

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP)**

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$25,000.

1. Background

The Administrative Office of the Courts is seeking subscription agent services for the Maryland State Law Library for a variety of law-related periodicals.

1.2 Description of services

Subscription services shall include the tasks necessary to execute and manage orders for new and renewal subscriptions to serial publications, in both print and electronic media. Such tasks include:

- (1) Placing new subscriptions, including additional copies and special one-time orders;
- (2) Renewing continuing subscriptions;
- (3) Serving as the member's fiscal agent with publishers, including making timely prepayments, processing refunds, supplemental and "bill later" charges;
- (4) Facilitating timely access to and delivery of ordered subscriptions;
- (5) Providing claiming functions for missing or undelivered issues of periodicals; and
- (6) Providing reports and other administrative support for serials management.

1.3 Pre-Proposal Conference:

A Pre-Proposal Conference is not required for this RFP.

1.4 Statement of Work

Scope

The Contractor shall provide subscription services for at least 95% of the titles on the attached list of periodicals.

Factors Applicable to all Subscriptions

The list of periodicals contains titles for which the publisher will "bill later," as well as titles for which the publisher will "bill in advance." The Contractor is required to make payments of both types to publishers on behalf of the Library. The Contractor must have sufficient resources to make such payments in advance of invoicing the Library.

The Contractor shall invoice monthly. Each invoice shall include sufficient bibliographic information for each title, as well as information denoting if the publisher of the title is billing later or in advance. A statement shall accompany each invoice, showing the renewal status and actual or estimated pricing for all titles on the list. The Contractor shall ensure that no order exceeds the amount of the contract resulting from this RFP.

In placing such subscriptions, the Contractor must seek the lowest price available to a government customer and apply the discounted amount to the account. The Contractor's service fee shall be based on the discounted price.

Placing the Initial Order under this RFP

Within 30 days of the award of this RFP, the Contractor shall ensure that subscriptions for all titles on the attached list are in order. It should be noted that many titles on the list have current subscriptions, which may not need to be renewed at the time of the start of this contract. However, it is anticipated that all titles will come up for renewal at some point during the contract term.

Renewal Orders in Option Years

Within 120 days prior to the expiration of the contract resulting from this RFP, the Contractor shall provide to the Library Director or designee a list showing the renewal status for all titles. If the Library exercises its option to continue the contract for the following year, the Library will finalize the list and send it to the Contractor with the purchase order. At that time, the Library may elect to make deletions or substitutions based on a publisher's cessation or substantive modification of its periodicals.

Placing New Subscriptions

The Library occasionally will ask the Contractor to place new subscriptions at any time during the year unless prohibited by the publisher. The Contractor shall enter all new orders within five working days after receipt of the Library's request.

Renewing Continuing Subscriptions

The Contractor shall be responsible for ensuring the renewal of continuing subscriptions. If publications become available only through a direct order arrangement, or are discontinued, suspended, are otherwise unavailable or have had a title change, the Contractor shall notify the Customer by the time of invoicing.

Servicing Subscriptions

The Contractor shall act as the contact point for the Library in obtaining from the publisher replacement copies of periodicals found to be defective, mutilated, lost in transit, or otherwise missing, provided the loss is reported within 60 calendar days of the expected delivery. The Contractor shall place all claims with the publisher within a minimum of five working days after receipt. The Contractor is responsible for handling all such claims made after the start of the contract. The Contractor shall handle claims for any subscription for up to three months after the termination date of the subscription to the periodical. Upon request, the Contractor shall provide a status list of all claims.

1.5 Contract Type

This is an indefinite quantity/indefinite delivery Contract (Purchase Order). The AOC has no estimate of what quantity of services may be required. Requests for Quotations for individual publications, new titles and subscriptions will be submitted by Steve Anderson, Project Manager or Sara Marks, Project Manager. Prior to commencement of any work, the quotations must be received and approved and a notice-to-proceed issued by either Steve Anderson or Sara Marks.

1.6 Contract Term

The AOC requires a contract for the period of July 25, 2011, to June 30, 2012.

1.7 Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Kelly Moore, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1583
Email: Kelly.Moore@mdcourts.gov

1.8 Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted. Volume I – Technical proposals must not exceed five (5) pages in length (excluding attachments). Volume I must include a written response to the Statement of Work that demonstrates the offeror's capabilities and experience in providing the required services.

Volume II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

1.9 Proposal Closing Date

All proposals must be received via Email to the Procurement Office at the email address listed in Section 1.6, no later than 12:00 PM (local time) on Monday, July 18, 2011, in order to be considered.

1.10 Award Determination

The Contract resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State based on the evaluated spectrum of services proposed and price.

Attachment A

Maryland State Law Library, List of Legal Periodicals, 2011

TITLE

Akron law review.
Alabama law review.
Alaska law review.
Albany law review.
The American bankruptcy law journal.
The American criminal law review.
The American journal of comparative law.
American journal of criminal law.
The American journal of international law.
The American journal of legal history.
The American University law review.
Annuals and surveys appearing in legal periodicals : an annotated listing / compiled by Catherine L. Kerr.
Arizona law review.
Arizona State law journal.
Arkansas law review.
Baltimore magazine.
Baylor law review.
Boston College environmental affairs law review.
Boston College law review.
Boston University law review.
Brandeis law journal.
Brigham Young University law review.
Brooklyn law review.
Buffalo law review.
California law review.
California Western law review.
Capital University law review.
Cardozo law review.
Case Western Reserve law review.
Catholic University law review
Chesapeake Bay magazine.
Chicago-Kent law review.
Children's legal rights journal.
Clearinghouse review.
Cleveland State law review.
Columbia human rights law review.
Columbia journal of environmental law.
Columbia journal of law and social problems.
Columbia law review.
Conflict resolution quarterly.
Connecticut law review.
Cornell law review.
Court review.
Creighton law review.
Criminology.
Cumberland law review.
De Paul law review.
Death row U.S.A. reporter, 1975-1988 / NAACP Legal Defense and Educational Fund.
Defense counsel journal / International Association of Defense Counsel.

