



**Addendum No. 2
Document Redaction Software
Project No. K22-0046-29**

02/17/2022

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

Clarifications:

- C2. Delete:** RFP, Section III.B., paragraph 3.
- C3. Delete:** Attachment E – Bid/Price Proposal Form
Replace with: Attachment E – Bid Price Proposal Form – Revision 1
- C4. Add: Section IV.D.1.a(2)** – Lines 1 & 2 of the Bid Price Proposal Form – Revision 1 shall be used to propose the fees associated only with the pages and user count for the Pilot.
- C5. Add: Section IV.D.1.a(3)** – Lines 16 & 17 of the Bid Price Proposal Form – Revision 1 shall be used to propose the fees associated with the pages and user count for the entire statewide roll-out, less the fees for the Pilot as provided in Lines 1 & 2.
- C6. Add: Section IV.D.1.d** – Lines 15 of the Bid Price Proposal Form – Revision 1 shall be used to propose the fees associated with a one-time batch crawl for the pilot based on a provided page count.
- C7. Add: Section IV.D.1.e** – Lines 20 through 25 of the Bid Price Proposal Form – Revision 1 shall be used to provide available license types and per license/user pricing (as applicable). The provided licensing fees shall comport with the proposed total fee provided in Lines 16 & 17.
- C8. Add: Section IV.D.1.e** – Lines 26 through 31 of the Bid Price Proposal Form – Revision 1 shall be used to provide fees for additional pages as the Judiciary performs the statewide roll-out. The provided escalation fees shall comport with the proposed total fee provided in Lines 16 & 17.
- C9. Add: Attachment E1 – Bid/Price Proposal Form – AI/ML.** Offerors shall use this attachment to provide any applicable pricing for additional fees for AI/ML.
- C10. Delete:** RFP, Section III.D.2.a
Replace with: Pilot for the redaction system will be a mid-sized county, similar in size to Anne Arundel County. A mid-sized county receives an average of 269,535 pages per month.
- C11. Delete:** Addendum 1, C1
Replace with: Key Information Summary Sheet, Closing Date and Time: March 9, 2022, 4:30 PM EST

Questions:

- Q1.** RFP Section IV.B.1 states that we should submit an unbound original and six copies, can the copies be in a binder, or should we submit everything unbound?
A1. The copies may be in a binder, but the original shall be unbound.
- Q2.** What is the estimated budget for this project, <\$100K, <\$250K, >\$250K? Asking in regards to the level of product we should submit.
A2. The AOC does not release budget information.

- Q3.** Can the documents be signed electronically before printing or do they require a wet signature on each of them?
- A4.** Electronic signature is acceptable.
- Q5.** Are there any scoring details that will be used as parameters? Are there different points weight for each parameter?
- A5.** RFP Section V.B outlines the evaluation criteria. The Technical Proposal is weighted at 60 points, and the criteria is listed in descending order, including sub-criteria.
- Q6.** RFP Attachment 1 page 17 question 8.1 requests information on additional functionality/features that may be of interest to the Judiciary. Where should one list any such optional components and pricing on the bid/price proposal form? It appears there is not a space for any option pricing to be presented.
- A6.** Offerors shall provide additional functionality/features on the Attachment 1 in the box directly below the question. If the Judiciary requires pricing on additional functionality/features, the Judiciary will provide a Best and Final Offer (BAFO) requesting said pricing during the financial proposal evaluation. Offerors shall not include any pricing information in their Technical Proposal.
- Q7.** How many users of the system are anticipated?
- A7.** Pilot users: 300. Remaining statewide rollout users: 4200.
- Q8.** Does AOC have a preference for a cloud-hosted solution or on-premise solution?
- A8.** See Attachment 1, Item 3.1.
- Q9.** Regarding item M on page 17, can AOC provide a more detailed description of what constitutes acceptance? Is the vendor required to demonstrate compliance of the installed solution with the responses to Attachment I and the use of those features as part of the pilot? Are there additional acceptance criteria that can be explicitly stated? Acceptance criteria are somewhat vague.
- A9.** The acceptance of the solution is based on meeting the requirements of Attachment 1, and the RFP.
- Q10.** Regarding Item D.1.B (Scope of Work) on page 20: Where does AOC wish the offeror to place the post-processed redacted documents? Does AOC have servers or a document management system to house the documents or would AOC like the offeror to propose something like a document management system to house the post-processed documents? If AOC would like offeror to integrate with existing systems such as ODYSSEY and/or file systems for post-processed redacted document, can AOC provide additional details about the desired level/type of integration?
- A10.** For the pilot, the redacted version will be pushed into our Case Management System as the latest version. This push will utilize our enterprise service bus and RESTful APIs. After pilot, the redacted documents that are not case management related, will be stored in the various source systems mentioned in the RFP.
- Q11.** Regarding items E.1.a/b/c on page 20, can AOC provide additional details on the nature of the desired pilots. Does AOC expect the vendor to provide these pilots at no charge? Is the pilot part of the contract or a pre-requisite prior to the initiation of the contract? How many users will be part of the pilot? Can AOC provide any more details on the specifics of the pilot – i.e., how many documents, specific use cases, success criteria, etc.
- A11.** The Bid/Price Proposal Form includes fields to enter software licensing, annual support/maintenance, and implementation pricing for the Pilot. The Judiciary will complete the statewide roll-out on its own but understands additional software licensing and annual support maintenance fees will apply. The Bid/Price Proposal Form has been updated to include fields for said pricing (See Clarification C3, Addendum No. 2). The number of users for the pilot can be found in Addendum No. 2, Answer 7, and the number of estimated pages is 269,535 per month for the pilot.
- Q12.** Given the fluid situation with COVID, is AOC supportive of the offeror performing the majority of the software installation, customization, and training remotely through mutually agreeable secure connections and in coordination with AOC IT and business staff?

