



# ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS  
INFORMATION TECHNOLOGY  
INTERNAL AFFAIRS  
JUDICIAL COLLEGE OF MARYLAND  
**OPERATIONS**  
PROGRAMS

## **Addendum No. 2 Judicial College Leadership Conference Workshop Facilitators SP75007499**

**November 6, 2017**

This Addendum is being issued to amend and clarify certain information contained in the above named small procurement RFP. All information contained herein is binding on all Offerors who respond to this small procurement 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).

### **Purpose**

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) seeking (1) one Generational Differences, and (1) one Interpersonal Skills workshop facilitator to provide informative, engaging **full** ~~half~~ day workshop on the topic of interpersonal communication, and generational differences for The Maryland Judiciary Judicial College of Maryland Department of Professional Development. The Administrative Office of the Courts (AOC) reserves the right to make multiple (two) awards.

### **Overview**

The Annual Leadership Conference hosted by the Judicial College's Department of Professional Development is a two-day, educational program consisting of **full** ~~half~~ day workshops. It is an opportunity for Administrative Officials, managers, supervisors, and lead workers cross the state to attend workshops and presentations related to areas that are critical to the function of the court, division, and office.

### **Contractor Duties and Responsibilities:**

The Generational Differences Workshop Facilitator shall:

- Conduct research to develop a **full** ~~half~~ day workshop regarding generational differences at it relates to the court environment.

**Requirements:**

- Ability to work for at least a **full half** day on the dates identified, The Department of Professional Development will coordinate the dates and presentation times with all Annual Leadership Conference Facilitators.

**Contractor Duties and Responsibilities:**

The Interpersonal Skills Workshop Facilitator shall:

- Conduct research to develop a **full half** day workshop regarding interpersonal communication for healthy work relationships.

**Requirements:**

- Ability to work for at least a **full half** on the dates identified, the Department of Professional will coordinate the dates and presentation times with all Annual Leadership Conference Facilitators.

Date Issued: November 6, 2017

Issued by: April Molley, Procurement Officer