



# Administrative Office of the Courts

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## Operations Division

**Questions/Responses No. 1 to the  
JIS Technical Business Analyst Non-Case System  
PROJECT # K19-0030-29**

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by the procurement officer and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

- 1) **Question:** Is there an incumbent currently executing duties? If yes, would they be eligible to re-bid?  
**Response: Yes**
  
- 2) **Question:** Is the selected candidates going to be involved with existing IT environment of JIS including MDEC, SharePoint, AIS, PeopleSoft etc.? Would he/she be supporting application development surrounding these systems?  
**Response: Not directly, but coordination with other systems may be required.**
  
- 3) **Question:** When is the tentative start date for the new selected candidate under this procurement?  
**Response: November 2018**
  
- 4) **Question:** The RFP calls for a mandatory Pre- proposal conference attendance. Does this mean the vendor will be having a walkthrough of the Commerce Drive Facility? What are they expected to learn in the mandatory walk through? (While we understand, this may make the vendors understand JIS environment a little more clearly, what is expected of this walk through?  
**Response: It's just a pre-proposal conference no walk-through.**

5) **Question:** The following section asks for an option to be selected, but JIS did not indicate...please clarify A.8.1.2 Access and Background Checks (Response to Section 2.8.2) G. Select one: (Select option 1 if there is no immediate requirement for a CJIS background check of contractor personnel for this contract. Select option 2 if contractor personnel are required to have a CJIS background check for this contract.) Option 1 At the discretion of the AOC, at any time during the contract, contractor personnel may be required to obtain a Criminal Justice Information System (CJIS) State and Federal criminal background check, which includes fingerprinting. Option 2 The Contractor shall obtain a Criminal Justice Information System (CJIS) State and Federal criminal background check, including fingerprinting, for each employee performing services under the Contract. An approved CJIS State criminal background check shall be completed prior to the Contractor personnel providing services on this Contract. The Maryland Judiciary reserves the right to refuse to allow any contractor personnel to work on Judiciary premises, systems, property or contracts, based upon criminal records.  
**Response: Option 1 At the discretion of the AOC, at any time during the contract, contractor personnel may be required to obtain a Criminal Justice Information System (CJIS) State and Federal criminal background check, which includes fingerprinting.**

6) **Question:** Is the \$10 million requirement for Cyber Insurance a mandatory requirement? If so, is it required at the time of submission or at the time of award? Would it be possible to have this requirement removed as it is extremely cost prohibitive to small businesses?  
**Response: At time of Award**

Date Issued: September 6, 2018

Issued by: April Molley, Procurement Officer