



Administrative Office of the Courts

Operations Division

Questions/Responses No. 1 to the

Request for Proposals

Project K21-0062-29

Sr. Project Manager for the Attorney Information System

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.

Question 1: In according to the SOW (section 2.2), the candidate will "maintain, manage, and support end users associated with the Attorney Information System (AIS). Does the AOC anticipate significant upgrades, changes, etc. (E.g. infrastructure expansion, security implementation) that the AIS will require during the contract period, which would require additional support from the candidate?

Response: Yes, there are two major initiatives that will happen during the period of this contract. Each are at least a year in duration.

Question 2: Does the AOC provide access to Project Management software suites/tools (E.g. Microsoft Project, GanttPro, etc.)? If so, which suites/tools?

Response: Yes, MS Project.

Question 3: RFP section 2.2.3 states that the offeror shall propose a candidate with "Financial systems experience preferred." Can you specify the financial system, or systems?

Response: External vendor for credit card payment processing for attorneys.

Question 4: What is the scope, if any, of supervision over employees and/or other contractors?

Response: There are no supervisory duties.

Question 5: Is this contract presently filled by another contractor?

Response: Yes.

Question 6: Since this RFP is for a Senior Project Manager, will there be other Project Managers supporting this initiative, or does the "Senior" distinction refer only to the level of experience?

Response: Level of experience.

Question 7: Are there other contract companies at the Maryland Judiciary that the Sr. Project Manager? **Response: Yes.**

Question 8: The Statement of Work states the Sr. Project Manager will "support end users with the AIS" and includes managing and supporting "other JIS applications as needed." What other applications are included? How many applications does this include? Are these commercial applications or government developed?

Response: Solely AIS.

Question 9: Is the AIS undergoing a significant change or an upgrade, or is this a new undertaking?

Response: Yes

Question 10: If this is not a new undertaking, at what stage of the SDLC is the project in?

Response: It's a production system and is undergoing continuous improvements.

Question 11: The Statement of Work states the Sr. Project Manager will provide system configuration management, as needed. Will the PM perform the configuration management duties for all applications, or is there a resource designated to manage this system?

Response: PM will partner with system administrators and developers.

Question 12: Is there a configuration management system already in use?

Response: It is a process not a product.

Question 13: The Statement of Work describes the hours of work as "8:30 am to 5:00 pm" (EST) Monday - Friday, with flexibility to extend coverage hours to meet deadlines" and "not to exceed 2040 hours per year." The statement of the number of hours and times indicate that it may be possible to exceed 2040 hours. In the case of this occurrence, will there be a contract extension to cover the excess hours?

Response: These hours are estimated hours only.

Question 14: Could you please confirm if it is an email submission?

Response: No. Please see RFP Section 1.8 – Proposal Due (Closing) Date

Proposals must be sent to:

Karen Hoang
Maryland Judiciary, Administrative Office of the Courts
Department of Procurement, Contract and Grant Administration
187 Harry S. Truman Parkway
Annapolis, MD 21401

Question 15: Do we need to Submit Attachment F “CONTRACTOR BACKGROUND CHECK NOTICE” along with the proposal?

Response: No.

Question 16: How many candidate references do we need to submit?

Response: One

Question 17: Are there any incumbents? If yes, please share the name of the incumbent.

Response: Yes, Seta Consulting LLC

Issued by Karen Hoang
Procurement Officer
April 09, 2021