



# Administrative Office of the Courts

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## Operations Division

### Questions/Responses No. 1 to the

Small RFP# 9467

### Technical Consultant- Website & Software Acquisition

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: Where is the actual site the Technical Consultant would report to?

Response: Our offices are located in Annapolis, MD. Address will be provided post-award.

2. Question: Is the consultant required to be on site everyday, or is working remotely an option?

Response: The consultant will work at their own location and occasionally meet on-site with our project team. Other meetings will take place via an online meeting platform such as ZOOM.

3. Question: How many hours per week are projected for this 6 month assignment?

Response: It is not possible to give an estimated hours per week for this project. Some weeks may require a lot of hours while others may require only a few. During the kick-off meeting with the Contractor, we will establish a timeline of regular meetings (in-person and online).

4. Question: Is there an incumbent for this project?

Response: No, we are not currently working with a consultant. We are working directly with our software provider: Advanced Solution International.

5. Question: If you choose to perform interviews for the candidates, can the interview type be either in-person or skype/zoom?

Response: Our preference is for in-person interviews, but we would allow interviews over ZOOM provided that the candidate can meet the following technical requirements: 1. They have to be on a computer (not on a phone). 2. They have to be on video (no audio only). 3. They have to be on a solid internet connection.

6. Question: Is this an international bid or limited to USA registered companies only?

Response: Before a corporation can do business in the State of Maryland, it must be registered with the Department of Assessments and Taxation, State Office Building, Room 803, 301 West Preston Street, Baltimore, MD 21201. It is strongly recommended that any potential Offerors complete the registration prior to the due date for receipt of proposals.

Issued by: Whitney Williams  
Procurement Officer  
March 27, 2019