



**Addendum No. 2**  
**Judicial College Instructions System Design eLearning Developer**  
**K22-0042-25D**

**01/28/2022**

The purpose of this addendum is to amend and clarify certain portions of the above-referenced solicitation with all prospective bidders/offerors.

**Clarifications:**

- C1.** Delete: State of contract, page 51, Attachment 2  
Replace with: Start of contract, page 51, Attachment 2

**Questions:**

- Q36.** Can you provide an estimate of which week each step specified in the Development Sequence (Attachment 1) will occur for a given lesson?  
**A36.** The estimate will vary depending upon the number of rounds of reviews that are required at each step of the process. For example, here is an estimate of total effort per lesson:

Deliverable Breakdown Percentage of Total Effort	
Approved Lesson outline	30%
Approved prototype ready for pilot	30%
All QA revisions have been completed and approved	30%
SCORM uploaded to LMS, tested, revised, retested with final signoff	10%

- Q37.** Does the AOC estimate that all new lessons will take approximately the same amount of time to develop?  
**A37.** On average, new 20-minute self-paced distance learning lessons shall take about the same amount of time, with some variations due to different content requirements and the number of resources required driven by the content.
- Q38.** The estimated start date (Contract week) for Lesson 1 states “0 (state of contract).” Should this be interpreted as week 1 of the contract, which would result in 10 weeks for the development of Lesson 1 (1-10), or should it be interpreted as week 0, which would result in 11 weeks (0-10) for the development of Lesson 1?  
**A38.** It is estimated that the first lesson would take 10 weeks for development and the remaining new lessons are estimated at 9 weeks. We recognize that the first lesson may require additional time for the Successful Offeror Resource to become familiar with the Judicial College’s process.
- Q39.** During weeks 9 and 10, three lessons will be under development at the same time, is this correct?  
**A39.** Yes.

All addenda will be incorporated into the final contract documents and will be binding on all bidders/offerors responding to this solicitation. Each bidder/offeror submitting a bid/proposal must acknowledge receipt of all addenda by completing and forwarding Attachment H (included in bid/proposal package) with the bid/proposal response; failure to acknowledge addenda may result in the bid/proposal rejection.

If you have any questions regarding this addendum, please contact me at (410) 260-3591 or email me at [valerie.l.mitchell@mdcourts.gov](mailto:valerie.l.mitchell@mdcourts.gov)

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Procurement Officer