



Addendum No. 2
MJUD Master Contract – Staff Augmentation & Professional Consulting Services
K23-0094-25L

04/25/2023

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

Questions:

- Q85.** Do you have to disclose the use of a subcontractor in the response to Master Contract or is it only required in the responses to PORFPs?
- A85.** See Section III.D.1.f. of the RFP. The AOC will not accept subcontracting in any Proposal from an Offeror to this RFP to support fulfilling any gap in experience for any functional area at the master contract level. However, if an awarded firm desires to use a subcontractor during the life of the contract, the PORFP will dictate whether that's acceptable, and if so, the required submittals.
- Q86.** If the Prime (i.e., Successful Offeror) is a MBE/VSBE, will the Prime's status count towards any established MBE/VSBE goals including ones set for subcontractor participation, if applicable?
- A86.** When a certified MBE firm participates as a prime contractor on a Contract, the Judiciary may count the distinct, clearly defined portion of the work of the Contract that the certified MBE firm performs with its own workforce toward fulfilling up to, but no more than, fifty-percent (50%) of the overall MBE participation goal established for the Contract. A VSBE Prime can self-perform 100% of the goal.
- Q87.** Can you please tell us what type of jobs are required for FA-III and FA- IV?
- A87.** See Section III.D.2.(c)-(d) of the RFP and Attachment 2 – Judicial College Usage. The AOC will be requesting staff augmentation (i.e., single resource) or professional consulting services (i.e., team of resources) for education/instructional services for the Judicial College.
- Q88.** Is the intent to bid and the closing date intentionally the same?
- A88.** Yes. The intent to bid can be submitted any time before the due date, but is a required step before submitting a proposal.
- Q89.** Does Maryland registration have to be done before bid is submitted, or will unregistered firms have the same opportunity for award, with registration required before contract can be executed?
- A89.** See Section I.K of the RFP. Offerors are not required to be registered at the time of submittal but will be required to be registered prior to Contract execution. If the Offeror is an apparent awardee, a notification will be issued vis the Procurement Portal, and registration will need to take place at that time.
- A90.** To confirm - there is no Attachment D or Attachment E? Just A, B, C, and F
- A90.** Yes.
- Q91.** Is it acceptable for the crossover of answers in different functional areas (i.e., the provision of qualified personnel to the AOC on a temporary basis, with the goal of augmenting the AOC's existing workforce)?
- A91.** Yes.
- Q92.** Does the prime contractor for this solicitation have to be registered to do business in the state of Maryland?
- A92.** See Section I.K. of the RFP.
- Q93.** Can you confirm if we need to include the management, technical, and pricing information with this RFP?
- A93.** Please review Section IV of the RFP for required submittals. Pricing information is not requested.
- Q94.** Can this solicitation due date be extended given the level of requirements?