- A12.** Yes.
- Q13.** Regarding the Functional Requirements and Features Matrix, item 1.2, can you provide samples or pictures of some of the document referenced - *Auto redacts unstructured data (e.g. , CJIS code 1 0573, Green Leafy Matter, ...)*
- A13.** No.
- Q14.** Regarding the Functional Requirements and Features Matrix, item 1.11, can you provide additional clarification about your expectation for “redacts document on entry”. Does this relate to both documents submitted manually to the redaction entry and well as files submitted through an automated process such as monitoring a queue? Does AOC expect that most documents will be reviewed or verified manually after the redaction processing has occurred to validate results?
- A14.** On entry means when the document enters the redaction system/process via the Judiciary’s enterprise service bus using RESTful APIs. The redactions should take place and the document should be in a queue for QA and acceptance. The redacted version should be reviewed before final acceptance and then pushed back as the latest version to the source system (i.e., Case Management).
- Q15.** Regarding the Functional Requirements and Features Matrix, item 1.17, “*Provide a detailed narrative on how your AI features could automate case docketing*”. Can you provide additional clarifications of a specific use case or provide more specific details about what steps in the process you are looking for AI to address/automate?
- A15.** See the use case identified in Attachment 1, Item 1.18. We want to use AI where we have high volume, low complexity, repeatable data entry on cases. AI should be able to recognize a specific document type, add a stamp in some cases on the image, retrieve the case number from the image and query the Case Management System for that case. Once case record is retrieved, AI software must add the associate event to the case and push the document back into the Case Management System.
- Q16.** Any specific requirements for vendors regarding the hosted environment used for the redaction software other than 3.2?
- A16.** See Attachment 1, Item 3, and Item 6.
- Q17.** Can you provide more information for some other use cases that you want to redact?
- A17.** No.
- Q18.** On Attachment 1 section 1.12: How does the Odyssey System track file changes?
- A18.** Document versioning. This will be handled via the publisher on the enterprise service bus using RESTful APIs.
- Q19.** On Attachment 1 section 1.15: Please explain what type of reporting are you requesting?
- A19.** We are interested in accuracy rates and how they were generated.
- Q20.** Can you please give an example of what you consider an automated redaction vs a manual redaction (Matrix item 1.2)?
- A20.** Auto redaction is when the application identifies the data that needs to be redacted and redacts it without user intervention. Manual redaction is when a user reviews the document and redactions on demand.
- Q21.** What is the expected percentage of auto redaction vs. manual redaction (Matrix item 1.2)?
- A21.** 80% automated, and 20% manual.
- Q22.** Functional requirement 1.10 asks about ability to redact a variety of file types. Can you provide a breakdown of the types of files received? What percentage are TIFF vs PDF vs Word, etc.?
- A22.** For the pilot- most files come into the Case Management System as a TIFF. The Case Management OCR system converts the TIFF to PDF. Case Management created documents are PDF. Successful Offeror will need to handle all types. The Judiciary does not have a percentage breakdown.

- Q23.** Regarding requirement 1.10. Is the Judiciary expecting the redacted output in the same format as the input? What is the required output of the files after redaction and processing (TIFF/PDF)?
- A23.** PDF.
- Q24.** Will the agency provide integration support for Odyssey? If not, are we supposed to pay for that support or is that a part of your existing contract with Odyssey?
- A24.** MD Judiciary will handle the ODY integration. Successful Offeror would be required to integrate to the Enterprise Service Bus using RESTful APIs for the pilot.
- Q25.** HR case study: If your HR is in Peoplesoft, will you provide integration support into that ECM? Or is that a cost to us?
- A25.** See Clarification C2 in Addendum No. 2.
- Q26.** Would you consider redaction prior to ingestion into Odyssey?
- A26.** No, we always need a copy of the unredacted version.
- Q27.** Are your HR documents also in the Odyssey CMS? If not, what system are the HR documents stored in?
- A27.** See Clarification C2 in Addendum No. 2.
- Q28.** Would the HR redaction process occur within HR by end-users within HR versus an automated system outside of HR?
- A28.** See Clarification C2 in Addendum No. 2.
- Q29.** What is the version of Odyssey you are currently running?
- A29.** 2018.2.
- Q30.** Do you have the Tyler workflow platform / Odyssey document orchestration?
- A30.** Yes.
- Q31.** If additional Tyler software was available from Tyler (to provide better integration of a redaction solution within Odyssey) would the Courts expect the pricing of the Tyler add on to be provided in a vendors RFP response, or can we just identify any Odyssey components in our response and the court procure them directly from Tyler if they determined such beneficial?
- A31.** If software was available from Tyler to provide a better integration of a redaction solution within Odyssey, the Offeror shall identify any Odyssey components and their benefit in their technical response. While the Judiciary would procure any additional Odyssey components directly from Tyler, the Judiciary requires pricing for the additional components to be included in the financial proposal to understand the total cost of the proposed solution. The Attachment E – Bid/Price Proposal Form Revision 1 does not include an area to provide this pricing, but Offerors shall include the pricing in their financial proposal.
- Q32.** Does each redacted document need to be stored back in Odyssey as a new version?
- A32.** Yes.
- Q33.** Are any fields that are to be redacted case dependent, such that they only apply to a specific court case (i.e. informants, minors, law enforcement officers, etc.)?
- A33.** Yes, partial expungements for a particular charge on a case.
- Q34.** For the redaction request of a storage repository (Q1.12.a) do API's exist to access the documents in the repository as well as determine their last modified date?
- A34.** Enterprise Service Bus.
- Q35.** Are over-redacted documents considered equally as undesired as under-redacted documents?
- A35.** Yes.

- Q36.** It was indicated the Tyler CMS is installed on premises and File and Serve is hosted by Tyler. Do all documents for redaction come through File and Serve?
- A36.** No, some documents are brought directly into the courthouse and we have a repository of documents on file servers.
- Q37.** Is there a finite list of all the redaction fields that are required to be redacted? If so, can we obtain the list?
- A37.** No, not at this time. PII data is on the list, as well as unstructured data (i.e. green leafy matter).
- Q38.** Can you provide an example of the level of audit detail desired for each individual redaction?
- A38.** The level of audit detail desired includes who, what, when, and where. It shall also include the previous version and the redacted version.
- Q39.** How many fields have to be redacted per case document?
- A39.** Varies.
- Q40.** As the functional matrix mentions structured well patterned data (SSN, DOB's, etc..) as well as unstructured (CJIS code 1 0573) can you include both on the "total list" of what will require redaction?
- A40.** We do not have a static list of fields at this time. The fields are variable.
- Q41.** Can you share some sample documents?
- A41.** See Attachment 2 included with this addendum.
- Q42.** Can you share the current workflow of the process?
- A42.** Documents are submitted into Case Management through File and Server by Attorneys. Clerks of the Court can manually scan. The Case Management system also generates documents. The case management process picks up the incoming document, OCRs it, and creates a new version that is stored in the Case Management System.
- Q43.** Can you specifically define what is considered "sensitive data"?
- A43.** PII as defined by the State of Maryland. A link to this definition can be found at <https://mgaleg.maryland.gov/mgaweb/Laws/StatuteText?article=gcl§ion=14-3501&enactments=False&archived=False>
- Q44.** Is the definition of "sensitive data" expected to change over time?
- A44.** Any change is dependent on the State's evolving definition.
- Q45.** Do human redactors always agree 100.00% on what should be redacted vs not redacted? - If not, can you discuss some grey area examples and how they are handled?
- A45.** Yes.
- Q46.** Have you seen any demonstrations of products that provide these redaction services prior to this RFP? And if so, what products were they?
- A46.** No.
- Q47.** In order to meet your Highly Desirable (HD), Desirable (D), and Information (I) requirements, will they be considered additional projects/task or are you looking at meeting all of those goals within the pricing of this RFP?
- A47.** The requirements in the Attachment 1 have been assigned priority codes. The Technical Proposals will be evaluated in accordance with RFP, Section V.B. Offeror's with solutions that exceed the mandatory requirements, and achieve the desirable or highly desirable requirements will receive more favorable evaluations.

