



**ADMINISTRATIVE
OFFICE OF THE COURTS**

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

**Questions/Responses No. 1 to the
Request for Proposals (RFP) K18-0031-26P
Instructional Designer/ Curriculum Developer**

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: Are there any incumbents to this position? If yes, how many?
Response: No
2. Question: Do we have to submit candidate's actual resume?
Response: Yes
3. Question: How many candidates can we submit?
Response: One- your top candidate. Please see Addendum #1.
4. Question: What are the required documents from the candidate that should be submitted?
Response: Candidate's resume and proposed work schedule. See Addendum #1.
5. Question: Are there any certifications required from the candidate that should be submitted?

Response: Please see section 2.3- Contractor Minimum Qualifications

6. Question: What will be the interview type of the selected candidate?

Response: If we choose to conduct interviews; skype or telephone.

7. Question: Is there any Candidate Reference required? If yes- any specific template?

Response: Yes, resumes should include references; there is no specific template.

8. Question: Is there a target budget or range we can scale our solution to for the statement of work?

Response: Budget information will not be disclosed.

9. Question: May we submit multiple candidates?

Response: No. Only one candidate will be accepted.

10. Question: Will there be a subject matter expert available to work with the instructional designer?

Response: Yes, a subject matter expert will be available and will provide the content.

11. Question: Do you have a preference in the version of Adobe Captivate/Presenter issued regarding this RFP?

Response: No- we have no specific version of the software in mind.

12. Question: As mentioned in the tab Minority Business Enterprises, "It is the goal of the Maryland Judiciary that certified MBE's participate." Is it a mandatory requirement that we be MBE certified in the State of MD?

Response: There is no mandatory requirement, however, Minority Business Enterprises are encouraged to respond.

13. Question: For showing our financial capability, can we attach our financial statement for the same? If yes, for how many years?

Response: Please see RFP section 3.4.5.4.

14. Question: Do we need to submit the contract with the response?

Response: No, the contract is in the RFP for informational purposes only.

15. Question: In section 2.1.1 Statement of Work, it is noted that the vendor must submit an online module they created using the Canvas LMS. Does this work sample absolutely have to be done in Canvas, or can we submit modules we have created using another LMS?

Response: While we prefer a module that was created using Canvas, we will accept modules created using another LMS. However, it should be one that has the same functionality as Canvas.

In addition, the Offeror must have experience using Canvas as per the Statement of Work, in order to be considered for award.

Issued by: Whitney Williams
Procurement Officer
September 27, 2017