- A94.** No.
- Q95.** Will the Administrative Office of the Courts consider bids for discrete specialty services, such as Project Management Resources and Consulting Services, as primary expertise provided as part of, but not all of, one or more Functional Areas?
- A95.** Yes.
- Q96.** Our company will be in business for 3 years by mid-May of this year. Will we meet the tenure requirements for this Master Contract Function Area 1 Staff Augmentation?
- A96.** Your firm must meet the minimum requirement at the time of submittal.
- Q97.** For Functional Area IV, specifically as it pertains to Attachment 2, Item C: Proprietary Software Technology Trainer, should vendors who provide proprietary software offerings which have their own trainings apply? Or is this specifically trying to capture vendors who design trainings for other company's proprietary software offerings which do not have their own, existing training option?
- A97.** The Proprietary Software Technology Trainer is seeking a trainer resource with experience in developing and delivering training solutions on another organization's proprietary software. The Judiciary does not expect vendors who provide proprietary software offerings which have their own trainings apply. A trainer with experience with an organization's proprietary software should have the skill and ability to learn new software as an end user and develop training courses or materials to support the end user.
- Q98.** For each Functional Area proposed, should offerors submit Functional Area Specializations [Section IV.B.2.b.(1).i.], Offeror Personnel Experience & Qualifications, and Available Resource Overview [Section IV.B.2.b.(2).i-ii.] submitted as one (1) document or three (3) separate documents?
- A98.** See Section IV.A. of the RFP. Offerors shall upload submittals in accordance with Section IV.B. of the RFP, and the Procurement Portal.
- Q99.** What is the total award value(s) of the current contract(s) supporting functional areas I - IV?
- A99.** The Judiciary does not have this information.
- Q100.** What is the estimated Workload required for each Functional Area I – VI, anticipated Yearly hrs. required for each functional area?
- A100.** The Judiciary does not have this information. The Master Contract will be used on an as needed basis with no guaranteed minimum or maximum usage.
- Q101.** Please clarify in Section III.I. of Attachment 1 if this will be the Offeror's shortlisted contractor candidates.
- A101.** Attachment 1 is a sample PORFP and is only provided to allow Offerors an understanding of what an PORFP issued off this Master Contract will require. Actual PORFPs issued will vary.
- Q102.** Is evaluation a professional consulting service the court is looking for?
- A102.** The Judiciary will issue varied requests for professional consulting services which may or may not include evaluation services.
- Q103.** The portal requests the follow two sections have responses: "Offeror Personnel Experience & Qualifications" and "Available Resource Overview (Section IV.B.2.b.(2) i-ii)", however, that section of the RFP referenced in "Available Resource Overview" is titled Offeror Personnel Experience & Qualification. Can you please clarify the difference between these two sections?
- A103.** Offerors shall provide a response to Section IV.B.2.b.(2) of the RFP, and a separate response for Section IV.B.2.b.(2).i-ii of the RFP. Please review each section for the difference.
- Q104.** If the owner of a Firm has over 25 years' experience in staffing, but the Firm itself has only been in business for one year, is the Firm eligible to bid on this based on the owner's years of experience?
- A104.** No.

- Q105.** Is it acceptable for the crossover of answers in different functional areas (i.e., the provision of qualified personnel to the AOC on a temporary basis, with the goal of augmenting the AOC's existing workforce)?
- A105.** Yes.
- Q106.** Can we register ourselves in Maryland after award?
- A106.** Yes, after award, but prior to contract execution. See Section I.K. of the RFP.
- Q107.** What is the AOC looking for further than agreement to the stipulation that each project may specify deliverables including, but are not limited to, completion of specific tasks, production of deliverables or reports, and the provision of support to the AOC's existing team? Is the AOC looking for specific reporting capabilities?
- A107.** Offerors shall provide a technical response in accordance with Section IV.B.2.b.(1) and Section V.B., para 2.
- Q108.** Will MCDOT do a reciprocity MBE certification if company is already certified MBE in another state, ie NCDOT and SCDOT?
- A108.** MBEs must be certified in Maryland. Please see this link for registration: <https://www.mdot.maryland.gov/tso/pages/Index.aspx?PageId=90>
- Q109.** Can you please clarify if Oral Presentations & Discussions is applicable for this IDIQ?
- A109.** The Judiciary does not anticipate requiring oral presentations and discussions for this RFP. However, they may be required for PORFPs issued under this Master Contract.
- A110.** Is there any scope to be a subcontractor for this IDIQ? Can an organization be a sub of another organization that is bidding for this?
- A110.** This Master Contract is solely to establish prime contractors for a pool of Master Contractors for future needs. See Section III.D.1.f. of the RFP. Master Contractors will be able to propose subcontracting for PORFP responses, as allowed by the AOC.
- Q111.** Can a firm prime one functional area and subcontract for another functional area?
- A111.** No. See Section III.D.1.f. of the RFP.
- Q112.** Is it predominately administrative, IT, and Clerical for the services often needed? Anything with regards to Medical services?
- A112.** The AOC does not anticipate a need for medical services, but actual needs may vary over the life of the Contract.
- Q113.** Who are the incumbent master contractors who have been performing this in the past/currently?
- A113.** The AOC competes these needs as they arise. Accordingly, there are numerous firms currently providing various services under various contracts.
- Q114.** Is Maryland purchasing this through cooperative agreement for GSA Federal Supply Schedule Multiple Award Schedule contracts?
- A114.** No.
- Q115.** Will you be able to define the roles covered under FA I?
- A115.** Specific roles and needs will be defined at the PORFP level after the pool of master contractors has been established.
- Q116.** Are there requirements for Canadian based organizations we need to know about?
- A116.** No.
- Q117.** Is this RFP open to Canadian companies?
- A117.** There is no geographical restriction.

