



Administrative Office of the Courts

Operations Division

Questions/Responses No. 1 to the Request for Proposals (RFP) K21-0051-40 Montgomery County Mental Health Case Manager

Ladies and Gentlemen:

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: This RFP opportunity is looking for one part-time (20) hours per week mental health case manager correct? Could this opportunity be awarded to multiple organizations or just one?
Response: One
2. Question: If my proposal is accepted, is payment for services rendered at the start of the contract or no more than 30 days after services are rendered?
Response: Payments to the Contractor should be made no later than (30) days after the acceptance of services and receipt of a proper invoice from the Contractor. Charges for late payment of invoices are prohibited.
3. Question: Please explain the role of a sub-contractor pertaining to this RFP. Would that mean we both share the contract?
Response: Please see RFP Section 1.18.
4. Question: MBE and VOSB are encouraged to respond to this RFP. Is it a requirement that I must be an MBE or VOSB to apply?
Response: No.
5. Question: Would I identify up to three candidates and provide their information such as resume, and your organization and I select the best candidate or is that decision up to me?
Response: Offerors may propose up to three candidates for the position.

6. Question: Please provide examples of the “expert knowledge of the community and services to citizens in general” that the awardee should be aware of?
Response: Please see RFP Section 2.3.3.
7. Question: Does the “expert knowledge...” specified in Section 1.1 refer to specific knowledge of the Administrative Office of the Courts or something else?
Response: Please see RFP Section 2.3.3.
8. Question: Is there a guaranteed maximum price that we should be aware of?
Response: No.
9. Question: What is the anticipated start date?
Response: As soon as possible.
10. Question: What constitutes “significant representations?”
Response: Any offering that significantly changes the proposal response.
11. Question: Will vendees be provided lead in time to hire staff to fulfill the terms of the contract? If so, how much lead in time will be provided?
Response: Offerors shall propose candidates in their proposal response prior to the RFP closing date and time.
12. Question: Will the services be provided virtually or in-person? If virtually, will this be temporary or permanent?
Response: To be determined post award.
13. Question: How much time is the vendee given to become qualified to do business in the state of Maryland?
Response: Please see RFP Section 1.25.
14. Question: Is there a preference for the type/program to be used to “establish a reasonable accounting system?”
Response: No.

Issued by: Yeshewase Ayele
Procurement Officer
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