



# ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
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ANNAPOLIS, MARYLAND 21401

**Pamela Harris**  
State Court Administrator  
410-260-1295

## **Questions/Responses No. 3 to the Request for Proposals (RFP) K16-0033-29 PeopleSoft Support Resources**

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.

13. Question: Are Letters of Intent/Commitment from the candidates required in addition to their resume?

**Response: No, but Offerors are encouraged to submit a signed and dated exclusive rights to representation/commitment letter.**

14. Question: Is there a specific format we need to put the consultant's references in? Or what information would you like us to include?

**Response: No, there is not a specific format for consultant's references. Information shall include: Name, position/title, employer, phone number and e-mail address.**

15. Question: Can we assume that non-local candidates must pay for their own transportation to and from the interview?

**Response: The AOC is not involved with the cost associated with attending interviews.**

16. Question: Can vendors propose more than one candidate for each open position? Attachment E has a note that says “If proposing multiple resources, please provide individual price proposals for each candidate/labor category at 2040 hours per year.”

**Response: No, Offerors may propose one candidate per position.**

**The note, “If proposing multiple resources, please provide individual price proposals for each candidate/labor category at 2040 hours per year” refers to an Offeror that proposes to more than one position.**

Issued by: Khrystine Bunche  
Procurement Officer  
November 4, 2015