- Q48.** The RFP states a first redaction POC being Anne Arundel, MD. Is the desired training that will be provided by the successful bidder going to be to each of Maryland Courts local jurisdictions or to central AOC staff that will then provide end user training in use of the solutions(s)? If to each jurisdiction is that 24 separate training sessions, 1 for each?
- A48.** We expect the vendor to train the Pilot users, support staff, and training staff. After the pilot, our training staff will train additional court staff.
- Q49.** Is the court using any Robotic Process Automation (RPA) technology at present, and if which vendor(s) product(s) are in use?
- A49.** No.
- Q50.** If any RPA technology is in place, would a successful bidder be able to piggyback their solution on top of such, or would they need to provide licenses for use of any such automations?
- A50.** Not applicable.
- Q51.** Can there be some assets or resources that are housed offshore?
- A51.** No, all assets must be US based.
- Q52.** Should vendors include only the mandatory items on the Matrix in their pricing proposal?
- A52.** Offeror's shall include pricing consistent with their proposed solution, including items that are desired or highly desired.
- Q53.** The bid/price proposal form Annual fee section has 2 fixed lines items for software licensing and maintenance and instructions not to change any wording are in the RFP or be subject to disqualification. The RFP requests information for redaction, and then also for AI for case docketing (Attachment 1 page 5).
- A53.** The Bid/Price Proposal Form has been updated (See Clarification C3 of Addendum No. 2) to include additional fields for pricing to meet the varied pricing structures of prospective Offerors. In addition, a Bid/Price Proposal Form for AI/ML has been added (See Clarification C9 of Addendum No. 2).
- Q54.** If a Cloud-based solution is proposed do you require FedRamp/StateRamp certification? If not, what certifications are sufficient?
- A54.** Fed Ramp is preferred.
- Q55.** If offering a cloud-hosted solution is it the Judiciary's expectation that the redaction vendor manage the environment?
- A55.** Yes.
- Q56.** Is the combined monthly volume still estimated to be roughly 875,000 documents?
- A56.** Yes.
- Q57.** Can the Judiciary provide an average page count per document so vendors can better determine hardware resources required?
- A57.** Approximately 4 pages per documents.
- Q58.** If a more definitive document (pages) volume structure is not determined, would the Judiciary consider a transactional pricing structure?
- A58.** The Bid/Price Proposal Form has been updated (Clarification C3, Addendum No. 2). At this time, the Bid/Price Proposal Form Revision 1 reflects the Judiciary's requested pricing format.
- Q59.** Any peak volume requirements that need to be met in terms of pages per hour?
- A59.** The Case Management System currently processes 200,000 pages per day.
- Q60.** What's the average volume received from the HR System for redaction?
- A60.** See Clarification C2 in Addendum No. 2.

- Q61.** What is the average OCR recognition rate for Tyler's File and Serve (Odyssey) software?
A61. The Judiciary is unaware of the OCR recognition rate for Tyler's File and Serve.
- Q62.** Are there different levels of authorization for users? Which are they?
A62. We expect yes, however we would adapt to the security model of the proposed solution. Levels are: view only, capable of redacting, modify redaction, admin user, etc.
- Q63.** How many licenses (per user) are you requesting of the redaction software?
A63. The number of users for the pilot, and the statewide roll-out can be found in Addendum No. 2, Answer 7.
- Q64.** Can you provide a count for the number of Odyssey users?
A64. The number of users for the pilot, and the statewide roll-out can be found in Addendum No. 2, Answer 7.
- Q65.** Any estimate on the number of concurrent Odyssey users, or the potential number of concurrent redaction users?
A65. The number of users for the pilot, and the statewide roll-out can be found in Addendum No. 2, Answer 7.
- Q66.** Regarding RFP Section C. 2. F. (3): Is the Judiciary expecting certain terms here about the solution and/or staff? Or, is it looking for a general statement of commitment of resources and technology? Please clarify so we can draft our letter accordingly on this item.
A66. The letters of intended commitment to work only applies to Key Personnel identified in the RFP. Any proposed Key Personnel shall be committed for the length of the project and subject to the restrictions on substitution as outlined in Section I.U of the RFP.

All addenda will be incorporated into the final contract documents and will be binding on all bidders/offers responding to this solicitation. Each bidder/offers 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



Procurement Officer

Mark this box if this form contains Restricted Information.
NOTE: Any part of a Social Security Number is Restricted Information per Md. Rule 16-915(e).



DISTRICT COURT OF MARYLAND FOR Anne Arundel City/County

Located at Court Address Case No.

Paula Plaintiff
Plaintiff/Judgment Creditor

vs. Daniel Defendant
Defendant/Judgment Debtor

Address

Address 9876 West Street

City, State, Zip

City, State, Zip

SERVE ON: Bank of America
Garnishee/Employer

XXX-XX-1234
Social Security Number

- Serve by Sheriff/Constable
Send by Restricted Delivery Mail
Serve by Private Process

REQUEST FOR WRIT OF GARNISHMENT OF WAGES

(Md. Rule 3-646)

MDEC counties only: If this submission contains Restricted Information (confidential by statute, rule or court order) you must file a Notice Regarding Restricted Information Pursuant to Rule 20-201.1 (form MDJ-008) with this submission, and check the Restricted Information box on this form.

PLEASE ISSUE A WRIT OF GARNISHMENT on the judgment in the above entitled case to be directed to the garnishee/ employer named above. Judgment was by confession. A judgment was entered in this case on 1/1, 2020.
THE AMOUNT NOW DUE on the judgment is as follows:

- \$5,000 Original amount of judgment (including pre-judgment interest awarded, but excluding costs and attorney's fees)
\$200 Less credits on original amount of judgment (including pre-judgment interest, but excluding costs and attorney's fees)
\$4,800 Net judgment due
Total post-judgment interest on \$, at % for a period of
Less credits on post-judgment interest
Total post-judgment interest due
Total court costs, including this writ
Plus additional costs/fees awarded by the court
Plus attorney's fees awarded by the court
\$4,800 TOTAL DUE ON JUDGMENT (total of lines (1), (2), (3), (4), and (5))

EMPLOYER: See reverse side for additional instructions.

