



**ADMINISTRATIVE OFFICE OF THE COURTS**  
**Procurement and Contract Administration**  
**2003C Commerce Park Drive**  
**Annapolis, Md 21401**

**Questions/Responses #1**  
**IT Migration Support Services**  
**RFP Project #K15-0006-29**  
**July 21, 2014**

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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 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.) Questions: For the 3 scope of work, you indicated the number of resources needed. I want to make sure I understand this correctly, that the company can only submit 1 resumes for each position. For example, the phone help desk support for Tier 1 and Tier 2 is requesting for 3 resources, this means that the most resumes I can submit for this scope of work is 3, correct? Also, I can submit less, but needs to be minimum 1 resume? Response: You may submit one resume per position.
- 2.) Question: What happens when the resource is not available to perform the job due to doctor's appointment or if the person is ill, etc? I understand that there is a substitution process written out in the RFP, but is for long term changes, short term changes, or doesn't matter? Response: In that case, you will not invoice for the time missed
- 3.) Question: The resources being requested for each scope of work, will there be a team lead from AOC supporting or helping with this project? If not, will there be a written standard process for the contractor to know what to do? Should there be a Program Manager from the company to help oversee the project or contractors conducting the work? Response: JIS will provide oversight
- 4.) Question: The resources being requested for each scope of work, I understand the company should submit the best candidate. When submitting the resumes for each scope of work, are you looking for the company to submit resumes for each position for junior, mid, and senior level? For example, the phone help desk support, the resumes being submitted for the position should be junior, mid, and senior level or this doesn't matter because you are looking for best candidates? Response: Please provide the best candidate for the specific level of effort.
- 5.) Question: We like to know that is there any incumbent for this project? If yes, kindly provide the details of the same. Response: That information should not impact your proposal

6.) Additional Questions:

- How much is the budget? Response: irrelevant – market value
- Is there any previous incumbent? If yes, please provide the contract no. and value? Response: Irrelevant
- Which are the 3 new positions? Response: Irrelevant
- Will the existing resources stay on project? If not, why? Response: They will if they are proposed and evaluated as the best candidates
- Can you propose a rate without a candidate for future staff aug efforts? Response: NO
- In person interviews- What is meant by Offerors will be asked to make selected candidates available for in person interviews? Response: We expect to have in-person interviews with selected candidates.
- Are there any preference points for local MBE bidders? Response: No
- Are bidders required to register with the State of MD before submitting the proposal? Response: Must be registered by the time of award.
- Are there max bill rates? Response: No
- Do you have page limit for executive summary? Response: No
- Can we submit for less than 9 positions? Response: yes
- How many resumes/ position can we submit? Response: One per position
- Can we submit work visa candidates? Response: Candidate must retain legal work status for entire length of engagement
- Will the contractors be using their own transportation traveling to the worksite? Response: some YES, please see statement of work

**Clarifications for RCS.**

Under 2.3.2 Objectives section, the paragraph currently say “The Micro/Lan Services team is responsible for providing hardware and software required for this project along with overseeing the project and approving any changes required for its success”. That is true for Micro.

For RCS: RCS will be responsible for providing RCS hardware and software for required for the RCS project along with overseeing the RCS project and approving any changes required for its success.

Under 2.3.3 Place of performance: for RCS: Meeting and project planning activities for the RCS project will be performed at JIS 2661 Riva Road, Suite 900, Annapolis, Md.

Issued by Gisela Blades, Procurement Officer

