



**Addendum No. 1
JAVA Engineer Analyst/Developer
K22-0051-29**

2/22/2022

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: Section IV.C.2.g
Replace with: Offeror shall include information on prior experience with similar engagements (i.e., size and scope), and describe how its resource(s) will meet the requirements of this RFP. In addition, the Offeror shall include the following:
- (1) Not less than three (3) references, within the past five (5) years, from customers/clients who can document the Offeror resource's ability to provide the goods and/or services specified in this RFP. Complete the Bidder/Offeror Resource Experience Form (Attachment J1), duplicating as necessary.
 - i If the Offeror proposed resource has been assigned to less than three (3) contracts within the previous five (5) years, the Offeror shall submit one (1) reference per assigned contract from the customer(s)/client(s) that can document the Offeror proposed resource's ability to provide the services specified in this RFP. Complete the Bidder/Offeror Resource Experience Form (Attachment J1), duplicating as necessary.
- C2.** Delete: Closing Date & Time: March 1, 2022 at 4:30 PM EST
Replace: Closing Date & Time: March 3, 2022 at 4:30 PM EST

Questions:

- Q1.** Is there an incumbent?
A1. No.
- Q2.** What is the anticipated start date?
A2. Date of contract execution.
- Q3.** If the process completes before the start date, will the engagement start early?
A3. There is no start date. The engagement will start after the contract execution date.
- Q4.** Can you confirm that this is a re-release of a previous solicitation or are these new requirements? If this is a re-release, can you provide some insight on the reasons it is being released again?
A4. This solicitation is a re-release. Reasons cannot be provided.
- Q5.** Can you explain how the required financial documents are factored into an award?
A5. The fiscal integrity is reviewed during the initial compliance review as set forth in Section V.D.1. of the RFP.
- Q6.** Will the financial strength of a vendor outweigh the strength of the candidate that is being proposed?
A6. The fiscal integrity is reviewed during the initial compliance review as set forth in Section V.D.1. of the RFP.
- Q7.** Is the financial strength of a vendor given a numerical rating or higher points assigned to a proposal based on the financial strength of the vendor?
A7. No. The fiscal integrity is reviewed during the initial compliance review as set forth in Section V.D.1. of the RFP.
- Q8.** Can you please provide an estimate budget or NTE allocated for the contract?

- A8. The Judiciary does not share budgetary information.
- Q9. Do we need to submit the actual resumes for the proposed candidates, or can we submit the sample resumes?
A9. Offerors shall submit resume(s) for proposed candidate(s) in accordance with Section IV.C.2.f.(2) of the RFP.
- Q10. Will the interview be in person or virtual?
A10. Virtual.
- Q11. Are hourly rate ranges acceptable for the proposed personnel?
A11. No. Please refer to Section IV.D, and Attachment E.
- Q12. How many people are currently working onsite and offsite?
A12. This is not relevant to the scope.
- Q13. Are there any mandated Paid Time Off, Vacation, etc.?
A13. No.
- Q14. Could you please share the previous spending on the contract, if any?
A14. Please refer to our webpage [mdcourts.gov/procurement/awards](https://www.courts.state.md.us/procurement/awards) to view awarded solicitations.
- Q15. Is this an entirely onsite work or can it be done remotely?
A15. Refer to Section III.F of the RFP.
- Q16. Can you provide the list of holidays?
A16. The Maryland Judiciary's holidays are listed at <https://www.courts.state.md.us/administration/holidays>
- Q17. Is there any mandatory subcontracting requirement for this contract? If yes, are there any specific goal for the subcontracting?
A17. Refer to section II.N of the RFP.
- Q18. If a proposed candidate is not available at the time of award, will the AOC allow replacement personnel with similar or more skill set?
A18. No.
- Q19. Is this a re-compete or new requirement?
A19. Refer to Q1 of this addendum.
- Q20. What is the total number of resources who are currently working on this project and their position name and hourly rate?
A20. Refer to Q12 of this addendum.
- Q21. Will the AOC accept H1B visa, green card or H4-EAD citizenship status?
A21. The AOC does not provide sponsorship.
- Q22. If we are out of state company, small business, MBE, WBE, do we still qualify to submit response?
A22. Yes.
- Q23. Do you have a local preference?
A23. No.
- Q24. Do we need Secretary of State registration or Good standing letter from our home location?
A24. You will need to be in good standing with the State of Maryland in order to do business with the AOC. Refer to Section I.K. of the RFP.



