



# Administrative Office of the Courts

---

## Operations Division

### Questions/Responses No. 2 to the Request for Proposals (RFP) K18-0064-26N Maryland Access to Justice Self Help Videos

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.

**1) Question: Are we able to assume that we can shoot the host material in a Maryland courtroom?**

**Response: Yes, however; Contractors are subjected to security clearance before any filming can be done in any courtroom location.**

**2) Question: Will talent for any live action shoots be provided, or will we as potential contractors need to budget for casting professional actors?**

**Response: If needed we can provide talent or you may cast for professional actors.**

**3) Question: Will any hired actors have to be union?**

**Response: Union actors are not required.**

**4) Question: Is there any existing footage that will be able to be used?**

**Response: No.**

**5) Question: Will each of the ten videos include both a mixture of live action and animation? Or will some videos be exclusively live action or exclusively animation?**

**Response: AOC is open to both.**

**6) Question: In the RFP document, where it states that "scripts and storyboards/road-maps will be provided" for the videos, is that to be provided by the contractor or is that to be provided on the client's end?**

**Response: AOC will provide all scripts. 7 scripts are currently posted on the Maryland's Judiciary's Procurement website <https://mdcourts.gov/procurement/bids> and eMarylandMarketplace.**

Date Issued: March 23, 2018

Issued by: April Molley, Procurement Officer