



Addendum No. 3
Senior Architect – Application and Integration Architectures
Project No. K22-0040-29

01/06/2022

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

Questions:

- Q30.** On Attachment J1, Bidder/Offeror Resource Experience, when requesting information for the Client Point-of-Contact, is this the contact information for the individual resource or for the Offeror's Point of Contact at the Offeror's Organization?
- A30.** This is the contact information for the client organization that the individual resource has prior experience with on other projects. Please see RFP section IV.C.g.
- Q31.** Are all the insurances that are required mandatory at the time of submission or can they be submitted following the proposal?
- A31.** Please see RFP Section IV.C.k.
- Q32.** Section II.F.3 states, "Unless specifically requested, proposals submitted electronically or by fax will not be accepted." Given this statement, can a vendor request to submit their proposal via email to the Procurement Officer?
- A32.** RFP Section II.F.3 is in reference to the AOC requesting electronic or faxed proposals as part of Offeror submittals. Proposals for this project will not be accepted electronically.
- Q33.** Does the AOC have any preferred delivery service when receiving the sealed packages for proposal submittal? (Fed Ex, USPS)
- A33.** No.
- Q34.** Do we fill out Attachment A – Standard Contract Agreement Sample, Attachment C – Contract Affidavit Sample, and Attachment F – Non-Disclosure Agreement Sample as part of our proposal submission?
- A34.** No, Attachments A, C, and F should not be submitted as part of your proposal.
- Q35.** Is it mandatory to have experience in section III.E.1.1, 508 guidelines?
- A35.** No. The experiences listed in Section III.E. are preferred but not required.
- Q36.** In Section IV.B.3 are the electronic versions for submittal in reference to an email? Or the format on the electronic media?
- A36.** The electronic versions (PDF, Word, etc.) are in reference to the format on the electronic media (flashdrive, CD, etc.).
- Q37.** Do we keep 3 copies of the complete technical proposal and an electronic media (flash drive) in the same Volume I - Technical Proposal envelope? Likewise for Volume II – Financial Proposal as well?
- A37.** Yes, Volume I and Volume II should each have an unbound original, three (3) copies, and an electronic version within their respective envelopes.
- Q38.** While shipping, can we put the Volume I - Technical Proposal and Volume II – Financial Proposal, the two (2) separate sealed packages into one single box so that it reaches the procurement officer simultaneously?
- A38.** Yes.

- Q39.** Do you have any preferences for the type of flash drive used?
A39. No.
- Q40.** Is it mandatory for Attachment E Bid/Price Proposal Form to be in excel sheet? Can it be in PDF format or Word format?
A40. No, it is not mandatory. PDF is preferred, as it is included within the RFP documentation.
- Q41.** Should we add AOC as the additional insured in the current Certificate of Insurance (COI) or is it required only if the offeror is awarded?
A41. Additional Insured will only be required if the Offeror is awarded.
- Q42.** Is it required to submit the COI of the subcontractors (partners) as well?
A42. No.
- Q43.** Is it required for the resource to have any certifications apart from the required experience?
A43. No.
- Q44.** Do you have a specific sample of the right to represent agreement/letter?
A44. No.
- Q45.** Is it okay to attach a cover letter with the financial proposal?
A45. Yes.
- Q46.** Section IV.C.2.f.(4) states “provide letters of intended commitment to work on this contract. Offerors shall review restrictions on substitution of Key Personnel in this RFP, Section II.” Apart from the acknowledgement of the commitment from the resource, do we just include the clauses in the substitution of Key Personnel in the Section II of the RFP?
A46. Offerors are requested to review the substitution restrictions but do not need to include the clauses in their submittal.
- Q47.** Do we have to submit the financial documents mentioned in both Section IV.C.2.i.(1) and (2) or either the ones in (1) or only in (2)?
A47. Offerors shall submit the financial documents in Section IV.C.2.i.(1). Offerors may supplement proposals with the documents in Section IV.C.2.i.(2).
- Q48.** Is it mandatory to submit the financial statements along with the proposal? Or can we send it separately?
A48. Financial statements shall be included with the proposal.
- Q49.** Is there any possibility in the extension of the proposal closing date?
A49. 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) 260-1421 or email me at lauren.sands@mdcourts.gov



Lauren Sands
Procurement Officer