- Q25. Is there an option to submit via email?
A25. Please refer to Section II.F.3 of the RFP
- Q26. Is this part of a larger program?
A26. It is part of the Bus group and will be an additional team member.
- Q27. If we are presenting a resource from overseas, should we have accommodations to have the resume translated in English?
A27. Yes, and the interview will be in English.
- Q28. Are there visa restrictions?
A28. Please refer to Q21 of this addendum.
- Q29. Is there any special clearance required?
A29. No. The Offeror proposed resource will be required pass a background check. Refer to Section I.S. of the RFP.
- Q30. How many resources are we allowed to submit?
A30. Please refer to section III.A of the RFP.
- Q31. How important is the Python DJANGO requirement?
A31. Proposed resources will be evaluated and scored based on the degree to which they demonstrate the skills experience, capabilities outlined in Section III.E.
- Q32. Is it mandatory to submit the pre-proposal form?
A32. No, but we ask that you submit Attachment D as the attendees will be made public.
- Q33. Can we submit a proposal if we did not submit the pre-proposal form?
A33. Yes.
- Q34. Does the resource need to be familiar or have experience with the Govt cloud like AWS, etc?
A34. No.
- Q35. Which types of insurance should be submitted with the proposal?
A35. Please refer to section II.O of the RFP
- Q36. By non-relational data, are you referring to Mainframe Indexed files? Can you provide an example?
A36. Mainframe Indexed files and relational database is preferred.
- Q37. Is the core skill you are looking for the Java UX/Designer versus J2EE/Java?
A37. The proposed resource will be working with the developer to create templates and will be working on multiple application templates.
- Q38. Based on the position and role, is there a breakdown of frontend vs. backend?
A38. An estimated breakdown would be 60% frontend and 40% backend.
- Q39. What is the purpose of filling out the reference contract details that the proposed resource has worked on?
A39. References are requested to verify the information the Offeror has provided, the ability to provide the requested services, and to offer additional information on the skills, experience, and capabilities of the proposed resource.
- Q40. Can you explain Attachment JI as this is new given the previous solicitations? Why is this needed?

- A40. The Attachment J1 replaces the previous Attachment J. The only difference between the two attachments is the title. The AOC opted to create a new attachment to limit confusion around whether references should be submitted for the Offeror, or the Offeror Proposed Resource. Please refer to Q39 for why references are required.
- Q41. Is there a limit on interviews?
A41. Refer to Section V.D.
- Q42. Do you require signature references?
A42. No.
- Q43. Does the AOC require Public Trust Clearance?
A43. No.
- Q44. Does the AOC have a Configuration Control Board (CCB)? If not, how are changes managed in the environment?
A44. Yes.
- Q45. What are the roles of the other team members the Java Engineer will work with?
A45. Senior Java Developers/Analysts, Lead Architect, Senior Manager.
- Q46. What tools are used for collaboration and document management in the organization (SharePoint, Jira, etc)?
A46. Jira, Sharepoint, and Shared Drive
- Q47. What automated tool(s) does the AOC use in the test environment?
A47. Junit, Jprofiler, and Silk. Leapworks is also being explored.
- Q48. Does the AOC conduct formal User Acceptance testing (UAT)?
A48. Yes.
- Q49. Aside from Jira, what software tool(s) does the AOC use to record software requirements, store code, conduct version control, and store documentation?
A49. gitlab
- Q50. Is Agile the organizational standard methodology for development at the AOC or is it a mix?
A50. Hybrid-all new projects utilize agile methodology.
- Q51. Is there an IT Help Desk that users contact for their initial technical support?
A51. Yes.
- Q52. If there is a help desk, is the Java Engineer the initial point of escalation for the help desk or is there a tiered support model where Tier 1 or Tier 2 is responsible for troubleshooting issues with the user to determine if they are software related?
A52. There are call scripts that are followed. There are times when the Java Engineer is the initial point of escalation, depending on the issue experienced.
- Q53. If there is not a tiered support model, how does the support model work?
A53. Refer to Q53 of this addendum.
- Q54. Under what circumstances is the Java Engineer contacted after hours?
A54. Rare critical production issues during MDEC Go-Lives.
- Q55. What was the frequency of after-hours support provided by the Java Engineer over the last 12 months?
A55. Six (6) times.