Delaware lawyer: a publication of Delaware Bar Foundation.
Denver University law review.
Dispute resolution journal: of the American Arbitration Association.
Drake law review.
Duke law journal.
Duquesne law review.
Ecology law quarterly.
Emory law journal.
Environmental law / Northwestern School of Law of Lewis and Clark College.
Florida law review.
Florida State University law review.
Fordham law review / edited by Fordham law students.
George Mason law review.
The George Washington law review.
The Georgetown journal of law & public policy.
The Georgetown journal of legal ethics.
The Georgetown law journal.
The Georgetown law journal ... annual review of criminal procedure.
Georgia law review.
Golden Gate University law review.
Gonzaga law review.
The green bag.
Harvard business review.
Harvard civil rights-civil liberties law review.
The Harvard environmental law review : HELR.
Harvard journal of law & gender.
Harvard journal of law & public policy.
Harvard journal of law & technology.
Harvard journal on legislation.
Harvard law review.
Harvard negotiation law review.
Hastings communications and entertainment law journal (Comm/Ent).
Hastings constitutional law quarterly.
The Hastings law journal.
Hofstra law review.
Houston law review / University of Houston.
Howard law journal.
Idaho law review.
Indiana law journal.
Indiana law review.
Industrial & labor relations review.
Iowa law review.
The John Marshall law review.
The Journal of air law and commerce.
The journal of appellate practice and process.
Journal of business & technology law.
The Journal of college and university law.
The Journal of contemporary health law and policy.
The Journal of corporation law.
The Journal of criminal law & criminology / Northwestern University School of Law.
The Journal of health care law & policy.
Journal of juvenile law.
The Journal of law & politics.
The Journal of legal medicine.

The Journal of legal studies.
Journal of legislation.
The Journal of psychiatry & law.
The Journal of taxation.
The Journal of the legal profession.
Journal of the National Association of Administrative Law Judges.
Judicature.
The Justice system journal.
Juvenile & family court journal.
Kentucky law journal.
Law and contemporary problems.
Law & social inquiry : journal of the American Bar Foundation.
Legal information alert.
Legal reference services quarterly.
Library journal.
Louisiana law review.
Loyola law review.
Loyola University of Chicago law journal.
Maine law review.
Marquette law review.
Maryland Genealogical Society bulletin.
Maryland journal of international law.
Massachusetts law review.
McGeorge law review.
Medicine, science, and the law.
Mercer law review.
Michigan law review.
Minnesota law review.
Mississippi law journal.
Missouri law review.
Montana law review.
Natural resources journal.
Nebraska law review.
New England journal on criminal and civil confinement.
New England law review.
New Mexico law review.
New York Law School law review.
New York University annual survey of American law.
New York University law review.
North Carolina Central law journal.
North Carolina law review.
North Dakota law review.
Northern Kentucky law review.
Northwestern University law review.
The Notre Dame law review.
Ohio Northern University law review.
Ohio State journal on dispute resolution.
Ohio State law journal.
Oklahoma law review.
Online.
Oregon law review.
Penn State law review.
Pepperdine law review.
The Practical lawyer.
The Prosecutor: journal of the National District Attorneys Association.
The record of the Association of the Bar of the City of New York.

The Review of litigation.
Rutgers law journal.
Rutgers law review.
Saint Louis University law journal.
The San Diego law review.
Santa Clara law review.
Seton Hall law review.
SMU law review : a publication of Southern Methodist University School of Law.
South Dakota law review.
South Texas law review.
Southern California law review.
Southern Illinois University law journal.
Southern University law review.
Southwestern University law review.
St. John's law review.
St. Mary's law journal.
Stanford journal of civil rights & civil liberties.
Stanford law & policy review.
Stanford law review.
Stetson law review.
Suffolk University law review.
The Supreme Court review.
Syracuse law review.
Tax law review.
Temple law review.
Tennessee law review.
Texas law review.
Thomas Jefferson law review.
Trusts and estates.
Tulane law review.
Tulsa law journal.
U.C. Davis law review.
UC Davis journal of juvenile law and policy.
UCLA law review.
UMKC law review.
University of Baltimore intellectual property law journal.
The University of Chicago law review.
University of Cincinnati law review.
University of Colorado law review.
University of Dayton law review.
University of Detroit Mercy law review.
University of Illinois law review.
University of Kansas law review.
University of Maryland law journal of race, religion, gender, and class.
University of Miami law review.
University of Michigan journal of law reform.
University of Pennsylvania journal of constitutional law.
University of Pennsylvania law review.
University of Pittsburgh law review.
University of Richmond law review.
University of San Francisco law review.
University of Toledo law review.
Utah law review.
Utah law review.
Valparaiso University law review.

Vanderbilt law review.
Vermont law review.
Villanova law review.
Virginia environmental law journal.
Virginia law review.
Wake Forest law review.
Washington and Lee law review.
Washington law review.
The Washington lawyer.
Washington University journal of law and policy.
Washington University law review.
Wayne law review.
West Virginia law review.
Willamette law review.
The William and Mary bill of rights journal.
William and Mary law review.
William Mitchell law review.
Wisconsin law review.
Women's rights law reporter.
Wyoming law review.
Yale law & policy review.
The Yale law journal.