Date Signature of Plaintiff/Judgment Creditor/Attorney Attorney Number
Telephone Number Printed Name
Fax E-mail Address
City, State, Zip

WRIT OF GARNISHMENT OF WAGES (Md. Rule 3-646)

TO THE GARNISHEE/EMPLOYER: YOU ARE HEREBY DIRECTED to withhold the attachable wages of the defendant/judgment debtor for any work week or other pay period until the judgment, interest, other charges and costs as specified under the terms of the judgment are satisfied or until otherwise notified by this court. In addition to the exemptions that follow this writ, other federal and state exemptions may be available.

YOU ARE HEREBY DIRECTED to withhold any attachable wages and not to distribute the same, subject to the further order of this court because the judgment is not yet final.

YOU ARE FURTHER DIRECTED to send the amount withheld to the plaintiff/judgment creditor or attorney for the plaintiff/judgment creditor within fifteen (15) days after the close of the last pay period of the defendant/judgment debtor each month. If you assert a defense or are notified that the defendant/judgment debtor has done so, you are to send the withheld wages to the court. If the State of Maryland-Central Collection Unit is the plaintiff filing the garnishment, make checks payable to: State of Maryland Central Collection Unit.

YOU ARE FURTHER DIRECTED, within thirty (30) days of the date this writ is served on you, to complete the answer that follows this writ and to return one copy to the court, one to the plaintiff/judgment creditor and one to the defendant/judgment debtor. You must state whether the defendant/judgment debtor is employed by you, and if so employed, state the rate of pay, and whether there are any prior liens against the wages which are or may become payable. If you do not file a timely answer, the court, on motion of the plaintiff/judgment creditor, may order you to show cause why you should not be held in contempt and require you to pay reasonable attorney's fees and costs.

Date copy of writ mailed to defendant/judgment debtor's last known address:

INSTRUCTIONS TO GARNISHEE / EMPLOYER

1. Commercial Law Article §§ 15-601 to 607 of the Annotated Code of Maryland and Rule 3-646 govern wage attachment procedures.
2. By written motion, both a defendant/judgment debtor and a garnishee/employer may assert any defense to contest the attachment.
3. If your answer denies the fact of employment, the court shall dismiss the attachment unless the plaintiff/judgment creditor files a request for a hearing within (15) days of the receipt of the answer.
4. If you do not file a timely answer, the court may, upon motion of the plaintiff/judgment creditor, issue an order directing you to show cause why you should not be held in contempt of court, and why you should not be required to pay reasonable attorney's fees and costs.
5. You must notify the employee each pay period of the amount withheld and the method used to determine the amount. This may be done by the use of pay stubs, pay slips, etc.
6. If there is more than one attachment, each one is to be satisfied in full, in the order in which they are served upon you.
7. This attachment remains a lien until the judgment is paid in full, or as long as the employee remains employed. Accruing interest may increase the amount of the judgment in the future, and it is also possible that additional costs accruing under the judgment may increase this total at a later date. It is also possible that payments made independently of this attachment may decrease the total balance due. Before ceasing to withhold any wages under this attachment, it is suggested that you communicate with the plaintiff/judgment creditor or their attorney to ascertain that the judgment has been completely satisfied.
8. The attachment terminates ninety (90) days after cessation of employment, unless the defendant/judgment debtor is reemployed during that ninety-day period.
9. The law provides that an employer may not discharge their employee because the employee's wages are subjected to attachment for any one indebtedness within a calendar year and that any employer who willfully violates this provision is guilty of a misdemeanor and on conviction, is subject to a fine not exceeding \$1,000 or imprisonment not exceeding one (1) year, or both.

EXEMPTIONS FOR GARNISHMENT

THE FOLLOWING ARE EXEMPT FROM GARNISHMENT: the greater of: (a) 75 percent of the disposable wages due; or (b) 30 times the State minimum hourly wage in effect at the time the wages are due multiplied by the number of weeks during which the wages due were earned; AND any medical insurance payment deducted from an employee's wages by the employer. Other federal and state exemptions may be available.

Disposable wages are the part of wages that remain after deduction of any amount required to be withheld by law.

NOTICE TO JUDGMENT DEBTOR

You have the right to contest the garnishment of wages by filing a motion asserting a defense or objection.

ANSWER

(TO BE FILED WITHIN 30 DAYS FROM RECEIPT OF THE WRIT OF GARNISHMENT ON WAGES.)

- The answer of the garnishee/employer to the Writ of Garnishment served in this case, reports as follows:
The defendant/judgment debtor (specify name) _____ is not employed by this employer, and the employer requests dismissal of the garnishment.
- The defendant/judgment debtor (specify name) Daniel Defendant is employed by this employer, and the rate or basis of pay is \$ 30.00 per hr.
- The garnishee/employer desires to contest the attachment and asserts the following defenses on the garnishee/employer's own behalf as well as any defenses that the defendant/judgment debtor could assert:

The following prior liens exist:

Name and Address of Court	Case Number	Plaintiff's Name and Address	Date Attached	Amount of Attachment

To the garnishee/employer: Send copies of completed answer to

- plaintiff/judgment creditor or their attorney
- defendant/judgment debtor or their attorney
- court

I certify that I mailed a copy of this answer to the plaintiff/judgment creditor or their attorney and a copy was mailed to the defendant/judgment debtor/employee or their attorney on _____ in accordance with Md. Rule 1-321.

_____ Date _____
 _____ Signature of Garnishee/Employer/Attorney _____ Attorney Number _____
 _____ Telephone Number _____ Printed Name _____
 _____ Fax _____ E-mail _____ Address _____
 _____ City, State, Zip _____



CIRCUIT ORPHANS' COURT FOR _____, MARYLAND

City/County

Located at Anne Arundel County Case No. _____

Court Address

In the Matter of

Wally Ward

Name of Minor or Disabled Person

Docket Reference

INVENTORY AND INFORMATION REPORT (Md. Rule 10-707)

NOTE: Guardians of the property must complete and file this form each year within 60 days of appointment or as the court otherwise directs. **Attach copies of statements that show fair market values and balances as of the date of your appointment and documents that describe assets, if available.**

If a section of this form does not apply, write "Not applicable" or "N/A." Attach additional sheets if needed.

Minor or Disabled Person's Date of Birth: 01/01/1900
Gender: Female Male

Part I. Fiduciary estate

List property solely or jointly owned by the minor or disabled person.

