



# ADMINISTRATIVE OFFICE OF THE COURTS

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

## Questions/Responses No. 2 to the

### Request for Proposals (RFP) K18-0023-25I

#### Department of Juvenile and Family Services Guardian Video

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by the procurement officer 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.

- Question:** Just to confirm from this information - 11 videos must be completed by Dec. 1, 2017.

**Response:** It's a total of 11 scripts, but would like to have the Ethics-Attorney and Orientation videos completed by December 1<sup>st</sup>, 2017. We're looking to have a 60 minute timeframe videos. However for the remaining 9 scripts we don't know if it's necessary to have nine separate videos. That's something that could be discuss more in details with the awarded contractor.
- Question:** I did not see an answer regarding the possible change in payment terms from full payment following full delivery of all videos to allow for payment as segments (or deliverables) are provided, i.e. pre-production, production (including payments to talent), post production.)

**Response:** No, AOC will not participate in a deliverables payment schedule at this time.
- Question:** Are proposals only being accepted from participants that attended the pre-proposal conference?

**Response:** No, this was not a mandatory meeting. All bids will be accepted.

4. **Question:** Is a separate itemized budget form required or needed in addition to "Attachment E" on page 40?  
**Response: No, just your pricing is required for Attachment E**
5. **Question:** In reply to the RFP I am required to return all attachments excluding "Attachment D"?  
**Response: No, please see RFP sections 3.4.5.6 Required Affidavits, Schedules and Documents to be submitted by Offerors in the Technical Proposal. Attachment D was just confirming that you were attend the pre-proposal conference that was held 9/6/2017**
6. **Question:** Are there any more details or examples available on the scope of work to assist with the estimation of the hours required to complete each video?  
**Response: Additional information has been posted online. Check the Bids page where this appears under the solicitation tab - <http://mdcourts.gov/procurement/bids.html>**
7. **Question:** In reply to the RFP are there requirements on formatting that include page orientation, font, font size, line spacing and margins?  
**Response: No, not with regards to font, font size, line spacing and margins. However; please see RFP page 16, section 3.1 Proposal Format for clarification.**
8. **Question:** Unless I misunderstood, didn't we agree to drop the Spanish translation requirement entirely? You (MD Judiciary team) were going to address this using your resources (translation talent and captioning tools).  
**Response: Yes, That is correct. Just be mindful that we will layer English and Spanish captions over the videos.**

Issued by: April Molley  
Procurement Officer  
September 8, 2017