



ADMINISTRATIVE OFFICE OF THE COURTS
PROCUREMENT AND CONTRACT ADMINISTRATION
2003 C COMMERCE PARK DRIVE
ANNAPOLIS, MARYLAND 21401

Questions and Responses No. 1 to the Request for Proposal (RFP)
Maryland State Law Library (MSLL) Microfilming

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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 who received the RFP. The statements and interpretations contained in the following responses to questions are not binding on the Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the questions.

1. I understand that the rolls will begin at 2008-01?

Response: Yes.

2. You will provide us with further info on the labeling of the "Miscellaneous" roll?

Response: Yes, once awarded MSLL will provide labeling information for "Miscellaneous" rolls.

3. Emergency returns can be scanned images via email or other electronic media?

Response: Yes.

4. You will possibly clarify the Handling Requirements in Para 1.4 Statement of Work in regard to missing pages?

Response: In the event of missing pages the vendor must request replacement copies from the Library by contacting the Project Manager.

5. We are to remove staples but not replace?

Response: Yes.

6. What is the reduction required: 24:1? 40:1? 32:1?

Response: 24:1

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7. What is the thickness of the film: 100' 5-mil or 215' 2.5-mil?

Response: 100' 5-mil.

Date Issued: February 28, 2012
Kelly Moore, Procurement Officer