Administrative Office of the Courts

Operations Division

Questions/Responses No. 2 to the

Request for Proposals (RFP) K19-0071-29

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**: Will the State please provide labor category descriptions, as they were not included in the RFP?

   Response: No, formal position descriptions, but tasking is the traditional job duties for a DBA, SA and SE, along with related tasks to maintain and enhance the system. Ancillary tasks across the project include but are not limited to coordinating with JIS network and help desk people, creating ad-hoc reports, working with outside agencies, participating in development discussions and other related work.

2. **Question**: The RFP states that the contract is "Fixed Price," but there are requirements for "Proposed Hourly Rates" in Attachment D - Price Proposal Form. Please clarify whether the contract type is intended to be a Fixed Price, or a Time and Materials (T&M) contract.

   Response: The proposal should include the proposed positions necessary to do the work, and their hourly rate. The incumbent hours were provided as a guide, which have been adequate in the past, and included time for regular maintenance and enhancements projects at about 60/40% respectively. Once the total cost is negotiated and approved, this becomes the NTE contract amount. Hours worked are billed monthly and since enhancement hours are included, it is possible that not all hours will be invoiced in a given year because of the nature of enhancements.

3. **Question**: In Section 2.6 of the RFP, the State notes that mileage, toll re-imbursements and lodging re-imbursements may be invoiced and reimbursed. If the contract is T&M, may we add a line in the Pricing template for these Other Direct Costs (ODCs)?

Response: We do not anticipate much vendor travel, nor can we predict locations or frequency, so it cannot be estimated. When travel is approved, it is expected to be included with the monthly invoice.

4. **Question**: What is the type of Database that the Judicial Information Systems (JIS) runs on? For example, Oracle, DB2 or MSSQL. What is the Operating System that the JIS runs on? For example, Mainframe, Linux or Unix and which flavor

    Response: Solaris/ Unit

5. **Question:** Will it be awarded to one company or multiple companies?

    Response: One Company

6. **Question**: What will be the interview type of the selected candidate? Skype, telephonic or in-person?

    Response: the interview type will be dependent on the qualifications, but likely in-person

7. **Question:** Can we submit more than one candidate' resume per position.

    Response: The RFP shows how the project is currently staffed as a guideline. Vendors should propose what they think it will take to do the work.

Issued by: Karen Hoang
Procurement Officer
March 14, 2019