



**Addendum No. 1  
Risk/Need Assessment Instrument  
K22-0067-25U**

**03/16/2022**

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

**Questions:**

- Q1.** If we have multiple versions of software allowing for the administration of a risk/need assessment, which would require different responses to the matrix and different response to the Attachment E. Bid/Price Proposal Form, how would you like us to approach this within our proposal?  
**A1.** The Judiciary would prefer a single software solution that best meets the needs stated in the RFP.
- Q2.** How many total users do you anticipate will need to have a log in to the system for any reason?  
**A2.** Approximately 100 users.
- Q3.** Of those, how many will actually administer assessments? If you have other “categories” of users, please feel free to describe the categories and user counts if you think it would be helpful to share.  
**A3.** It is estimated that seventy-five (75) users will administer the assessment tool, twenty (20) will need read only access, and five (5) will need access for research and billing purposes.
- Q4.** How many references, or “examples of commercial sites that were successfully installed and serviced” by the proposed solution are required or desired?  
**A4.** Three (3) Attachment J – Bidder/Offeror experience Forms shall be submitted for references as outlined in RFP Section IV.C.2.g.(2).
- Q5.** Does the Judiciary have a projected start date?  
**A5.** The start date will be upon contract execution following the completion of the RFP process, estimated May 2022.
- Q6.** What is your intended project duration?  
**A6.** The contract term for this project will be for a period of one (1) year after the date of contract execution with the AOC retaining the sole right to exercise three (3) one-year renewal options at its discretion.
- Q7.** What is your start date to the go-live date?  
**A7.** Go Live date is September 1, 2022. The start date will be upon contract execution following the completion of the RFP process.
- Q8.** Does the Judiciary have a budget? If so, please identify the budget allocation and any budgetary constraints.  
**A8.** The Judiciary does not share budget information.
- Q9.** Regarding Section IV.C.2.m., “Attachment N – Federal Funds Forms, (1) The Successful Offeror shall complete the following forms.” Does Successful Offeror mean the vendor who is awarded the contract?  
**A9.** Yes.
- Q10.** Please confirm the attachments that must be included in the proposal are as follows:  
Attachment 1: Functional Requirements & Features Matrix  
Attachment B: Bid Proposal Affidavit

Attachment G: Notice to Bidders/Offerors

Attachment I: Bidder/Offeror Profile

Attachment J: Bidder/Offeror Experience

Attachment H: Addenda Acknowledgement (only if there are addenda)

**A10.** Correct. Regarding Attachment G, see Addendum 1, A11.

**Q11.** If Attachment G, Notice to Bidders Offerors, is completed, is that to be included in the proposal?

**A11.** Offerors have the option to submit this form, it is not required.

**Q12.** Due to limited space on a Flash Drive, is it possible to be given an abbreviated version of the RFP title and number, offeror name, and volume? If so, please provide that information.

**A12.** Offeror may affix a larger tag to the Flash Drive to identify it with the requested information.

**Q13.** Are you requesting the long-form or short-form Certificate of Good Standing?

**A13.** The submittal of a Certificate of Good Standing is not required.

**Q14.** Please identify what risk/need and other assessment tools are used today and indicate if the proposed solution will also need to automate those assessment tools or if the State will be maintaining those assessment tools in a different system.

**A14.** The Risk and Needs Triage (RANT) is currently being used in approximately 8 adult drug courts. The proposed solution will not need to automate those assessment tools and will replace any current contracts after they expire, as outlined in Section III. Background Information of the RFP.

**Q15.** Please identify how many sources of data there are for the conversion.

**A15.** There will be no conversion required in the contract.

**Q16.** How many users will need access to the case management portion of the solution?

**A16.** We are not asking for any case management functionality only for the ability to transmit assessment results to MDEC and SMART. The users have been identified in Addendum 1, A3.

**Q17.** How many users will need access to Pretrial?

**A17.** None.

**Q18.** Please identify your preferred pretrial risk assessment instrument

**A18.** The Judiciary does not have a preference for a pretrial risk assessment instrument. Offeror's provided solution is required to meet the features and functionality outlined in Attachment 1.

**Q19.** Please identify all other solutions that an interface is required for: What is the name of the entity and system being interfaced to?

**A19.** The interface would be to the SMART system and MDEC. Regardless, Judiciary would use the JIS Enterprise BUS group to manage the interface.

**Q20.** Please identify all other solutions that an interface is required for: Is it one way or both ways?

**A20.** One way, from the Assessment Instrument to SMART and MDEC

**Q21.** Please identify all other solutions that an interface is required for: What are the specifications for format?

**A21.** The Judiciary does not have format specifications. These will be developed by the successful Offeror.

**Q22.** Please identify all other solutions that an interface is required for: Is translation required?

**A22.** JIS BUS Team will handle translation if needed.

**Q23.** Please identify all other solutions that an interface is required for: If REST services are available, who will write and maintain the interface?



**A23.** The APIs are already written if we are interfacing with MDEC (Tyler supplied). The Judiciary BUS team monitors the MDEC APIs.

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) 260-1421 or email me at [lauren.sands@mdcourts.gov](mailto:lauren.sands@mdcourts.gov)



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