



Administrative Office of the Courts

Operations Division

Addendum No. 1

JIS Technical Business Analyst Non-Case System

K19-0030-29

August 20, 2018

This Addendum is being issued to amend and clarify certain information contained in the above named small procurement RFP. All information contained herein is binding on all Offerors who respond to this small procurement 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).

A Mandatory

Pre-Proposal Conference: ~~Friday, August 31st, 2018~~
Tuesday, September 11th, 2018 at 10:00AM
Maryland Judiciary, Administrative Office of the Courts
Department of Procurement, Contract and Grant Administration
2003 C Commerce Park Drive
Annapolis, MD 21401

Closing Date and Time: ~~Friday, September 14th, 2018~~
Tuesday, September 25th, 2018 2:00PM

1.7 Pre-Proposal Conference

A (MANDATORY Walk-Through and) Pre-Proposal Conference will be held on ~~Friday, August 31st, 2018~~ **Tuesday, September 11th, 2018** beginning at 10:00AM, at the Maryland Judiciary, Administrative Office of the Courts Department of Procurement, Contract and Grant Administration, 2003 C Commerce Park Drive Annapolis, MD 21401. Attendance at the Conference is mandatory, in order to facilitate better preparation of proposals.

In order to assure adequate seating and other accommodations at the Conference, please e-mail the Conference Response Form to the attention of the Procurement Officer no later than ~~Thursday, August 30th, 2018~~ **September 10th, 2018** at 2:00PM. The Conference Response Form is included as Attachment **D** to this RFP.

1.9 Proposal Due (Closing) Date

One original and (adjust to your procurement) three (3) copies of each proposal (Technical and Financial) must be received by the Procurement Officer no later than 2:00 P.M. (local time) on ~~Friday, September 14th, 2018~~ **Tuesday, September 25th, 2018** order to be considered. One electronic version of the Technical Proposal must be included inside the Technical Proposal submission envelope. One electronic version of the Financial Proposal must be included inside the Financial Proposal submission envelope. Both electronic versions must be labeled with the RFP title, RFP number, and Offeror's name and be packaged with the original copy of the appropriate proposal (Technical or Financial).

Requests for an 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 and time will not be considered.**

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

Date Issued: August 20, 2018

Issued by: April Molley, Procurement Officer