



**Addendum No. 1
IT Developer Resources
Project No. K23-0005-29**

04/27/2022

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: Closing Date & Time: April 28, 2022 at 4:30 PM EST
Replace with: Closing Date & Time: May 12, 2022 at 4:30 PM EST
- C2.** Delete: Section II.O.4.c.1
Replace with: \$5,000,000 per occurrence for any service offering hosted by the Successful Offeror.
- C3.** Delete: Section IV.C.2.i.
- C4.** Add: Section V.D.2.a.(3) - The AOC may require any Offeror to furnish additional information regarding past performance, financial capacity, technical expertise, or other qualifications bearing on the performance of the contract, and reserves the right to consider any information otherwise available, or to make such additional investigations as it deems necessary to confirm the Offeror is reasonably susceptible of being selected for award.

Questions:

- Q1.** How many awards does the AOC intend to make for this RFP?
A1. See Section II.C.
- Q2.** What is the allocated budget for this RFP?
A2. The AOC does not share budgetary information.
- Q3.** Is this a new contract?
A3. No.
- Q4.** Is the incumbent eligible to submit a proposal?
A4. The AOC does not make eligibility determinations prior to proposal evaluations.
- Q5.** Are there any pain points or issues with the current contractors(s)?
A5. The AOC does not disclose details of current contracts.
- Q6.** Is there any mandatory subcontracting requirement for this contract? If yes, is there any specific goal for the subcontracting?
A6. No.
- Q7.** Considering the current COVID-19 pandemic situation, if the proposed resources are not available at the time of award, will the AOC allow us to provide replacement resources with similar or more skill sets?
A7. See Section I.U.4.
- Q8.** Are hourly rate ranges acceptable for proposed resources?
A8. All pricing information shall be submitted on Attachment E, in the format indicated. See Section IV.D.
- Q9.** Do the services need to be delivered onsite or is there a possibility for remote operations and performance?

- A9.** See Section III.G.
- Q10.** What will be the mode of interview if conducted, via virtual or in-person?
A10. See Section III.J.
- Q11.** Do we need to submit the actual resumes for proposed resources, or can we submit sample resumes?
A11. Actual resume.
- Q12.** Could you please provide the list of holidays?
A12. A list of Maryland Judiciary Holidays can be found at <https://mdcourts.gov/administration/holidays>.
- Q13.** Are there any mandated paid time off, vacation, etc.?
A13. No.
- Q14.** As financial reports are company confidential information, could we submit them via separate secured email, or do we need to submit it along with the proposal?
A14. See Clarification C3 in Addendum No.1.
- Q15.** Can the submission be made through eMMA or via email ?
A15. No. See Key Information Summary Sheet and Section II.F.3.
- Q16.** The Cyber Liability insurance is listed at \$10M per occurrence which is higher than what most small businesses carry. Can this be lowered to \$3 or \$5M?
A16. See Clarification C2 in Addendum No.1.
- Q17.** Please clarify the maximum number of resources an Offeror can propose for each position. Can an Offeror respond for all the positions mentioned in the RFP, or do we have to submit our response for only one position?
A17. See Section III.A.
- Q18.** Is it a part-time or full-time requirement? How many hours of work per month is the AOC looking for from the resources?
A18. Each position is for 2,040 hours a year, approximately 40 hours a week.
- Q19.** Describe how contractors will receive a fair share of business without contractor rotation of job orders implemented in the requirement process?
A19. See Answer A18 in Addendum No. 1.
- Q20.** Is it mandatory to be a Minority Business Enterprises (MBE) and Veteran-owned Small Business Enterprises (VSBE) to respond to this Request for Proposals?
A20. There is no MBE or VSBE requirement for this RFP.
- Q21.** Is there any local preference?
A21. There is no preference for Maryland based resources or contractors. However, please note that remote work is not available for this position.
- Q22.** As mentioned on Page 25, total hours shall not exceed 2,040 hours per year. Could you please share the number of hours for each position required by the AOC?
A22. Each resource should be available to work 40 hours a week for the duration of the Contract.
- Q23.** As mentioned on page 25, section name “TRAVEL”, all positions shall occasionally require travel within the state of Maryland, and the resources must have a vehicle to commute, also some sites may require arranging local lodging. Will the AOC compensate the resource for the mentioned expenses?
A23. Yes. See Section III.I.2.

Q24. Do you have any specific format for the references you need?

A24. See Section IV.C.2.g.(1).

Q25. What is the proposed start date of this contract?

A25. The AOC anticipates a start date on or around July 1, 2022.

Q26. Is there any format for resumes to be attached?

A26. See Section IV.C.2.f.(2)

Q27. Are there any specifications about the page limit, font size, etc. for the proposal and resume to be submitted?

A27. No.

Q28. As submitted earlier, do we need to attach Attachment D “Pre-Bid/Proposal Conference Response form” with the proposal?

A28. No.

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) 260-2557 or email me at nia.graves@mdcourts.gov.

Nia Graves

Nia Graves
Procurement Officer

