



Addendum No. 1
Judicial College Department of Technology Education Technical Assistant
K23-0009-25D

5/5/2022

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

Questions:

Q1. Who is the incumbent?

A1. Mansai Corporation.

Q2. What is the current contract award amount?

A2. \$571,812.00

Q3. Is there a possibility that the current contract will be extended?

A3. No.

Q4. How many vendors do you intend to award for this contract?

A4. Please refer to Section III.B of the RFP.

Q5. What is the place of performance of the candidate?

A5. Please refer to Section III.F of the RFP.

Q6. Is the incumbent eligible to submit again?

A6. The AOC does not make eligibility determinations prior to proposal evaluation.

Q7. Are there any pain points or issues with the current vendor(s)?

A7. No.

Q8. Is there any mandatory subcontracting requirements for this contract? If yes, is there a specific goal for the subcontracting?

A8. Please refer to Section II.N of the RFP.

Q9. What is the total number of resources who are currently working on this project? Please provide their position and hourly rate.

A9. One (1). Please refer to Q2 of this addendum.

Q10. Please clarify the max submissions a vendor can do for each profile.

A10. Please refer to Section III.A of the RFP.

Q11. Is this a part-time or full-time requirement?

A11. Full-time.

Q12. How many hours of work per month is the State looking for from the consultants?

A12. 160 hours per month.

Q13. Can the current rate and percentage fee being charged by the current vendor be shared?

A13. Please refer to Q2. Of this addendum.

- Q14. Can a vendor respond for all the positions mentioned in the RFP or do we only have to submit for only one position?
A14. Please refer to Section III.A of the RFP.
- Q15. Are you awarding to a single vendor or multiple vendors?
A15. Please refer to Section II.C of the RFP.
- Q16. Are you looking for onsite or remote work?
A16. Onsite.
- Q17. Could the resource initially work for 2 months remotely and later join onsite?
A17. No.
- Q18. Could you provide previous spending on the contract?
A18. Refer to Q2. of this addendum.
- Q19. Describe how vendors under contract will receive a fair share of business without vendor rotation of job orders implemented in the requirement process.
A19. Please refer to Section II.C. of the RFP. The AOC intends to make a single award on this RFP.
- Q20. How many temporaries are currently working under this contract?
A20. One (1).
- Q21. Can you specify whether the new vendor(s) can make the transition of all current temporaries whose project is ongoing? If yes, how and when will the transition of the employees will be done from the incumbent to the awarded Offeror?
A21. All of our projects can be assigned from one resource to another. We have a thorough onboarding and training program that will get the new resource up to speed with the work after contract award. A supportive team environment will help ease a new resource into the assignments.
- Q22. Is it mandatory to be a Minority Business Enterprise (MBE) and veteran0owned Small Business Enterprise (VSBE) to respond to this Request for Proposals?
A22. No.
- Q23. Is there any local preference?
A23. No.
- Q24. Do you have any specific format for the references requested?
A24. Please refer to Section IV.C.2.g of the RFP.
- Q25. What is the proposed start date of this contract?
A25. Please refer to the Key Information Summary page of the RFP.
- Q26. Can you please clarify if the positions are onsite or remote?
A26. Onsite.
- Q27. Is it possible for the resource to work remotely for 2 months?
A27. No.
- Q28. Could you allow remote work for a candidate?
A28. No.
- Q29. Do you have any hybrid work mode, where a candidate might choose between remote and onsite?
A29. No.

- Q30. Is there a format for resumes to be attached?
A30. Please refer to Q24 of this addendum.
- Q31. Are there any specifications about a page limit, font size, etc. for the proposal and resume to be submitted?
A31. No.
- Q32. Can you explain the mode of interview?
A32. Virtual and in-person.
- Q33. Can you provide the list of holidays?
A33. The Maryland Judiciary's holidays are listed at <https://www.courts.state.md.us/administration/holidays>.
- Q34. Are there any mandated Paid Time Off, Vacation, etc.?
A34. No.
- Q35. How many people are currently working onsite and offsite?
A35. This is not relevant to the scope.
- Q36. Can you please provide an estimate budget or NTE allocated for the contract?
A36. The Judiciary does not share budgetary information.
- Q37. Do we need to submit the actual resumes for the proposed candidates, or can we submit the sample resumes?
A37. Actual resumes. Offerors shall submit resume(s) for proposed candidate(s) in accordance with Section IV.C.2.f.(2) of the RFP.
- Q38. Are hourly rate ranges acceptable for the proposed personnel?
A38. Please refer to Attachment E.
- Q39. If a proposed candidate is not available at the time of award, will the AOC allow replacement personnel with similar or more skill set?
A39. No.
- Q40. Is there an archives link for contracts awarded before 2021?
A40. No.

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 by completing and forwarding Attachment H (included in bid/proposal package) with the bid/proposal response; failure to acknowledge addenda may result in the bid/proposal rejection.

If you have any questions regarding this addendum, please contact me at (410) 260-3591 or email me at valerie.l.mitchell@mdcourts.gov

Valerie L. Mitchell
Procurement Officer