A. REAL ESTATE

Attach documentation that shows fair market values as of the date of your appointment (from a state department of assessments and taxation, real estate website or listing, etc.) or the most recent.

Location: 1234 Fair market value: \$ 450,000

Address

Main Street

City, state, zip

Lender (if any): U.S. Bank Mortgage balance: \$ 200,000

Ownership type (select one):

- Sole owner Joint tenant Tenant in common with _____ % interest
- Tenants by the entirety
- Other (describe): _____

<u>Joint tenant/in common/by the entirety/other name</u>	<u>Relationship to minor or disabled person</u>	<u>Address</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Location: _____ Fair market value: \$ _____

Address

City, state, zip

Lender (if any): _____ Mortgage balance: \$ _____

Ownership type (*select one*):

- Sole owner Joint tenant Tenant in common with _____ % interest
- Tenants by the entirety
- Other (describe): _____

<u>Joint tenant/in common/by the entirety/other name</u>	<u>Relationship to minor or disabled person</u>	<u>Address</u>
_____	_____	_____
_____	_____	_____

Location: _____ Fair market value: \$ _____

Address

City, state, zip

Lender (if any): _____ Mortgage balance: \$ _____

Ownership type (*select one*):

- Sole owner Joint tenant Tenant in common with _____ % interest
- Tenants by the entirety
- Other (describe): _____

<u>Joint tenant/in common/by the entirety/other name</u>	<u>Relationship to minor or disabled person</u>	<u>Address</u>
_____	_____	_____
_____	_____	_____

B. CASH & CASH EQUIVALENTS

Checking, savings, or certificates of deposit (CDs).

Attach statements that show balances as of the date of your appointment or the most recent.

<u>Financial institution</u>	<u>Type</u>	<u>Account number (last 4 digits only)</u>	<u>Balance</u>	<u>Joint owner(s) (if any)</u>
Fake Bank	Savings	1234	\$ 2500	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

TOTAL: \$2500 _____

C. BROKERAGE ACCOUNTS, STOCKS, BONDS, AND OTHER SECURITIES

Attach statements that show values as of the date of your appointment or the most recent.

<u>Name of company</u>	<u>Type</u>	<u>Account number</u> (last 4 digits only)	<u>Value</u>	<u>Joint owner(s)</u> (if any)
Fake Bank	Stock	9876	\$ 10,000	
			\$	
			\$	
			\$	
			\$	

TOTAL: \$ 10000**D. RETIREMENT ACCOUNTS***IRAs, Roth IRAs, 401(k), 403(b), etc.*

Attach statements that show values as of the date of your appointment or the most recent.

<u>Name of company</u>	<u>Type</u>	<u>Account number</u> (last 4 digits only)	<u>Value</u>	<u>Beneficiary name(s)</u>
Employer	401(k)	8520	\$ 100,000	
			\$	
			\$	
			\$	
			\$	

TOTAL: \$ 100,000**E. VEHICLES***Cars, boats, off-road vehicles, airplanes, etc.*

Attach valuations for each vehicle as of the date of your appointment as guardian or the most recent.

<u>Type of vehicle</u>	<u>Year, make,</u> <u>model</u>	<u>Fair Market</u> <u>Value</u>	<u>Lien</u> (if any)	<u>Co-owner(s)</u> (if any)
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	

TOTAL: \$ _____

F. PERSONAL PROPERTY*List each item with a value over \$2,500 (fine jewelry, artwork, valuable collectables, etc.).**Describe property if the collective value is less than \$2,500. For example, if the total value of the person's property is \$900, do not describe each item or list the value of each piece. Describe it as one category, "furniture."*

If available, attach appraisals or any documents that show values or balances owed.

<u>Description</u>	<u>Location</u>	<u>Value</u>	<u>Lien amount (if any)</u>
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

TOTAL: \$ _____

G. OTHER

List annuities, burial accounts, burial plots, pre-paid burial plans, college 529 plans, cash values of life insurance policies. Also list judgments, loans, promissory notes, etc., owed to the minor or disabled person.

Attach copies of policies or contracts.

<u>Name of institution</u>	<u>Type of account</u>	<u>Account number (last 4 digits only)</u>	<u>Value</u>
Funeral home	burial	12-12345	\$ 10,000
			\$
			\$
			\$
			\$
			\$
			\$

TOTAL: \$ 10,000

SUMMARY OF THE FIDUCIARY ESTATE:		
The following is a summary of the fiduciary estate (enter totals from above)		
<u>Type</u>	<u>Value</u>	
A. Real estate	\$	_____
B. Cash & cash equivalents	\$	_____
C. Brokerage accounts, stocks, bonds, and other securities	\$	_____
D. Retirement accounts	\$	_____
E. Vehicles	\$	_____
F. Personal property	\$	_____
G. Other	\$	_____
TOTALS:	\$	_____

Part II. Liabilities

List debts owed, other than mortgage or liens listed above.

A. LOANS

Attach account statements, or other documents that show amounts owed as of the date of your appointment or the most recent.

<u>Lender name</u>	<u>Purpose (loan type)</u>	<u>Loan number</u>	<u>Balance due</u>
Fake Lender	Personal Loan	123456	\$ 1500
			\$
			\$
			\$
			\$
			\$

TOTAL: \$ 1500

B. CREDIT CARDS

Attach statements that show balances as of the date of your appointment or the most recent.

<u>Company</u>	<u>Card</u>	<u>Account number (last 4 digits only)</u>	<u>Balance due</u>
Fake Credit Card Co	Credit Card	7441	\$ 300
			\$
			\$
			\$
			\$
			\$

TOTAL: \$ 300

C. JUDGMENTS/LIENS

Attach copies of court orders or other documents that show balances owed.

<u>Description</u>	<u>Balance due</u>
	\$
	\$
	\$
	\$
	\$
	\$

TOTAL: \$

D. OTHER

List other liabilities such as alimony, child support, garnishments, etc.

Attach copies of documents that show balances owed (if any). Also attach copies of court orders entered or changed during the reporting period.

Description	To whom owed	Balance due
		\$
		\$
		\$
		\$
		\$

TOTAL: \$ _____

Part III. Monthly income

List all income, including benefits the person receives, including life insurance payments, debt payments received (e.g., judgments, loans, promissory notes). Divide yearly income by 12 and quarterly amounts by 3.

Attach Social Security statements, Department of Veterans Affairs benefit statements, pay stubs, account statements, court orders, and other documents that show income.

