



**ADMINISTRATIVE
OFFICE OF THE COURTS**

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

**Questions/Responses No. 1 to the
Request for Proposals (RFP) K17-0029-29
Mail, Print, & Recovery Services**

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: What is the expected turnaround time (TAT) to complete the printing and mailing of the monthly mailer from the time the print file is received?

Response: This is a daily mailer, not monthly. It is a daily feed with an immediate turn around. Approximately 15,000 mailers are produced on a daily basis. Printing normally occurs Monday through Friday night.

2. Question: Are the three cut sheet pages for the daily mailer to be printed in black and white or color?

Response: Black and white

3. Question: Will the three page mailer be inserted into a window or non-window envelope? What is the size of the envelope?

Response: Window. Standard letter size.

4. Question: Do any of the three pages for the mailer require personalization or mail matching?

Response: No

5. What is the nature of the daily mailer?

Response: Court Notices

Issued by: Whitney Williams
Procurement Officer
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