**Questions/Responses No. 1 to the
Request for Proposals (RFP) K21-0072-25D
Judicial College Instructional Designer/Curriculum Developer**

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.

Question 1: Is Judicial College providing a project manager for the project? If so, who is the contact and their background?
Response: Please see Amendment# 1 issued on May 4, 2021.

Question 2: Can we include a Project Manager within our proposal?
Response: See response to question # 1.

Question 3: For billing, how are the payments going to be handled? Monthly, at the beginning and end of the project, etc.?
Response: See response to question # 1.

Question 4: There's a total of 27 lessons per ID-how long are the courses? Are they all 3 credit courses, 60-minute class sessions, etc.?
Response: Each interactive eLearning course will be of varying lengths,not to exceed 25 minutes. Lesson numbers for each course have been estimated; however, during the development process additional lessons may be added or subtracted to/from the course depending on content requirements. The total number of lessons for all courses per ISD contractor or ISD team will not exceed 27 lessons.

Question 5: The RFP indicates a year contract, but on the call, it was mentioned it was a deliverable contract. Is the assumption it should take a year?
Response: The AOC anticipates the job to be done within the one-year base period.

Question 6: Any budget range you are targeting, is there a range?
Response: The AOC doesn't share budgetary information.

Question 7: Is there an incumbent?
Response: No.

Question 8: In the RFP, it's stated that three (3) Curriculum Developers/Web Designers/Instructional Designers are needed. Are you anticipating that approximately 81 courses/lessons are being worked on simultaneously?
Response: The AOC anticipates that multiple lessons will be in various different development stages simultaneously to streamline the completion of each course. However, the three ISDs or three ISD teams will work independently of one another.

Question 9: During the panel interview, is it to interview all developers and/or just a team?
Response: Interviews will include each developer and/or team member.

Question 10: We understand that the final contract will either include:

A time and material contract for 3 IDs/CDs who can work remotely five days a week and attend meeting remotely or onsite

OR

It will involve a fixed price-based contract with the condition that 3 IDs/CDs will be made available to work with SMEs and judicial college stakeholders.

Response: This is a deliverable-based contract.

We also understand that each ID will be responsible for design and development of 1 course comprising a maximum of 27 lessons.
Response: Each course will be of various lengths of highly interactive eLearning lessons. Lesson numbers for each course has been estimated; however, during the development process additional lessons may be added or subtracted to/from the course depending on content requirements. The total number of lessons for all courses per ISD contractor or ISD team will not exceed 27 lessons.

Question 11: Could you please confirm if the IDs need to be based in the USA? Are you looking for IDs from any specific region?
Response: There is no geographical requirement for this solicitation.

Question 12: Could you please provide an idea of the learning duration of each lesson? This will help us estimate the fixed cost for the courses.
Response: Each lesson should be a highly interactive eLearning lesson approximately 25 minutes in length.

Question 13: In case of a fixed price contract, could we propose a development model including IDs, Graphic designers, Technical team members, QA team members, and Project Manager? This will ensure you get high quality output from qualified functional teams and our project manager can coordinate the entire development process to ensure smooth delivery to judicial stakeholders.
Response: The ISD contractor or ISD team will be responsible for executing all design and development aspects of the lessons/courses with the review and approval of all elements by the Judicial College.

Question 14: In case you do not want us to provide graphic designers or technical team members, would the Judicial College team provide the layout designs or media guidance and resolve any technical issues during the execution of the project?
Response: See response to question# 13.

Question 15: Could we propose sophisticated (and complex) eLearning elements such as branched scenarios and simulations for the courses? If yes, we'd like to present these as additional elements in the proposal.
Response: Complex eLearning elements, such as branching scenarios, are an expectation by the Judicial College.

Question 16: Does AI narration refer to text to speech audio available in Articulate Storyline or other text-to-speech generators?
Response: Prototyping will use Articulate Storyline text-to-speech and the final product will use other text-to-speech generators.

Question 17: If interviews or faculty videos are to be included in the courses, would you want us to coordinate the interview/video shootings (along with scripts for the interviews/videos) or would Judicial college send the final interview/video files in mp4 format to us for integration in the course?
Response: Shooting of faculty videos or interviews will be the responsibility of the ISD contractor or ISD team in coordination with the Judicial College.

Question 18: Could you please let us know the list of COTS software that the Instructional designers/Curriculum Developers (IDs/CDs) may need to use while working on the Maryland judicial college projects/assignments?

Response: Microsoft: Word, Excel, SharePoint, Outlook, Teams Adobe Creative Cloud: Photoshop, InDesign, Premier, Illustrator.

Question 19: We are very confident that our team will be able to quickly learn to use the COTS s/w as required if an instruction/user manual or a training is provided to them. Will the judicial college provide an instruction/user manual or a training to operate the s/w?

Response: It is not anticipated that instruction/user manuals will be provided.

Question 20: In case of a time and material contract, will an offeror need to provide the 3 IDs/CDs for a period of 1 year (extendable for another 6 months if required)?

Response: Yes.

Question 21: Can you provide a rough estimate of the length of each of the lessons in the courses you are developing?
Response: See response to Question# 12.

Question 22: Can you clarify something relating to the number of individuals one organization can propose, or how the work can be divided up?

Our interpretation is:

We could propose one ISD who could work on one course series of 27 lessons in ~ one year and this person could work for three years and develop all three courses (3 x 27 lessons).

Or, we could propose two people who could divide the work of two courses (ISD/project management/curriculum development) and complete the work in one year (2 x 27 lessons). And then could complete the third course in an additional six months (1 x 27 lessons).

Or, we could propose three people who could divide the work of three courses (ISD/project management/curriculum development) and complete the work in one year (3 x 27 lessons).

Is this the correct way to interpret the information in the Amendment?

Response: No. Th AOC seeks three (3) ISD's or up to three (3) teams of three individuals to develop, design and build online courses within a one-year timeframe.

Question 23: Page 1 of the Amendment indicates that the contract is a Fixed Price. Is this on a per project basis? I assume so and that it is not a time and labor contract. Is that correct?
Response: Yes.

Question 24: What is the estimated length/seat time for each lesson developed?
Response: See response to Question#12.

Question 25: Are the courses being updated or created from scratch? If created from scratch, will content be provided? Who will provide the content?
Response: The lessons for each course will be created from scratch. Some content may be provided; however, it is the expectation of the ISD contractor or ISD team to perform independent research and/or work with subject matter experts to gather content.

Question 26: Are SMEs or a working group available to assist with content and questions?
Response: Yes. It is the expectation of the ISD contractor or ISD team to perform independent research and/or work with subject matter experts to gather content

Question 27: What is the expected Level of Interactivity for each lesson developed?

- o Level 1 Simple/Passive Interactions ("Page-turner")
- o Level 2 Limited Interactions (ex: pop-ups, simple drag and drop)
- o Level 3 Complex Interactions (ex: aspects of gamification, branching)

Response: Each slide should use strategies to engage the learner so they can learn from mistakes in a secure environment. It is the expectation that all eLessons will be developed at Level 3 and be highly interactive with a variety of interactions which may include, but not limited to, branching scenarios, gamification, drag and drop, click and reveal, etc.

Issued by: Sejal Lakhawala
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May 11, 2021