



Administrative Office of the Courts

Operations Division

**Questions/Responses No. 2 to the
Request for Proposals (RFP) K19-0078-26N
Development and Services for Video Production Spots**

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. 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: Does the production company need to provide on-screen talent, or will employees of The Court be utilized for filming?
Response: Court employees may be available to on-screen talent. On-screen talent may not be necessary, rather off-screen narration may be required. Also, we will provide a 45-minute video of B-roll footage from the self-help centers, and about 12 still photographs of the centers. We will also supply publications (24x36 color posters) for the self-help centers to use. For the Language Services videos, we will make available [videos in 5 different languages](#), along with several publications describing the services. An example of a 30-second promotional spot recently created is [here](#).
- 2) Question: Do translation services need to be provided by the production company - will captioning or Voice-over be required in a language other than English?
Response: We will provide translation services. Three 30-second videos with sound will need captioning files created (.srt) in both English and Spanish. NO language voice over is required.
- 3) Question: In order to help determine the number of shoot days required to film the project, can you provide the 5 locations we will be filming in?
Response: Walk-in self-help centers are located in Frederick, Salisbury, Baltimore City, Upper Marlboro and Glen Burnie. The remote call-in center is in Annapolis.
- 4) Are you able to provide a percentage of weight in determining the awarded company (technical vs cost proposal, etc)?
Response: This information will not be provided

- 5) Do out-of-state vendors have the same chance of being awarded the job vs local vendors?
Response: Yes
- 6) Do you have a proposed budget range for the work which you are able to share?
Response: This information will not be provided
- 7) Question: Is there any preference for local firms (at the state or federal level)?
Response: No
- 8) Question: Is there any preference for individual contractors over firms?
Response: No
- 9) Question: In section 1.7 you mention there will not be a pre-proposal conference, but in section 1.8 you state the answers to any questions will be communicated during the pre-proposal conference. Can you clarify if there will be a pre-proposal conference, if it is mandatory, and if there is not one, when vendor's questions will be answered?
- Response: A Pre-Proposal Conference will not be held. Prospective offerors are encouraged to submit all questions to the Procurement Officer via email as soon as possible.
- 10) Question: For the montage videos, do you want us to include costs for placement into paid/unpaid network TV advertising?
Response: No.
- 11) Question: Do you know yet the locations where filming will be necessary?
Response: On location filming may not be necessary. We will make available a 45-minute video of B-roll footage collected from Self-Help Centers (call center in Annapolis; walk-in centers in Glen Burnie, Salisbury, Baltimore City, Frederick, Upper Marlboro.) We will also make available still photography from the Centers, a 1-minute video of the language portals in five languages, and several publications (posters, fliers, etc.) related to the three subject areas.
- 12) Question: Can you provide the direct link to the 30-second reference video you produced?
Response: The following link is to the 30-second video with sound: <https://www.youtube.com/watch?v=TCEbnU8NwIU>
- 13) Question: Is it acceptable to use digital signatures, or must all signatures be in ink
Response: All signatures must be in ink
- 14) Question: To confirm, you do not require a budget breakdown for the price proposal, only total price for each set of videos?
Response: yes

15) Question: Can you confirm if you want Attachment E to appear in the financial proposal, or just Attachment D

Response: Attachment D

16) Question: In section 1.23, you mention that there is no MBE Goal established for the bid, but then say that "it is the goal of the Maryland Judiciary that certified MBE's participate." To confirm, how will you weigh comparable MBE proposals with other vendor proposals?

Response: There is no MBE Goal established for this solicitation. MBE's are encourage to submit proposals.

Issued by: Karen Hoang
Procurement Officer
March 18, 2019