

**ADMINISTRATIVE OFFICE OF THE COURTS  
MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401**

**Consultant to Facilitate the Development of a Strategic Plan for the Maryland  
Judiciary RFP #115G**

**Questions/Responses #1  
July 9, 2014**

To our prospective Business Partners:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. Section 1.2, Scope of Work states:

"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."

Clarifications:

1A. Does the reference to "Individual courts, administrative units and committees within the judiciary" include all of the Circuit and District Courts in the 23 Counties and Baltimore City? or is it more limited to the Courts of Special Appeals and Appeals?

Response: Strategic Plan is intended to be an overarching plan for the Maryland Judiciary that will help to inform the goals and objectives of the courts and administrative units; Contractor is not expected to meet with individual courts

1B. If the goals and objectives of the individual courts, administrative units and committees within the judiciary will facilitate the overall strategic plan, can the Offeror assume that those goals and objectives are available in written form?

Response: The goals and objectives of the individual court and administrative units, and committees will not facilitate the Judiciary's strategic plan. The

Judiciary's strategic plan will help to facilitate and inform the goals and objectives of the aforementioned entities.

1C. Does the SOW contemplate the Offeror collaborating, or meeting, with the Circuit and District Courts to align their goals and objectives with those of the AOC's overarching strategic plan?

Response: No. Please note that the strategic plan is Judiciary's Strategic Plan. It is not intended to serve only as the strategic plan for the AOC.

1D. If the SOW does not anticipate meeting with each Circuit and District Court, what process, if any, exists for input from the local courts, or is that not a current expectation for the development of the AOC's strategic plan?

Response: The Contractor will work with the Judicial Council, which has representation from each court level, as well as the administrative units, to develop the strategic plan.

2. Section 1.2, Scope of Work states on page 2:

Clarifications:

"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."

2A. To determine the level of effort required to assist the newly developed departmental areas to reexamine their goals and objectives, shall the Offeror assume that each of the six departments already has written goals and objectives that will then be assessed for alignment with the overall strategic plan of the AOC, or will the Offeror be working directly with the departments to develop goals and objectives that do not currently exist?

Response: The AOC was recently restructured and, as such, the six divisions now have to develop goals and objectives. The Contractor will work with the six divisions to assist in the development of their goals and objectives, in line with the Judiciary's strategic plan.

3. Other clarifications:

3A. Does the AOC have existing Mission and Vision statements and defined goals and objectives for the AOC as a whole?

Response: Yes, they have to be reviewed and revised in light of the restructuring and the Judiciary's strategic plan.

3B. Will the AOC provide a point-of-contact for scheduling purposes and to coordinate the calendars for meetings / facilitated sessions, or will scheduling and calendaring be the responsibility of the Offeror?

Response: A POC will be provided

3C. If schedule management is the responsibility of the Offeror, will the AOC provide access to its calendar/scheduling system?

Response: AOC will provide schedule management

3C. Does the AOC have a preferred format for the submission of the Offeror's response?

Response: No

**Issued by Gisela Blades, Procurement Officer**