate the offeror's capabilities and experience in providing the required services, and must include a proposed time line.

Price proposal must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form). Price quoted will be the total price the AOC will pay; the AOC will not accept any additional ancillary billing.

1.8 Proposal Closing Date

All proposals must be received via Email to the Procurement Office at the email address listed in Section 1.6, **no later than 2:00 PM (local time) on July 16, 2014**, in order to be considered.

1.9 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.

Attachment A - Price Proposal Form

TOTAL PRICE FOR SERVICES PROPOSED \$ _____

Submitted by _____
Authorized Signature Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____