



## ADMINISTRATIVE OFFICE OF THE COURTS

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

### Amendment #2

### Request for Proposals

**K18-0039-25D**

### Professional Development Instructor

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~)

#### 4. Revise Key Information Summary Sheet

**RFP Issue Date:** October 12, 2017

**RFP Issuing Office:** Procurement, Contract, and Grant Administration

**Procurement Officer:** Khrystine Bunche  
Maryland Judiciary, Administrative Office of the Court  
Department of Procurement, Contract & Grant  
Administration

2003 C Commerce Park Drive  
Annapolis, MD 21401  
410-260-2556  
[Khrystine.Bunche@mdcourts.gov](mailto:Khrystine.Bunche@mdcourts.gov)

**Proposals must be sent to:** Khrystine Bunche / K18-0039-25D  
Maryland Judiciary, Administrative Office of the Courts  
Department of Procurement, Contract & Grant  
Administration

2003 C Commerce Park Drive  
Annapolis, MD 21401

**Pre-Proposal Conference: October 24, 2017; 10:00AM  
2003 C Commerce Park Drive  
Annapolis, MD 21401**

**Closing Date and Time: ~~November 8, 2017~~ November 22, 2017 at 2:00PM**

## **5. Revise RFP Section 1.9, Proposal Due (Closing) Date**

One original and 4 copies of each proposal (technical and financial) must be received by the Procurement Officer no later than 2:00PM (local time) on ~~November 8~~ November 22, 2017 in order to be considered. An electronic version of the Technical Proposal must be enclosed with the technical proposal. An electronic version of the Financial Proposal must be enclosed with the original Financial Proposal. All electronic versions must be labeled with the RFP title, RFP number, and Offeror name and packaged with the original copy of the appropriate proposal (technical or financial).

Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Proposals received by the Procurement Officer after the due date will not be considered.

**Proposals may not be submitted by e-mail or facsimile.**

Issued by: Khrystine Bunche, Procurement Officer

October 26, 2017