- Q118.** Can Offerors submit a proposal if only interested in providing a few functional areas, not all?
A118. Yes.
- Q119.** Can resources be remote?
A119. The work location for staff augmentation of professional consulting services will be specified in any PORFP issued under this Master Contract. The AOC currently has remote, onsite, and hybrid contracts.
- Q120.** If you have a reseller agreement with a firm can we include them as part of our service offering. They have technology we sell, support, and deliver.
A120. Yes.
- Q121.** Are any administrative, financial, professional consulting positions hybrid? If so, what are the number of days in office?
A121. The work location for staff augmentation of professional consulting services will be specified in any PORFP issued under this Master Contract. The AOC currently has remote, onsite, and hybrid contracts.
- Q122.** What if you had a company name change in reference to the three years in business requirement?
A122. Documentation shall be submitted for verification.
- Q123.** When responding to the Functional Areas, do we need to separately state the offeror minimum qualifications in a separate section? Or do we build it into the response?
A123. The Offeror minimum qualification will be verified using the Offeror Profile requested in Section IV.B.2.a.(4) of the RFP.
- Q124.** Will offerors who propose to provide all functional areas be rated higher than offers who propose to provide only some of the functional areas?
A124. No. Each functional area is being evaluated separately.
- Q125.** Will Offerors have to wait until the Addendums are posted in the procurement portal to submit or can they answer questions in advance of the final submittal?
A125. Offerors can work on all sections and save progress up until time of submission. The AOC anticipates issuing a final addendum shortly after the deadline for questions with any outstanding questions.
- Q126.** Under Proposal Criteria, are the interviews in-person or via video conference?
A126. Section IV.B of the RFP does not include reference interviews. Please ensure you're looking at the RFP, and the sample PORFP.
- Q127.** When can award be expected?
A127. This will depend on the number of responses received.
- Q128.** Currently, how long, on average, does it take for the AOC to select candidates for its open positions?
A128. It varies per project, but typically takes three to six months. However, this Master Contract aims to reduce that time to three to six weeks.
- Q129.** Will there be a project max value for each PORFP, and over that amount, an open RFP will be issued?
A129. No. We plan to solicit for all of our needs using this contract.
- Q130.** If awarded this contract, can Offerors propose a resource that has already been proposed for a past Maryland Judiciary opportunity that is still in review?
A130. Yes.
- Q131.** How much has Maryland spent in the last year on the work that is currently being performed on various contracts? Has Maryland spent any work?

- A131.** The Judiciary has more than 100 contractors currently working on different projects of different values across the enterprise. The total spend is significant, but we are unable to provide a precise figure. This contract will only serve the Judiciary, not the entire state.
- Q132.** How "all-inclusive" must a potential offer be within a given Functional Area to be selected. For example, is bidding for FA I or II, if our firm specializes in one or two potential needs listed in Attachment 3 but not the others, could we still be selected based on only those specializations, or, is it absolutely necessary to partner with another firm to ensure all areas of Attachment 3 A-H are met?
- A132.** See Section III.D.1.f. of the RFP. Yes, you may be selected if your firm only specializes in some of the requested needs in a given functional area.
- Q133.** What is the average time period between the release of a PORFP and the start date of selected candidates? What are the AOC's expectations in terms of reducing that time period? Do you wish to cut it down by x number of days or weeks?
- A133.** Our RFP process can take 3-6 months right now. However, this Master Contract aims to reduce that time to three to six weeks.
- Q134.** Where can a list of historical data and needs be found for the Judiciary?
- A134.** Positions are listed in the RFP. Past awards are available on our website at www.mdcourts.gov/procurement
- Q135.** Does experience need to be with MD DOT only? Does it consider experience in surrounding states (i.e., DC? DE?)?
- A135.** Experience can be anywhere. MDOT is simply the certifying body for MBE firms. There is no preference for experience with any specific entity.
- Q136.** If a company is responding to Functional areas 1 and 3, will they have to provide technical response for both these functional areas separately or one that addresses both.
- A136.** Offerors shall provide submittals in accordance with Section IV of the RFP.
- Q137.** Will the responses placed in the portal be document upload or writings response placed within the portal?
- A137.** Offerors shall provide submittals in accordance with Section IV of the RFP. The submittals may require the upload of documents or the submission of data (e.g., Yes/No).
- Q138.** Is this an international tender or limited to US and Canada only? Would we be competing against organizations from rest of the world?
- A138.** There is no geographical preference. However, assignments may require an onsite presence.
- Q139.** Can the Judiciary please provide additional details on if Technical Response and Functional Area Specializations [Section IV.B.2.b.(1).i.] should be two different files? Functional Area Specializations [Section IV.B.2.b.(1).i.] is a part of Technical Response as per the Instruction.
- A139.** Yes, they are two different submissions. Please review Section IV of the RFP, and the Procurement Portal for more information.
- Q140.** The Claim of Confidentiality requests page numbers, however only one file is permitted to be uploaded. Since page numbers will vary depending on the Functional Area response, please confirm that only the section/sub-section can be provided.
- A140.** You may create a document listing out each section and/or sub-section requiring a Claim of Confidentiality for your response.
- Q141.** Referencing Section II.G., are Orals applicable for this IDIQ?
- A141.** We do not anticipate the need for orals.
- Q142.** Please confirm that MJUD PORFPs do not go to BPW for approval.
- A142.** Maryland Judiciary PORFP do not need approval from the Board of Public Works.