<u>Source</u>	<u>Amount per month</u>
Social Security income:	\$ _____
Supplemental Security Income (SSI):	\$ _____
Social Security Disability Insurance (SSDI):	\$ _____
Veterans Affairs benefits:	\$ _____
Public cash assistance (e.g., Temporary Cash Assistance (TCA) or Temporary Assistance for Needy Families (TANF)):	\$ _____
Wages:	\$ _____
Rental income:	\$ _____
Pensions/retirement:	\$ _____
Alimony:	\$ _____
Annuity payments:	\$ _____
Other (describe):	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL: \$ _____

Part IV. Information report

Does the minor or disabled person hold an interest less than absolute in other property that has not been included in this form (interest in a trust, a term of years, a life estate ownership, interest in a partnership, LLC, corporation, etc.)? Yes No

If yes, describe each type of interest below. Attach copies of instruments that show the minor or disabled person's interest.

<u>Description of interest</u>	<u>Amount or value</u>	<u>Date and type of instrument establishing the interest</u>
	\$	
	\$	
	\$	
	\$	
	\$	

Part V. Other

A. HEALTH INSURANCE AND EXPENSES

Attach proof of insurance or notices of eligibility.

<u>Coverage type</u>	<u>Provider</u>
Medical	
Dental	
Vision	
Prescription	
Other:	

Does the minor or disabled person have or do you anticipate medical expenses the court should know about? Yes No

If yes, explain:

B. OTHER MATTERS

Describe pending litigation, potential claims, potential inheritances, other public benefits (e.g., food stamps), or other matters of which the court should be aware.

BOND

The fiduciary bond, if any, has been filed in this action in the amount of \$ _____ on _____ Date
 Attach a copy of the bond.

VERIFICATION

I solemnly affirm under the penalties of perjury that the contents of this document are true to the best of my knowledge, information, and belief.

Date

Signature of Guardian 1

Printed Name

Address

City, state, zip

Telephone

This is a new address since the last report (or since appointment if this is your first report).

Date

Signature of Guardian 2 (if applicable)

Printed Name

Address

City, state, zip

Telephone

This is a new address since the last report (or since appointment if this is your first report).

Name of Fiduciary's Attorney

Address

City, state, zip

Fax

E-mail

Attorney Number



DISTRICT COURT OF MARYLAND FOR A.A

City/County/Location

Case No: D-24-CR-123456

Tracking No.: 12345678910

Race: W Sex: M Ht: 5'10 Wt: 180 Hair: B Eyes: Green

DOB: Phone(h): Phone(w):

DL#: P-123-456-789 Prosecutor:

Defense Attorney:

CRIMINAL TRIAL DOCKET

CHARGE #: 1 CJIS CODE: 1-0573 STATUTE: CR.5.601(a)(1) MAX. PENALTY: CHARGE: Marijuana

AMENDED: ART. SEC. SUBSEC. PAR. CJIS CODE:

PLEA VERDICT

- Inputs for plea and verdict options: G, NG, NCR, PBJ, DISMISSED, ABD, MARITAL PRIVILEGE, DOMESTICALLY RELATED CRIME, DISQUALIFYING CRIME, GUILTY - MERGED, JA, NC, COMPROMISED, CONSENT ORDER, MENTALLY RETARDED, NP, STET, DEF. INFORMED OF FIREARM REQUIREMENTS, FIREARM TRANSFER ORDERED WITHIN 2 DAYS.

SUB-CURIA UNTIL

- Options for sentencing: PSI ORDERED, FINGERPRINTING ORDERED WITHIN 3 DAYS, PROHIBITED FROM OWNING, POSSESSING, OR RESIDING WITH AN ANIMAL FOR.

INCARCERATION -- REPEAT OFFENDER

INCARCERATION yrs/mos/days SENTENCE SUSP. yrs/mos/days STARTING (DATE)

CONSECUTIVE TO CHARGE # CONCURRENT WITH CHARGE # CREDIT TIME SERVED yrs/mos/days

SENTENCE TO RUN (SELECT 1):

- Options for sentencing conditions: CONCURRENTLY WITH ANY OTHER OUTSTANDING SENTENCE, CONSECUTIVE TO THE LAST OF ANY OUTSTANDING AND UNSERVED MARYLAND SENTENCE, CONSECUTIVE TO THE FOLLOWING OUTSTANDING AND UNSERVED SENTENCE(S), CONSECUTIVELY TO THE SENTENCE IMPOSED IN CASE NUMBER, DOC, JAIL, WEEKEND INCARC., WORK RELEASE, HOME DETENTION/CONFINEMENT THROUGH, LOCAL DETENTION FACILITY, PRIVATE COMPANY.

FINES --

FINE \$ SUSP \$

DEFERRED UNTIL THROUGH: COURT P & P

ONE PAYMENT INSTALLMENTS OF \$ WEEKLY MONTHLY DUE TODAY \$

PAY PUBLIC DEFENDER \$ THROUGH P & P PUBLIC DEFENDER BY: (DATE)

RESTITUTION \$ (Minus paid damages of \$) TO BY (DATE)

RESTITUTION \$ TO BY (DATE)

RESTITUTION \$ TO BY (DATE)

THROUGH P & P DNR OTHER

ONE PAYMENT INSTALLMENTS OF \$ WEEKLY MONTHLY

JUDGMENT OF RESTITUTION (where restitution is NOT a condition of probation)

PROBATION --

DEFENDANT IS PLACED ON SUPERVISED PROBATION FOR yrs/mos/days EFFECTIVE (DATE)

DEFENDANT IS PLACED ON SUPERVISED PROBATION FOR yrs/mos/days UPON RELEASE

DEFENDANT IS PLACED ON UNSUPERVISED PROBATION FOR yrs/mos/days EFFECTIVE (DATE)

ELECTRONIC MONITORING ELECTRONIC MONITORING WITH VICTIM STAY-AWAY ALERT TECHNOLOGY

SEE PROBATION/SUPERVISION DOCKET

COUNSELING & TREATMENT LIFETIME PROBATION

PARTICIPATE AND PAY FOR PSYCHOLOGICAL COUNSELING LIFETIME SEXUAL OFFENDER SUPERVISION BY SEXUAL OFFENDER MANAGEMENT TEAM

COST \$22.50 COST SUSP DUE TO INDIGENCY CICF \$35.00 CICF SUSP DUE TO INDIGENCY

Date Judge ID Number

Box containing options for EVALUATION ORDERED, APPEAL, JAIL SENTENCE, CONDITIONS OF PROBATION, LICENSING AUTHORITY TO BE NOTIFIED, BOND PENDING SENTENCE IS \$, PRE-TRIAL RELEASE CONDITIONS TO CONTINUE, APPEAL BOND REQUIRED IN AMOUNT OF \$, TO BE STAYED, NOT TO BE STAYED.

