



# Administrative Office of the Courts

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## Operations Division

### Questions/Responses No. 1 to the Request for Proposals (RFP) K19-0086-25I Self-Help Divorce Video Production

Ladies and Gentlemen:

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: Is there an incumbent vendor and if so, who is it?  
Response: No.
2. Question: What is the budget for this project?  
Response: The AOC does not share budgetary information.
3. Question: Are there any videos of a similar nature that are available to view?  
Response: Please see videos on Child Custody, Expungement and Child Welfare located on our website <https://mdcourts.gov/reference/videolibrary>.
4. Question: How many days should we anticipate filming in each location or how many production days do you anticipate?  
Response: This will be discussed post award, however, based on past projects, 1-4 days for filming.
5. Question: What quality level are you expecting for the videos?  
Response: Professional grade. Please see videos reference in response to question number 3.
6. Question: Is attachment E required to submit with our proposal?  
Response: No.

7. Question: Is filming to be done in a studio? If so, can you describe if the studio needs a set or specific background?  
Response: This will be determined post award with the Contractor. In the past, we have used both court and home settings.
8. Question: Is all filming to be done on location?  
Response: This will be determined by the Contractor.
9. Question: Do you have locations for filming?  
Response: No.
10. Question: How many locations are there in the scripts?  
Response Scripts do not have locations.
11. Question: How many days of filming do you anticipate to complete all 9 videos?  
Response: Based on past projects, 1 -4 days.
12. Question: Will you coordinate with the contractor to create a schedule and timeline for the video product?  
Response: Yes.
13. Question: How many planning days do you anticipate?  
Response: This will be determined with Contractor.
14. Question: Will there be required meetings? If so, where?  
Response: Meetings to occur as necessary and usually via conference call.
15. Question: How many cameras do you anticipate using for location filming?  
Response: To be determined by Contractor.
16. Question: What format of HD do you require?  
Response: Please see quality level response to question number 5.
17. Question: Do you anticipate use of a teleprompter?  
Response: Yes, most past projects have used teleprompters.

18. Question: Do you anticipate use of a green screen?  
Response: We have not used green screens in past projects, but do not discount it.
19. Question: Is the contractor to provide any specialized equipment like a dolly, slider or DJI Ronin?  
Response: The AOC does not have this equipment if it is needed to complete the project.
20. Question: In the RFP it states that scripts and storyboards will be provided. But in the price proposal there is a line item which includes scripting. Who is to provide the scripts?  
Response: The AOC has nine approved scripts. If scripts need adjusting to fit production visions, we are able to accommodate those changes.
21. Question: Do you require a scriptwriter to work in conjunction with your video project staff?  
Response: No.
22. Question: We are assuming the scripts are approved prior to filming, correct?  
Response: Yes.
23. Question: Can you describe the script approval process?  
Response: Scriptwriting is a collaborative process that includes writers, lawyers, judges, committees, and subject-matter experts.
24. Question: There are no actors in the videos, correct?  
Response: Past videos have included professional actors.
25. Question: Do you anticipate use of a one narrator for all 9 videos or different narrators for each video?  
Response: The AOC is open to discussion on this topic, however, we prefer having several different voices/actors in each subject area.
26. Question: Will the narrator(s) always appear on camera?  
Response: In past videos, the narrator does not always appear on camera. Some content lends itself to full-screen text, and/or graphics.
27. Question: Do you require the narrator(s) to be union?  
Response: No.

28. Question: Are we to use a narrator from one of your previous videos for continuity?  
Response: This is not a requirement.

29. Question: Do you anticipate using a 2-person crew (camera person, sound person)?  
Response: To be determined by Contractor.

30. Question: Do you anticipate using a Scriptwriter?  
Response: To be determined post award.

31. Question: Will we provide a Producer for the filming days or will you provide a producer?  
Response: The Contractor shall provide the producer.

32. Question: In general, will the on-location shoots be a full day (8 hours) of filming?  
Response: To be determined post award.

33. Question: Shall we include a makeup artist for the location shoots with narrator?  
Response: Past projects have included makeup from Contractor.

34. Question: Can the vendor provide a web-link for the review of the editorial process and a teleconference capability to keep connected during the edit process?  
Response: Yes

35. Question: Can you describe the edit approval process?  
Response: In past projects, a small group of SME's/Project Managers have reviewed/approved, with a larger group brought in at several junctures (look and feel stage, first final video; all final videos).

36. Question: Is music to be included in the budget?  
Response: Yes

37. Question: What level of graphics do you anticipate?  
Response: Please refer to videos in response to question number 3.

38. Question: Can you provide a link for us to see the type of graphics you anticipate?  
Response: Please visit <https://mdcourts.gov/reference/videolibrary>.

39. Question: Are there graphic templates to be utilized?  
Response: The AOC has access to some legal icons. All videos must include video open/close from previous videos.
40. Question: In what format are the established Maryland Judiciary graphic introductions and closes?  
Response: MP6
41. Question: Do you require the same music for each video or different music for each of the 9 videos?  
Response: The music in the open/close should be in all videos. Any music inside the videos is a creative decision.
42. Question: Are the expected deliverables digital video files?  
Response: Yes, usually in a ShareFile exchange.
43. Question: Open or closed captioning?  
Response: .srt files
44. Question: Do you require the final videos on a hard drive?  
Response: No
45. Question: Do you require the raw footage on a hard drive at the conclusion of the project?  
Response: This has not been a requirement in past projects.
46. Question: Are we to include the COI, proof of workers comp, general liability insurance auto insurance in the proposal or only after receiving the award?  
Response: Post award.
47. Question: What format is the electronic version of the proposal to be? CD? Thumb drive?  
Response: Both formats are acceptable.
48. Question: What is the expected date of the award?  
Response: As soon as possible.