- Q143.** What is the typical duration from the time of PORFP submission to award to start of the job?
A143. Varies per position and project.
- Q144.** Can we bring in a teaming partner and use their experience for our proposal? (I.e., can a vendor bring in a teaming partner specifically to address an FA, where we do not have much of an experience).
A144. Please see Section III.D.1.f. of the RFP.
- Q145.** Can we use the same Reference that is used for another FA for the same project? For example, can we use a Reference for both FA I and FA III since both are Staff Augmentation?
A145. Yes. Please see A60. of Addendum No. 1.
- Q146.** Are the private/commercial references allowed along with government references to submit with proposal response?
A146. Yes.
- Q147.** Should Offerors showcase their experience for each of the job titles specified under functional areas (eg. under FAIII and FAIV: shall Offerors provide their experience in Technical Assistant, Microsoft Office/Zoom Technology Trainer, Proprietary Software Technology Trainer, Instructional Systems Designer (ISD), Curriculum Developer, Trainer, Copy Editor, Graphic Designer) What if we have past performance in providing one job title, are we eligible to bid for complete FA3 and 4?
A147. See Section III.C of the RFP for Offeror minimum qualifications. All other qualifications will be evaluated in accordance with Section V of the RFP.
- Q148.** What is meant by Indefinite Delivery, Indefinite Quantity (IDIQ) referred to on page 15 in the RFP?
A148. IDIQ is used for the master contract level RFPs resulting in award to vendors being issued by competitive task orders (PORFPs) under the applicable master contract. The AOC intends to make multiple awards (i.e., unlimited) under this RFP to establish a pool of Master Contractors for any required services in each applicable functional area (i.e., I-VI). The AOC will issue PORFPs to Master Contractors based on functional area.
- Q149.** How will the selected Master Contractors be continually evaluated – via annual reviews using a scorecard?
A149. Each individual PORFP issued from the master contract will have specific evaluation criteria that Offerors will be scored for the applicable project.
- Q150.** May we offer more than three references for each Functional Area?
A150. Offerors shall complete the Offeror Experience/References Questionnaire, which allows for three (3) references. If you would like to provide additional references, please include in your technical response for the applicable functional area.
- Q151.** What are the methods that might be available for Master Contractors to use to submit proposed resources for each PORFP (for example, will they be submitted using the Procurement Portal or other means such as simple email submittals (with resumes attached along with pertinent information); in proposal format with standard proposal documentation; using an AOC-developed template; or using software tools such as Vector or Fieldglass)?
A151. Unless otherwise stated in this solicitation, the Maryland Judiciary's Procurement Portal will be the sole method of communication during all phases of the solicitation and award process. The AOC has provided a sample PORFP to illustrate how we will solicit for services under this Master Contract.
- Q152.** Will Master Contractors be required to submit at least three references for every resource that they submit in the PORFP?
A152. Specific PORFP requirements for each applicable solicitation will be addressed at the individual PORFP level.

