



**Addendum No. 1
Instructional Systems Designer
Project No. K22-0055-25D**

03/07/2022

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

Questions:

Q1. Is this a new requirement or a rebid?

A1. New requirement.

Q2. Is there a budget for this?

A2. The Judiciary does not share budget information.

Q3. Considering the confidential information of the clients, is it mandatory to share the samples at the time of submission?

Q3. Yes.

Q4. The RFP is written specifically for a staffing agency that would staff one individual for the ISD role. Would a training company presenting a more team approach be considered?

A4. A team approach is permissible; however, all development deadlines and deliverables timelines must be adhered to as set forth in the RFP. If a team approach is taken, the Key Personnel, as identified in IV.C.2.(f).7., must be identified in the Offeror's technical response, and meet all requirements set forth in the RFP. Additional team members shall be noted in the Offeror's technical response. When submitting Attachment E – Bid/Price Proposal Form Offeror's shall provide pricing per lesson as delivered by the group in the Offeror Resource 1 section, and not submit pricing per group member.

Q5. In Section III.D.1.d in the RFP; it mentions the inclusion of video in the training. Is this video already developed or will it need to be created by the vendor? Are these videos limited to screen captures and those created using Vyond?

A5. The videos will need to be created by the vendor. These videos will be limited to screen captures, Vyond, or Zoom recordings.

Q6. Will the vendor be able to invoice after each lesson is delivered?

A6. Yes, invoices will be accepted and processed upon the final acceptance of each individual lesson.

Q7. Is it the expectation that the ID will develop the content with the assistance of a subject matter expert (SME)?

A7. The ISD will work with the College and SMEs to gather content as well as conduct independent research to supplement the lesson development.

Q8. Are there any curriculum materials available now or will the content need to be created from scratch (researched and pulled together via external resources with the assistance of SMEs)?

A8. Existing materials are in the form of local practices, workgroup notes/documentation, and systems training instructor guides. The ISD should be prepared to draw from these resources as well as additional resources provided by the SMEs.

Q9. How many people are/will be on this project/development team and what are their roles?

A9. In addition to the ISD, there are four members of the College, including the ISD Supervisor, Manager of Professional Development, Director of Education, and Assistant State Court Administrator, as a part of this

project team, and a workgroup of SMEs willing to provide expertise. For a breakdown on responsibilities please see **Attachment 4** of the RFP.

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) 260-1421 or email me at lauren.sands@mdcourts.gov



Lauren Sands
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