# Administrative Office of the Courts

## Operations Division

**Questions/Responses No. 2 to the**

**Request for Proposals (RFP) K20-0045-29**

**Integrations Business Analyst Resource**

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.

19. As per Attachment – D – Pricing Proposal Form, the Offeror is encouraged to propose multiple resources. In such case should the offeror be submitting the actual resumes of additional resources along with the bid submission?
    Response: Yes, Offeror's may submit up to two (2) candidates with resumes. An addendum will be released to clarify.

20. As per the latest addendum issued on October 16, 2019, customer references are required for the proposed candidate(s) also. Is it to be provided as part of response to Section 3.4.5 (Offeror's Technical Response to RFP Requirements), C -References?
    Response: Yes

21. Insurance – As per Section 2.8, Insurance, it is understood that the evidence of insurance be delivered to the AOC office of Procurement before the actual implementation of the agreement. Can this be considered as immediate after NTP or is there any specific time limit (in days) to submit the same?
    Response: No

22. The 3rd document does mention required technical skillset for this position. However, how many number of candidates are expected for this bid?
    Response: We require one business analyst resource for this position.

23. On page 12 one of the requirements notes "Perform data analysis in support of projects and develop database inquiries as needed." Is there a requirement for the BA resource to be able to write queries to search the database?
    Response: Yes, we need someone who can query our legacy systems by using SQL.

Issued by: Akshay Kumar
Procurement Officer
October 24, 2019