- Q153.** The Procurement Portal has a "Technical Response" line item for each selected functional area. The portal indicates that "multiple" files may be required for each functional area "Technical Response." A response to Section IV.B.2.b.(1) of the RFP can be presented in a single file, so we are unclear about the requirement for multiple files. Could you please clarify this requirement?
- A153.** The multiple files functionality is only provided to allow Offerors to submit more than one file, if they desire, but it is not a requirement.
- Q154.** The Procurement Portal has a "Functional Area Specializations" line item for each selected functional area. The portal indicates that "multiple" files may be required for each "Functional Area Specializations" response. A response to Section IV.B.2.b.(1).i. of the RFP can be presented in a single file, so we are unclear about the requirement for multiple files. Could you please clarify this requirement?
- A154.** The multiple files functionality is only provided to allow Offerors to submit more than one file, if they desire, but it is not a requirement.
- Q155.** The Procurement Portal has a "Offeror Personnel Experience & Qualifications" line item for each selected functional area. The portal indicates that "multiple" files may be required for each functional area "Offeror Personnel Experience & Qualifications" response. A response to Section IV.B.2.b.(2). of the RFP can be presented in a single file, so we are unclear about the requirement for multiple files. Could you please clarify this requirement?
- A155.** The multiple files functionality is only provided to allow Offerors to submit more than one file, if they desire, but it is not a requirement.
- Q156.** The Procurement Portal has an "Available Resource Overview" line item for each selected functional area. The portal indicates that "multiple" files may be required for each functional area "Available Resource Overview" response. A response to Section IV.B.2.b.(2).i-ii. of the RFP can be presented in a single file, so we are unclear about the requirement for multiple files. Could you please clarify this requirement?
- A156.** The multiple files functionality is only provided to allow Offerors to submit more than one file, if they desire, but it is not a requirement.
- Q157.** Several of the documents attached in the Supporting Documentation section are labeled "SAMPLE". Are those documents that will be provided for completion based on proposal acceptance and initial project work or are they supposed to be submitted with the initial proposal?
- A157.** Sample Judiciary documents are provided to show Offerors what documentation will be required post award. Sample documents are no to be submitted with the initial proposal. The sample PORFP is an example of what a PORFP may look like when issued to Master Contractors.
- Q158.** For the "IRS Form W-9, Request for Taxpayer Identification Number & Certification: Offeror shall submit a completed IRS Form W-9 with the Technical Proposal". Do Offerors need to include this file for each functional area within the technical proposal?
- A158.** No. All documents listed under Section IV.B.2.a., Common Submittals, are documents that are only required once per submission. Submittals per Functional Area are listed in Section IV.B.2.b. The Procurement Portal will create your required submittals based on the functional areas you select when completing your submission.
- Q159.** Section IV.B2.b., of the RFP states, " Offerors shall address each RFP requirement (Section III), including Attachment 2 & 3 (as applicable) in the Proposal and describe how its proposed services will meet or exceed those requirements (as applicable per functional area)" Do we need to address all sections from A to E including statement of compliance or directly to Functional Areas in section D to avoid duplicate Scope of work?
- A159.** Offerors shall address each RFP requirement, including the Attachment 2 & 3. Offerors shall only respond for functional areas for which they are proposing.
- Q160.** On page 26 of the RFP, section IV Proposal Contents, please confirm that it is a Technical Proposal response for each FA including a to b as indicated in the portal submission.

