



Administrative Office of the Courts

Operations Division

Questions & Responses No. 1
Request for Proposals (RFP)
Project Number: RFP K22-0002-29
Project Title: Print-to-Mail Recovery & Support

Dear Prospective Offerors,

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.

- 1) **Question:** Are the specifications on paper or in the RFP?
Response: Please refer to Section 2.3.2 of the RFP and to related modifications in Amendment 1.
- 2) **Question:** Are there any additional printing specifications?
Response: Please refer to Amendment 1 (specifically, modifications to Section 2.3.2 of the RFP).
- 3) **Question:** What are the types of files to be received?
Response: Please refer Section 2.3.3 of the RFP and to related modifications in Amendment 1.
- 4) **Question:** Regarding notices, we would be responsible for the printing, stuffing and mailing?
Response: Please refer Section 2.3.3 and 2.3.4 of the RFP and to Amendment 1.
- 5) **Question:** How do you handle postage?
Response: Please refer to Section 2.3.4 of the RFP and to Amendment 1.
- 6) **Question:** What is your expected turnaround from receipt of the daily files?
Response: Please refer to Amendment 1 (specifically, modifications to Section 2.3.4 of the RFP).

7) **Question:** Any insight on daily count?

Response: The Judiciary shall forward those numbers. It is standard day to day, and corresponds reasonably with the weekly and monthly estimates.

Issued By: Christos Bazekis
Procurement Officer
August 25th, 2021