Date Judge ID Number



CIRCUIT COURT DISTRICT COURT OF MARYLAND FOR _____

City/County

Located at Anne Arundel Case No. _____
Court Address

Tracking # _____

STATE OF MARYLAND

vs.

Daniel Defendant 1/1/2000
Defendant DOB

**PETITION FOR EXPUNGEMENT OF RECORDS
(GUILTY DISPOSITION)**

(In this petition, references are to the Annotated Code of Maryland, and references to "crime," and to "criminal action," refer to any criminal offense, other than a violation of the vehicle or traffic laws, ordinances, or regulations, that does not carry a possible sentence of imprisonment.)

1. (Check one of the following boxes) On or about 1/1/20, I was arrested, served with a summons, or served with a citation by an officer of the AAPD Law Enforcement Agency at _____, Maryland, as a result of the following incident _____

2. I was charged with the offense of possession of marijuana CJIS 1-0573

3. On or about _____, I was convicted (found guilty) of (check all that apply, making sure that each statement is true and correct):

- the charge, but the conduct on which the charge is based is no longer a crime.
- the conviction was for sodomy, and the conviction is not precluded from being expunged for any of the reasons listed in § 10-105(a-1) of the Criminal Procedure Article. *Filer, see Expungement Brochure, p. 7.
- a crime specified in Criminal Procedure Article, § 10-105(a)(9). Three (3) years have passed since the later of the conviction or satisfactory completion of the sentence, including probation. I am not now a defendant in any pending criminal action.
- possession of marijuana under Criminal Law Article, § 5-601, as specified in Criminal Procedure Article, § 10-105(a)(12). Four (4) years have passed since the later of the conviction or satisfactory completion of the sentence, including probation. I am not now a defendant in any pending criminal action.
- one criminal act, which is not a crime of violence as defined in Criminal Law Article, § 14-101(a), and on or about _____, I was granted a full and unconditional pardon by the Governor, with respect to that conviction. Not more than 10 years have passed since the Governor signed the pardon. I am not now a defendant in any pending criminal action.
- a misdemeanor crime specified in Criminal Procedure Article, § 10-110. Ten years have passed since the satisfactory completion of the sentence(s) imposed for all convictions for which expungement is requested, including parole, probation, or mandatory supervision. Since the date of conviction, I have not been convicted of a crime not now eligible for expungement. I am not now a defendant in any pending criminal action.
- a felony crime specified in Criminal Procedure Article, § 10-110. Fifteen years have passed since the satisfactory completion of the sentence(s) imposed for all convictions for which expungement is requested, including parole, probation, or mandatory supervision. Since the date of conviction I have not been convicted of a crime not now eligible for expungement. I am not now a defendant in any pending criminal action.
- a crime specified in Criminal Law Article, § 3-203, common law battery, or for an offense classified as a domestically related crime under Criminal Procedure Article, § 6-233. Fifteen years have passed since the satisfactory completion of the sentence(s), imposed for all convictions for which expungement is requested, including parole, probation, or mandatory supervision. Since the date of conviction I have not been convicted of a crime not now eligible for expungement. I am not now a defendant in any pending criminal action.

4. The case began in one court and was transferred to another court other than juvenile court. (Note: This petition must be filed in the court to which the case was transferred.)

5. The case was appealed to a court exercising appellate jurisdiction. (Note: This petition must be filed in the appellate court.) I request the court to enter an Order for Expungement of all police and court records pertaining to the above conviction(s).

I solemnly affirm under the penalties of perjury that the contents of this petition are true to the best of my knowledge, information, and belief, and that the charge to which this petition relates is not part of a unit the expungement of which is precluded under Criminal Procedure Article, § 10-107.

Signature of Attorney _____ Attorney Number _____ Date _____
 Printed Name _____
 Address _____
 City, State, Zip _____ Telephone _____
 E-mail _____ Fax _____

Signature of Defendant _____ Date _____
 Printed Name _____
 Address _____
 City, State, Zip _____ Telephone _____
 E-mail _____ Fax _____

Notice to Victim(s): You have the right to offer objections or additional information relevant to the petition to expunge conviction records under the Criminal Procedure § 10-110 in all proposed actions. Submit your information in writing to the court listed above. The court may take action as soon as 30 days after the petition is served.



Solicitation number: _____

Project title: _____

Annual Fees – Pilot – 3,234,415 pages & 300 users							
Line	Description	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total Price
1	Software/SaaS Licensing	\$	\$	\$	\$	\$	\$
2	Annual Support & Maintenance	\$	\$	\$	\$	\$	\$
3	Subtotal (Line 1 + 2)						\$
Implementation – Pilot							
Line	Task	Remote Level of Effort (Hours)		Onsite Level of Effort (Hours)		Total Price	
4	Project Planning	hrs.		hrs.		\$	
5	Project Management	hrs.		hrs.		\$	
6	Discovery	hrs.		hrs.		\$	
7	Design	hrs.		hrs.		\$	
8	Configuration	hrs.		hrs.		\$	
9	Reporting & Analytics	hrs.		hrs.		\$	
10	Integrations & Interfaces	hrs.		hrs.		\$	
11	Access & Security	hrs.		hrs.		\$	
12	Testing	hrs.		hrs.		\$	
13	Training & Knowledge Transfer	hrs.		hrs.		\$	
14	Subtotal (Lines 4-13)						\$
Batch Crawl							
Line	Description	Pages		Total Price			
15	One-time Batch Crawl of Pilot Legacy Documents (Odyssey Case Management Database)	178,000,000		\$			
Annual Fees – All Counties/Cities Less Pilot Pages & Users – 17,634,262 pages & 4,200 users							
Line	Description	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total Price
16	Software/SaaS Licensing	\$	\$	\$	\$	\$	\$
17	Annual Support/Maintenance	\$	\$	\$	\$	\$	\$
18	Subtotal (Lines 16 + 17)						\$
19	Total (Lines 3 +14 +15 +19)						\$

License Fees Unit Pricing

Line	License Type	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
20		\$ per user	\$ per user	\$ per user	\$ per user	\$ per user
21		\$ per user	\$ per user	\$ per user	\$ per user	\$ per user
22		\$ per user	\$ per user	\$ per user	\$ per user	\$ per user
23		\$ per user	\$ per user	\$ per user	\$ per user	\$ per user
24		\$ per user	\$ per user	\$ per user	\$ per user	\$ per user
25		\$ per user	\$ per user	\$ per user	\$ per user	\$ per user

Additional Pages Per Unit Pricing

Line	Pages	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
26	500,000	\$	\$	\$	\$	\$
27	1,000,000	\$	\$	\$	\$	\$
28	5,000,000	\$	\$	\$	\$	\$
29	10,000,000	\$	\$	\$	\$	\$
30	15,000,000	\$	\$	\$	\$	\$
31	20,000,000	\$	\$	\$	\$	\$