- A160.** Section IV.B.2.a of the RFP includes submittals that are required one-time. Whereas Section IV.B.2.b includes submittals that are required per functional area proposed. The Procurement Portal will create your required submittals based on the functional areas you select when completing your submission.
- Q161.** Please confirm that the technical proposal includes all sections content that are required separately including all Common Submittals and Submittals per Function Area as depicted in RFP Section IV.B.2.
- A161.** Section IV.B.2.a of the RFP includes submittals that are required one-time. Whereas Section IV.B.2.b includes submittals that are required per functional area proposed. The Procurement Portal will create your required submittals based on the functional areas you select when completing your submission.
- Q162.** Can the Judiciary please confirm it is acceptable to submit for Offer Experience and/References, individual Task Orders or Work Orders, under a Master IDIQ, as separate experience/ references, since the work in each TO/WO is a different scope?
- A162.** Offerors shall submit in accordance with Section IV of the RFP. Please ensure you're looking at the RFP, and not the sample PORFP.
- Q163.** We would like to confirm that the following approach would be acceptable to the Judiciary with regard to using information from our parent company: Assuming that we include information about our Parent company or other wholly-owned subsidiaries of our Parent company in our bid package, please confirm that including a sentence such as "We confirm that our Parent company fully guarantees the performance of all the services that would be rendered to the MD Judiciary under this master contract" would be acceptable to meet the Judiciary's requirements.
- A163.** See Section II.K.3 of the RFP for requirements.
- Q164.** Can you please provide copies of the Sample documents without the watermark option or an ability to remove the watermark? We understand that we will be customizing these documents which saves time in this process.
- A164.** No. Offerors shall not be customizing any sample documents. Please review Section IV of the RFP for required submittals.
- Q165.** On page 27, RFP Section IV proposal/B.1 Offeror's Response to RFP Requirements title is not listed in the portal submission. Which file the content response should be address ? Is it in the Technical proposal which is listed as proposal content for each Functional Area?
- A165.** Section IV.B.1.a-b of the RFP are listed in the Procurement Portal. When creating your submission, you'll be required to answer Yes/No for each acknowledgment.
- Q166.** Is this tender limited to master contractor or open to everyone?
- A166.** The RFP is a public solicitation open to all Prospective Offers to establish a pool of Master Contractors for any required services in each applicable functional area (i.e., I-VI).
- Q167.** Can you please provide a breakdown of the Judiciary's current 150 contractors by functional area?
- A167.** No.
- Q168.** Please share the historical and/or anticipated breakdown of spend by functional area? For example, can you please share how much you spent in IT consulting services last year? How much did you spend in IT staff augmentation services last year?
- A168.** The Judiciary is unable to provide that information.
- Q169.** What is the Judiciary's yearly spend, broken down by labor category and geographic location?
- A169.** The Judiciary does not have this information.
- Q170.** What are the steps in your selection process for this RFP?
- A170.** See Section V.C of the RFP.
- Q171.** How many roles are released monthly in the categories?

A171. This varies depending on the current need of the Judiciary.

Q172. What is your anticipate spend for 2023 and 2024?

A172. This information is unknown.

Q173. How will we be evaluated if selected as a vendor?

A173. Each individual PORFP issued from the master contract will have specific evaluation criteria that Offerors will be scored for the applicable project.

Q174. Is the AOC responsible for building maintenance or environmental compliance for any of its facilities?

A174. This is not relevant to this RFP.

Q175. Is the AOC asking for a point by point response to the selected Section III.D.2. Functional Area, such as FAII (1) - (6)? Or may we respond to this section by providing just the overview of our areas of specialization, such as Strategic Planning and IV&V?

A175. Offerors shall provide a technical response in accordance with Section IV.B.2.b.(1) and Section V.B., para 2.

Q176. Can you please advise if the Document Checklist for LLC's is required at the time of submission or upon award?

A176. The Judiciary has not provided a document checklist and does not understand the question. Offerors shall read the RFP and respond accordingly.

Q177. Please confirm that the required documents 'Technical Response' and also 'Offeror Personnel Experience & Qualifications' are two separate documents that the vendor creates and submits. Please confirm that the Judiciary has not posted a template for these responses.

A177. Offerors shall provide a response in accordance with Section IV of the RFP. Yes, these are separate documents. There is no template, but Section IV provides explicit instructions.

Q178. Does the company have to have three years of experience or the resource that will be working the projects?

A178. The company. We are not asking for any specific resources for this master contract submittal. Once on the contract, companies will present specific resources for assignments, as they arise.

Q179. Is there an option if we can go for selected functional areas?

A179. Offerors may submit for one (1), more than (1), or all functional areas.

Q180. Will the current augmented staff have the opportunity to select new Master contractors? Or is this only for new staff only?

A180. As contracts expire, they will be resolicited as PORFPs under this master agreement.

Q181. Can we begin submitting a response and update as we complete the information?

A181. Yes.

