



# Administrative Office of the Courts

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## Operations Division

### Amendment # 2

#### RFP: Judicial College Instructional Designer/Curriculum Developer

#### Project ID: K21-0072-25D

This Amendment is being issued to amend and clarify certain information contained in the above-named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined (ex. new language) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

#### 1. Modify Page 6- Section 1.1 Summary Statement

The Administrative Office of the Courts (AOC) issues this Request for Proposals (RFP) to seek proposals from prospective offerors to provide three (3) Instructional Designers/Curriculum Developers or up to three teams of three individuals to design, develop and build online courses within a one-year timeframe, to support the Judicial College of Maryland for online learning curriculum development. One team member shall be the Project Manager who will be the main team contact with the Judicial College throughout the course development process and the duration of the contract.

ISDs can work remotely but would need to be available for all meetings with the College or with SMEs, remotely or in person.

#### 2. Modify Page 13- Section 2.1 Purpose & Summary

The Administrative Office of the Courts (AOC) issues this Request for Proposals (RFP) to seek proposals from prospective offerors to provide three (3) Instructional Designers/Curriculum Developers or up to three teams of three individuals, to design, develop and build online courses within a one-year timeframe, to support the Judicial College of Maryland for online learning curriculum development.

In lieu of submitting an individual ISD for each position, Offerors may choose to submit a team consisting of three (3) individuals but must identify the roles of each team member. One team member must be the project manager who will be the main team contact with the Judicial College throughout the course development process and the duration of the contract. One team member can be the ISD, and one team member may be the curricula developer, writing the online lesson outlines.

The Judicial College of Maryland, under the Administrative Office of The Courts is responsible for ensuring that all Judiciary employees receive the support they seek to maximize their performance through expanded awareness, knowledge acquisition, and skill development. The Judiciary provides professional development and performance enhancement opportunities using a variety of teaching methodologies including bricks and mortar in-class instruction at the Maryland Judicial Center as well as in the field; blended learning which involves a mix of classroom and online learning (both synchronistic and asynchronistic on-line instruction); on-line instruction; webinars; and a variety of digital media instructional materials.

The Instructional designer/curriculum developer or team will work with subject matter experts under the direction of the Assistant State Court Administrator of the College and the Director of Education with the guidance and support of the Manager of Professional Development and the Learning and Performance Specialist.

**ISDs can work remotely but would need to be available for all meetings with the College or with SMEs, remotely or in person.**

**The AOC reserves the right to disqualify any candidate or team proposed by multiple Offerors. Affected Offerors will be given two business days to submit a substitute.**

**Offerors may submit up to three candidate resumes, one each, for each of the three positions or the Offeror may submit up to three (3) teams of three individuals for consideration.**

**The AOC reserves the right to make multiple awards.**

Issued by: Sejal Lakhawala  
Procurement Officer  
May 11, 2021