- Q56. Would Oral Presentations be virtual?
A56. Yes.
- Q57. Due to the duration of offer (180 days), does the AOC consider there to be a high probability that the candidate could not continue being available in that term? Could the offerors present in this case another candidate if required with the same qualifications?
A57. No. See Section IV.C.2.f.(4). The AOC intends to make award on this contract within thirty (30) to sixty (60) calendar days after the RFP closing date and time.
- Q58. The turnaround time for registration with the Department of Assessments and Taxation (SDAT) is 8 weeks or more. Would the AOC accept a demonstration of the ignition of process without confirmation?
A58. No.
- Q59. Does the AOC recognize diploma/certifications of study overseas?
A59. Yes.
- Q60. Once the RFP requery is a JAVA Engineer Analyst/Developer is the Curriculum Vitae what providers should include as Offeror's Technical Response to RFP Requirements.
A60. No. Please refer to Section IV.C.2.e of the RFP. Information typically included in a Curriculum Vitae will be provided in the format requested in Section IV.C.2.f.
- Q61. Does the point 1 (The Offeror shall have three (3) years' experience in providing recruitment and staffing) within Offerors Resource skills, experience, capabilities and qualifications applicable /required for the matter of the RFP?
A61. The Offeror must meet the requirements of Section III.C.1. The Offeror proposed resource must meet the requirements of Section III.C.2. The AOC prefers the Offeror proposed resource to have the skills, experience, and capabilities as stated in Section III.E.
- Q62. Could the documents related to Offeror Financial Capability be accepted in Spanish language for parent organization?
A62. No.
- Q63. Is Attachment G optional?
A63. Yes.
- Q64. Must Attachment F be included on the proposal or is it part of the signed contract in case of award?
A64. No, it is not to be included with the proposal.
- Q65. Would the two (2) to four (4) week training period be part of the 2,040 hours considered for the base year?
A65. Yes.
- Q66. If the proposed resource has worked only for a single customer/client who can document the Offerors resource's ability within the past five years, will be able to provide three (3) references pertaining to the same client/customer. Will that work?
A66. See C1 of this addendum.
- Q67. In reference to Attachment J1, if the proposed resource has worked as a subcontractor consultant for the client/customer and the requested information is confidential of the prime contractor, is it mandatory to provide the type of contract, total value and duration of the contract?
A67. The type of contract and total value are not mandatory, but failure to provide may result in a less favorable evaluation in accordance with Section V.B.2. The duration of the contract is used to determine whether the Offeror meets the requirements of the updated Section IV.C.2.g. (See C1 of this addendum) including number

of required references, and that required references are within the past five (5) years. The AOC will attempt confirm information via the POC provided on Attachment J1.

Q68. In the unbound original document, do we need to watermark all the pages of the original technical and financial proposal as “original” or just label the packet as original in which the Offeror is packing the original copy?

A68. Labeling the first page of the proposals with “original” is acceptable.

Q69. In the unbound original document, are wet signatures, electronic or digital signatures acceptable?

A69. All are acceptable.

Q70. How frequently would the resource have to travel?

A70. Rarely.

Q71. Will the resource travel outside of Maryland?

A71. No.

Q72. Is it mandatory that the resource have their own vehicle?

A72. No.

Q73. Is it mandatory that the resource need to hold a driver’s license?

A73. No. A valid and recognized ID is required.

Q74. Can the resource use a cab for travel?

A74. 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

Valerie L. Mitchell
Procurement Officer