Q182. If an Offeror provides IT related management consulting services including expert advice and guidance on design (including assessments and roadmaps), implementation (including quality assurance, oversight, and independent verification and validation), maintenance (including value realization), assistance with system selection (including market scans and procurement support), assessments, and optimization, but does not perform actual implementation / development of custom solutions, would the prospective Offeror bid on FAII or both FAII and FAVI. It is unclear if these types of services will be issued on future PORFPs for FAII or FAVI and we do not want to be disqualified from FAII or risk missing out on opportunities issued on FAII but only bidding on FAVI.

A182. It's advisable to submit for both Functional Areas.

Q183. How do Offerors propose pricing for this RFP?



- A183.** Pricing is not requested as a submittal for this RFP. This is to establish a pool of qualified providers. Pricing will be established at the individual PORFP level.
- Q184.** Are resume required at the time of submission?
A184. Resumes are not required. See Section IV.B.2.b.(2) of the RFP.
- Q185.** How will the master contractor Awardees be announced?
A185. Via the Procurement Portal.
- Q186.** If we are providing stay for an IT PORF and they will work on-site at the MJUD premises, can you explain why we would need \$5M in cyber security?
A186. Cyber liability insurance is required due to the nature of the assignment and access to Judiciary systems.
- Q187.** If we have a customer where we have done Staff augmentation as well as Project based work (FA-II). Can we use the same reference for both FAs.?
A187. Yes.
- Q188.** Section IV.B.2., states that “Offeror shall identify the experience, qualifications, and types of staff proposed to be utilized under the contract”. Do we have to include the experience of our recruitment staff that will provide staff augmentation services under this contract?
A188. Offerors may include this information.
- Q189.** For staff augmentation, will the PORFP awards be based on best candidate or lowest price?
A189. Each PORFP will have its own evaluation criteria. See the sample PORFP attached to the RFP.
- Q190.** Are there any licenses or certifications required?
A190. The RFP does not include requirements for any licenses or certifications. However, it may be required at the individual PORFP level.
- Q191.** We do business in the US through a wholly owned US subsidiary to our Canadian mother company. Can we use our Canadian corporate experience even though the contracting entity would be the US entity?
A191. Yes.
- Q192.** Is there any consideration by the state to expand the amount of Master Contractors from six to 10 or 12?
A192. There is no limit to the number of awards under this contract. It is anticipated that the Judiciary will make many awards across the functional areas.
- Q193.** Can an Offeror submit as both a Prime and a subcontractor?
A193. Prime contractors shall submit. Please see Section III.D.1.f of the RFP.
- Q194.** Are there any higher education instructional roles needed?
A194. Our Judicial College has a need for instructional design and training roles on an ongoing basis.
- Q195.** Does the RFP suggest how the employee is paid (for example 1099 or W2) or is that solely up to the contractor?
A195. That is up to the contractor. This contract does not create or imply any employment relationship with the Judiciary.
- Q196.** The Judiciary has recently issued a few RFPs for Sr. Project Manager, IT Project Manager, Business Support Analysis, etc. Will the current RFP have any bearing on the outcome of those opportunities?
A196. No.
- Q197.** Is there any training required to be provided by the organization for the resources if required for transition or will it be arranged by the agency?

- A197.** This varies per project.
- Q198.** We provide instructional design services as well as digital / e-learning design services. As part of Functional Area IV - Educational / Instructional Professional Consulting Services, does it include e-learning services?
- A198.** Functional Area IV may include those services.
- Q199.** Will preference be given to offerors who have a physical office/location in Maryland?
- A199.** No.
- Q200.** For those who win an award for IT staff augmentation, will we be able to qualify the position/speak directly with the hiring manager regarding the specific openings?
- A200.** No. Each need will be solicited amongst qualified contractors via a PORFP.
- Q201.** Do we need to have a business entity present in Maryland in order to be selected for award?
- A201.** No. In order to be eligible for award, businesses must be registered to do business in Maryland. <https://egov.maryland.gov/businessexpress>
- Q202.** Are there any financial history considerations? We have a company established in US last year. We havent done any business there yet. Will this be a disadvantage?
- A202.** No. Offerors must meet the minimum qualifications of the RFP.
- Q203.** Are there any security clearance requirements for the resources?
- A203.** On site resources must pass a Judiciary background check as a condition of award. This condition will be set in each individual PORFP.
- Q204.** Will the awards be by functional area?
- A204.** Yes.
- Q205.** How many Companies are currently holding MJUD Master Contract?
- A205.** This is a new contract.
- Q206.** Approximately how long does the Judiciary background check take if the consultant proposed has an existing Federal security clearance?
- A206.** This can vary on many factors.
- Q207.** How are you classifying the three years of experience? Is this based on the company, or does past relevant experience suffice? This is regarding micro and small businesses that are relatively new.
- A207.** The company.
- Q208.** Currently, how many different firms represent the Judiciary's current 150+ contractors?
- A208.** This is unknown.
- Q209.** Should Offerors project our experience for each of the titles/ sub areas specified in the Function areas as mentioned in attachment 2 and 3?
- A209.** Offerors may do so.
- Q210.** Are the existing incumbents be able to work on these opportunities that are awarded with this contract?
- A210.** Yes.
- Q211.** For Cyber Security insurance policy requirement, would the vendor have to purchase this policy at the master contract level or purchase order level?
- A211.** PORFP level, and only is selected for award under a PORFP.
- Q213.** Will each PORFP go out to every qualified vendor for competitive pricing?