Rate Card

Line	Labor Category (e.g., Project Manager, Solutions Architect)	Remote Rate (p/h) Base Year	Onsite Rate (p/h) Base Year	Remote Rate (p/h) Option Year 1	Onsite Rate (p/h) Option Year 1	Remote Rate (p/h) Option Year 2	Onsite Rate (p/h) Option Year 2
32		\$	\$	\$	\$	\$	\$
33		\$	\$	\$	\$	\$	\$
34		\$	\$	\$	\$	\$	\$
35		\$	\$	\$	\$	\$	\$
36		\$	\$	\$	\$	\$	\$
37		\$	\$	\$	\$	\$	\$
38		\$	\$	\$	\$	\$	\$
39		\$	\$	\$	\$	\$	\$
40		\$	\$	\$	\$	\$	\$
41		\$	\$	\$	\$	\$	\$
42		\$	\$	\$	\$	\$	\$
43		\$	\$	\$	\$	\$	\$



Rate Card

Line	Labor Category (e.g., Project Manager, Solutions Architect)	Remote Rate (p/h) Option Year 3	Onsite Rate (p/h) Option Year 3	Remote Rate (p/h) Option Year 4	Onsite Rate (p/h) Option Year 4
44		\$	\$	\$	\$
45		\$	\$	\$	\$
46		\$	\$	\$	\$
47		\$	\$	\$	\$
48		\$	\$	\$	\$
49		\$	\$	\$	\$
50		\$	\$	\$	\$
51		\$	\$	\$	\$
52		\$	\$	\$	\$
53		\$	\$	\$	\$
54		\$	\$	\$	\$
55		\$	\$	\$	\$

Bidder/Offeror Name: _____

Bidder/Offeror Address: _____

Federal Tax Identification No.: _____

Telephone No.: _____

Email: _____

MBE: No Yes, Certification No.: _____

VSBE: No Yes, Certification No.: _____

Signature of Authorized Representative **Date**

Print name of Authorized Representative

Title of Authorized Representative





Solicitation number: _____

Project title: _____

Annual Fees – Pilot – 3,234,415 pages & 300 users							
Line	Description	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total Price
1	Software/SaaS Licensing	\$	\$	\$	\$	\$	\$
2	Annual Support & Maintenance	\$	\$	\$	\$	\$	\$
3	Subtotal (Line 1 + 2)						\$
Implementation – Pilot							
Line	Task	Remote Level of Effort (Hours)		Onsite Level of Effort (Hours)		Total Price	
4	Project Planning		hrs.		hrs.	\$	
5	Project Management		hrs.		hrs.	\$	
6	Discovery		hrs.		hrs.	\$	
7	Design		hrs.		hrs.	\$	
8	Configuration		hrs.		hrs.	\$	
9	Reporting & Analytics		hrs.		hrs.	\$	
10	Integrations & Interfaces		hrs.		hrs.	\$	
11	Access & Security		hrs.		hrs.	\$	
12	Testing		hrs.		hrs.	\$	
13	Training & Knowledge Transfer		hrs.		hrs.	\$	
14	Subtotal (Lines 4-13)						\$
Batch Crawl							
Line	Description	Pages		Total Price			
15	One-time Batch Crawl of Pilot Legacy Documents (Odyssey Case Management Database)	178,000,000		\$			
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Line	Description	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total Price
16	Software/SaaS Licensing	\$	\$	\$	\$	\$	\$
17	Annual Support/Maintenance	\$	\$	\$	\$	\$	\$
18	Subtotal (Lines 16 + 17)						\$
19	Total (Lines 3 +14 +15 +19)						\$

License Fees Unit Pricing

Line	License Type	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
20		\$ per user	\$ per user	\$ per user	\$ per user	\$ per user
21		\$ per user	\$ per user	\$ per user	\$ per user	\$ per user
22		\$ per user	\$ per user	\$ per user	\$ per user	\$ per user
23		\$ per user	\$ per user	\$ per user	\$ per user	\$ per user
24		\$ per user	\$ per user	\$ per user	\$ per user	\$ per user
25		\$ per user	\$ per user	\$ per user	\$ per user	\$ per user

Additional Pages Per Unit Pricing

Line	Pages	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
26	500,000	\$	\$	\$	\$	\$
27	1,000,000	\$	\$	\$	\$	\$
28	5,000,000	\$	\$	\$	\$	\$
29	10,000,000	\$	\$	\$	\$	\$
30	15,000,000	\$	\$	\$	\$	\$
31	20,000,000	\$	\$	\$	\$	\$

Rate Card

Line	Labor Category (e.g., Project Manager, Solutions Architect)	Remote Rate (p/h) Base Year	Onsite Rate (p/h) Base Year	Remote Rate (p/h) Option Year 1	Onsite Rate (p/h) Option Year 1	Remote Rate (p/h) Option Year 2	Onsite Rate (p/h) Option Year 2
32		\$	\$	\$	\$	\$	\$
33		\$	\$	\$	\$	\$	\$
34		\$	\$	\$	\$	\$	\$
35		\$	\$	\$	\$	\$	\$
36		\$	\$	\$	\$	\$	\$
37		\$	\$	\$	\$	\$	\$
38		\$	\$	\$	\$	\$	\$
39		\$	\$	\$	\$	\$	\$
40		\$	\$	\$	\$	\$	\$
41		\$	\$	\$	\$	\$	\$
42		\$	\$	\$	\$	\$	\$
43		\$	\$	\$	\$	\$	\$



Rate Card

Line	Labor Category (e.g., Project Manager, Solutions Architect)	Remote Rate (p/h) Option Year 3	Onsite Rate (p/h) Option Year 3	Remote Rate (p/h) Option Year 4	Onsite Rate (p/h) Option Year 4
44		\$	\$	\$	\$
45		\$	\$	\$	\$
46		\$	\$	\$	\$
47		\$	\$	\$	\$
48		\$	\$	\$	\$
49		\$	\$	\$	\$
50		\$	\$	\$	\$
51		\$	\$	\$	\$
52		\$	\$	\$	\$
53		\$	\$	\$	\$
54		\$	\$	\$	\$
55		\$	\$	\$	\$

Bidder/Offeror Name: _____

Bidder/Offeror Address: _____

Federal Tax Identification No.: _____

Telephone No.: _____

Email: _____

MBE: No Yes, Certification No.: _____

VSBE: No Yes, Certification No.: _____

Signature of Authorized Representative **Date**

Print name of Authorized Representative

Title of Authorized Representative

