



Administrative Office of the Courts

Operations Division

Questions & Responses No. 1 to the Request for Proposals (RFP) Project No.: K21-0040-25I

Project Title: Assessments for Trauma Response and Understanding

Dear Prospective Offerors,

The following questions for the above referenced RFP were received by e-mail 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:** The RFP states that travel is not allowed unless approved. Can you clarify if this means that travel should not be included in the proposed budget at all, OR if proposing travel is allowed, and if included in the budget and awarded, it would be an allowable expense?

Response: Any anticipated travel and lodging expenses should be included in the Proposal. An amendment to the RFP's Travel Expenses section shall be issued in order to clarify the reimbursement process.

2. **Question:** In the RFP it is not explicitly stated on whether or not JFS or CIP have already selected or developed data collection tools to assess the questions of interest, OR if Offerors can and should propose data collection tools recommended for this work? In some cases, it says they can be refined and reviewed at project launch, so that gave some idea that instruments may already be selected.

Response: JFS/CIP has not selected or developed data collection tools. Offerors should expand on the data collection tools they propose to utilize in their Proposals.

3. **Question:** Is there an anticipated budget range (min-max) for this work?

Response: The Judiciary cannot share information related to the budget.

4. **Question:** Does either JFS or CIP maintain contact lists for all stakeholder groups mentioned (judges, attorneys, advocates, etc.)? If so, would those be made available to the contractor for the dissemination of data collection purposes?

Response: Indeed, the JFS/CIP maintains contact lists for all stakeholder groups mentioned. The JFS/CIP will assist the successful Offeror with the dissemination of the data collection tools to the stakeholder groups mentioned.

5. **Question:** Can the format of the proposal be clarified? Specifically, in section 3.4 an outline is provided. However, in 3.4.2 it states that the order and numbering of the proposal should be numbered in accordance with Section 2 of the RFP. Could you please clarify how we should lay out our response to the technical section?

Response: When organizing proposals as outlined in 3.4.2, technical responses to the requirements in section 2 should be in the same order listed in the RFP document.

Issued By:	Christos Bazekis Procurement Officer March 18, 2021
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