Addendum No. 1
New Trial Judge Orientation Location
K23-0001-25D

03/30/2022

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

Questions:
Q1. Does the RFP include the rooms and venue or could it just be rooms?
   A1. **Rooms and venue are required.***

Q2. Will the event space needs end on November 17th or November 18th and at what time?
   A2. **Large meeting/event space and locked room are needed through 2:00 PM on November 18th.**

Q3. Which aspect is most important to the final decision?
   A3. **See Section V.B.**

Q4. Where has this been held in the past?
   A4. **Turf Valley.**

Q5. Please confirm the breakout room for 25 people is only needed one day and which day is preferred?
   A5. **Confirmed. The Judicial College is unsure of the day preference at this time.**

Q6. Is a hospitality suitable for the "gathering space"?
   A6. **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) 260-1263 or email me at Victoria.Nellis@mdcourts.gov

Victoria Nellis
Procurement Officer