



ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
2003C COMMERCE PARK DRIVE
ANNAPOLIS, MARYLAND 21401

Questions/Responses No. 2 for Small Procurement RFP
IT Hard Drive Shredding Services
August 3, 2011

FRANK BROCCOLINA
STATE COURT ADMINISTRATOR
(410) 260-1295 Fax: (410) 974-2066
frank.broccolina@mdcourts.gov

FAYE D. MATTHEWS
DEPUTY STATE COURT
ADMINISTRATOR
(410) 260-1257 Fax: (410) 974-2066
faye.matthews@mdcourts.gov

SHARON SAMPSON BALL
Executive Director
Human Resources
(410) 260-1283 Fax: (410) 974-2849
sharon.ball@mdcourts.gov

GRAY BARTON
Executive Director
Office of Problem-Solving Courts
2011-D Commerce Park Drive
Annapolis, Maryland 21401
(410) 260-3617 Fax: (410) 841-9850
gray.barton@mdcourts.gov

ROBERT BRUCHALSKI
Acting Executive Director
Judicial Information Systems
2661 Riva Road, Suite 900
Annapolis, Maryland 21401
(410) 260-1007 Fax: (410) 974-7170
robert.bruchalski@mdcourts.gov

ALLEN C. CLARK, III
Executive Director
Budget & Finance
(410) 260-1579 Fax: (410) 260-1290
allen.clark@mdcourts.gov

DAVID R. DURFEE JR.
Executive Director
Legal Affairs
(410) 260-1405 Fax: (410) 974-2066
david.durfee@mdcourts.gov

CONNIE KRATOVIL-LAVELLE
Executive Director
Family Administration
(410) 260-1296 Fax: (410) 974-5577
connie.kratovil-lavelle@mdcourts.gov

SUSAN HOWELLS
Executive Director
Procurement & Contract
Administration
(410) 260-1410 Fax: (410) 260-1749
susan.howells@mdcourts.gov

DIANE S. PAWLOWICZ
Executive Director
Court Research & Development
(410) 260-1725 Fax: (410) 974-2066
diane.pawlowicz@mdcourts.gov

ROXANNE P. MCKAGAN
Director, Administrative Services
(410) 260-1407 Fax: (410) 974-2066
rocky.mckagan@mdcourts.gov

DEBORAH A. UNITUS
Director, Program Services
2001D Commerce Park Drive
Annapolis, Maryland 21401
(410) 260-1291 Fax: (410) 260-3570
deborah.unitus@mdcourts.gov

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 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. Could you please clarify what you meant by off-site services? Do you need us to pick up the hard drives or are you going to deliver them to our destruction facility?

Response: Off-site services are defined as offeror picking up the hard drives from designated site (TBD) and taking them to their destruction facility.

2. Question: If you need to have the drives picked up, how do we add the separate pickup fee? Can we add more columns/rows for the items?

Response: Offeror can manipulate Attachment A Price Proposal form as necessary. The form is offered as a guideline.

3. Question: Attachment A (Price proposal form) lists pricing tier for 1-199 drives and 200-1000. Can we use our own pricing tiers or do we need to break it down to these two levels?

Response: See Response to Question #2.

4. Question: What is the required shred size?

Response: Small enough to render the data unrecoverable and in compliance with all local, state and federal regulations.

5. Question: We have a min on-site service fee. How do we include this in the quotation? (Again, can we add more columns/rows for the items?)

Response: See Response to Question #2.

Date Issued: August 3, 2011
Colleen Cantler, Procurement Specialist