



**Addendum No. 1**  
**Judicial College Long-term Technical Trainers**  
**K22-0019-25D**

**09/28/2021**

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

**Questions:**

**Q1.** Can the professionals work off-site or 100% on-site is required? Or, may be a hybrid of on-site and remote, would that be allowed

**A1.** Please refer Section III.F. Resources will report 100% on site. In very limited cases, telework may be available with prior approval from the Contract Manager.

**Q2.** When are the selected professionals likely to start working? January 2022 or sooner?

**A2.** Positions will begin work after award is made and contract is finalized.

**Q3.** Is there any job-related travel expected?

**A3.** Section III.H

**Q4.** The interviews: Would that be video conferencing or in person?

**A4.** Pre-Screen interview will be done via telephone/video conferencing. Interview and presentation will be in person.

**Q5.** What is the estimated budget for this project?

**A5.** The AOC does not share budgetary information.

**Q6.** How many vendors will be awarded?

**A6.** Please refer section II.C.

**Q7.** What is the place of performance?

**A7.** Please refer Section III.F

**Q8.** What will be the mode of interview i.e via skype or any other online platform or in-person?

**A8.** Please refer A4 of this Addendum No. 1.

**Q9.** What are the evaluation criteria?

**A9.** Please refer Section V.B

**Q10.** Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name?

**A10.** No. This information is not relevant to the scope.

**Q11.** Could you please share the previous spending on this contract, if any?

**A11.** The AOC does not share budgetary information.

**Q12.** What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate?

**A12.** This information is not relevant to the scope.

**Q13.** Considering the current COVID-19 pandemic situation, if the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

**A13.** No.

**Q14.** Are hourly rate ranges acceptable for proposed personnel?

**A14.** No. Offerors shall propose pricing in accordance with Section IV.D, and Attachment E – Bid/Price Proposal Form.

**Q15.** Do we need to submit the actual resumes for proposed candidates, or can we submit the sample resumes?

**A15.** Please refer Section IV.F.

**Q16.** How many people are currently working onsite and offsite?

**A16.** This information is not relevant to the scope.

**Q17.** Could you please provide the list of holidays observed by The MD Courts?

**A16.** Please find the link <https://mdcourts.gov/administration/holidays>

**Q18.** Are there any mandated Paid Time Off, Vacation, etc.?

**A18.** There no mandated paid time off or vacation days for resources. The Maryland Judiciary holiday schedule varies annually. On days that the Judiciary is closed, resources will not be expected to work unless previous arrangements are made

**Q19.** Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

**A19.** This information is not relevant to the scope.

**Q20.** Please confirm if we can get the proposals or pricing of the incumbent(s).

**A20.** This information is not relevant to the scope.

**Q21.** Are there any pain points or issues with the current vendor(s)?

**A21.** This information is not relevant to the scope.

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) 260-1265 or email me at [sejal.lakhawala@mdcourts.gov](mailto:sejal.lakhawala@mdcourts.gov)

Sejal Lakhawala  
Senior Procurement Officer

