



ADMINISTRATIVE OFFICE OF THE COURTS

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

Questions/Responses No. 3 to the Request for Proposals (RFP) K18-0039-25D Professional Development Instructor

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.

8. Question: Where will the Instructor get the source material and course objectives?

Response: If existing materials are not available, the instructor will need to research independently for content. This can be completed using the internet, reviewing materials from our Lending Library, and collaboration with peers. The instructor will draft the course objectives with the Judicial College assistance.

9. Question: We understand that webinars will be conducted on-site (1 hour for 5-15 people). What time of day will the webinars typically be scheduled?

Response: Webinars are typically held at 10am or 2pm. Only one webinar is held on the scheduled date.

10. Question: For the Base 1 period, will the 4 hours of development also be conducted on-site? If so, we expect that this can be done on the day prior to the webinar, correct?

Response: See Amendment 3

11. Question: Please clarify the meaning of the estimated hours shown on the ATTACHMENT E – PRICE PROPOSAL FORM and exactly how we are expected to use them.

Response: The hours on the Price Proposal Form are for evaluation purposes only

12. Question: Travel, hotel, and meals expense will be required to execute this training. Given that you specify that, “The Contractor will not be reimbursed for any travel expenses including but not limited to transportation, meals, hotel accommodations except as approved in advance by the AOC CM.”, would we be correct to assume that these costs should be included in our Fully Loaded Hourly Labor Rate?

Response: Yes.

13. Question: Section 3.2.3 states “Electronic media shall bear a label with the RFP title and number, name of the Offerors, and the volume number (I or II). “, Which electronic media is acceptable – CD, USB? Also, is there an option to email the electronic version?

Response: Offerors may submit electronic media in the form of CD or USB. Electronic media will not be accepted in the form of e-mail.

14. Question: Can the State provide the evaluation criteria that will be used to determine if the Judiciary will exercise the six month option?

Response:

- **Course audits from members of the Judicial College to observe instruction styles, application of adult learning principles.**
- **Ability to submit high-quality materials for review by the specified deadlines.**

15. Question: The Learning and Development team mentioned that a few of the courses to be offered as from January 2018 are brand new. Which of the courses listed in the RFP fall into that category? Will there be a need for content and instructional design for these courses?

Response: See Question and Responses 2 for a list of new courses. These courses do not have existing content.

16. Question: Regarding the submission of an e-copy of the proposal, would the State provide a means to upload e-copies of the proposals to a designated cloud-based storage device? If not, are there specifications on acceptable types of storage devices?

Response: The State does not provide cloud-based storage for Offerors to upload their electronic version of their proposal. Electronic version must be submitted in the form of CD or USB.

17. Question: Will technical support be provided for webinars?

Response: Yes.

Issued by: Khrystine Bunche
Procurement Officer
November 7, 2017