- A213.** Yes.
- Q214.** Would other state agencies be able to use this contract vehicle for purchasing? Or will this solely be used by the MD Judiciary?
- A214.** This master contract is only for Maryland Judiciary use.
- Q215.** Does the Master Contract award need to be approved by the Board of Public Works (BPW) Similarly at the PORFP level, when an award is made, does it need to be approved by BPW?
- A215.** No and no.
- Q216.** Can you please point me to LCATS for FA V & VI?
- A216.** There is no LCATS for FA V and FA VI. See Section IV.B.2.b.(1).i.1. of the RFP.
- Q217.** If an Offeror is not selected during this period will it be another period where vendors are allowed to submit?
- A217.** Yes. During year three (3) and year six (6) of the contract, the AOC intends provide existing Master Contractors the ability to propose for additional functional areas, and for prospective Offerors to propose to become a Master Contractor.
- Q218.** Is the Judiciary interested in information on a Master Service Provider (MSP) solution?
- A218.** We are only interested in evaluating information outlined in the RFP, at this time.
- Q219.** While responding, do we first select the FA to which we respond and then submit all responses for each FA?
- A219.** Offerors shall select all the functional area(s) for which they want to propose, and the Procurement Portal will create the required submittals.
- Q220.** What is the page limit for executive summary and technical response?
- A220.** No limit, but brevity is always appreciated.
- Q221.** Historically, does the judiciary award PORF using a Best Value or a LPTA?
- A221.** These PORFPs will be awarded using a combination of technical and financial factors. Each PORFP will contain more details on the evaluation process.
- Q222.** What is the tentative award date for this contract?
- A222.** We are hopeful to have it in place by late Fall, but it will depend on the number of responses.
- Q223.** Can one subcontractor work for multiple primes in this?
- A223.** Yes. There is no prohibition on this under a master contract.
- Q224.** Will the participant list be shared to all of the registrants including company, phone number, and email?
- A224.** An attendee list was posted on the Procurement Portal on 04/17/2023.
- Q225.** Should we follow the functional area formats to write our response?
- A225.** Yes. Offerors shall provide a technical response in accordance with Section IV.B.2.b.(1) and Section V.B., para 2.
- Q226.** The RFP instructions for submittals per functional area in IV.B.2.b.1 state “If the AOC is seeking the Offeror’s agreement to a requirement(s), the Offeror shall state its agreement or disagreement. Any paragraph that responds to a work requirement shall not merely rely on a stated agreement to perform the requested work, but rather, the Offeror shall outline how the Offeror can fulfill the requested tasks in a manner that best meets the AOCs needs.” It is unclear that any agreement is being explicitly asked for in Section III or the referenced attachments. Can the AOC offer clarification on these statements? Does the AOC request a blanket acceptance of all terms/procedures listed in Section III in addition to our outline of how we’ll best meet the work requirements and staffing needs of the AOC?

A226. Offerors shall provide a technical response in accordance with Section IV.B.2.b.(1) and Section V.B., para 2.

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 on the Procurement Portal; failure to acknowledge addenda may result in the rejection of the bid/proposal.

If you have any questions regarding this addendum, please contact me at (410) 260-2468 or email me at Savannah.Healy@mdcourts.gov

Savannah Healy

Savannah Healy
Procurement Officer

