



# Administrative Office of the Courts

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## Operations Division

### Questions/Responses No. 1 to the Request for Proposals (RFP) #9194

#### MACRO Technical Consultant- Acquisition Grant Management

Ladies and Gentlemen:

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 Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. Question: Under the Section 7 "Award Determination" point number 3 states "Work Plan for this engagement". Could you please clarify what specifically do we need to provide under this section i.e. our methodology to provide the requested resource or the work plan that our SME will perform as per the project requirements?

Response: Please provide the work plan that your SME will perform as per the project requirements.

2. Question: Is this procurement not to exceed \$25,000 for the entire duration of the project?

Response: The fact that this solicitation has been released as a small procurement does not indicate that it will or will not exceed \$25,000. Because there are no set number of hours for the consultant, an exact amount cannot be projected at this time.

3. Question: Please confirm the total number of hours for the duration of the project.

Response: There is not a specified number of hours for this project. The consultant will need to meet with the internal project team in person on some occasions – such as to review and discuss the draft technical requirements document and make recommendations, or participating in product demonstration days. These in-person meetings might be several hours to a full-day. Other times the consultant will meet

with the internal team for shorter periods of time using virtual software, such as ZOOM, to provide guidance and expertise to the team as the project moves forward. We are anticipating a timeline that will enable us to select a grants management system by June 2019.

Issued by: Whitney Williams  
Procurement Officer  
January 14, 2019