



Administrative Office of the Courts

Operations

**Questions/Responses #1
RFP K21-0003-25E
Employee Service Awards
April 24, 2020**

To our prospective Business Partners:

The following question for the above referenced RFP were received by email and answer will be posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

Question 1: Do you currently have a program?

Answer: Yes

Question 2: How many employees would fall under this program?

Answer: All Judiciary employees are eligible, which is approximately 4300 employees.

Question 3: Do you have a idea on how many awards per year per 5 year level. 5-50

Answer: It varies per year; for CY2019 there were 605 employees who received service awards.

Question 4: Have you established any budget ranges for each level award?

Answer: No.

Question 5: Do you have a logo that is required for the lapel pins given at each level (would like to submit a design idea.) Is it the Maryland Seal?

Answer: No

Robin Smith, Procurement Specialist
April 24, 2020