



**STATE OF MARYLAND JUDICIARY  
Administrative Office of the Courts**

**REQUEST FOR INFORMATION (RFI)**

**TRANSPORTATION SERVICES- BALTIMORE COUNTY  
RFI# 1001**

**ISSUE DATE: OCTOBER 10, 2019**

**Purpose**

The Administrative Office of the Courts (AOC) is soliciting information on how an interested contractor could provide transportation services for approximately 50-100 people from Towson, MD to Catonsville, MD. The transportation services would be in place for approximately 6 months.

**1. Introduction**

Please provide:

1. Contact name, phone number, and email
2. Business name, address, and phone number

**2. Information Requesting**

The AOC is requesting information that would outline the following services:

- Transport 50-100 people from Towson (120 E. Chesapeake Avenue, Towson, MD) to Catonsville (187 Rolling Rd, Catonsville, MD) and return
- The service shall be provided Monday through Friday only
- The service is to be provided at least 2 times each day (one in the morning and one in the afternoon) or a continuous schedule throughout the day
- The outgoing transportation vehicle must leave Towson by 7am
- The returning transportation vehicle must leave Catonsville at 5pm

**3. Technical Response**

Respondents are asked to provide the following information:

1. Description of suggested vehicle type(s)
2. Frequency of transport options
3. Vendor recommendations
4. Cost Estimate

#### **4. Cost Estimate**

Respondents are asked to provide estimated costs to help the AOC understand acquisition and on-going costs.

Any cost estimates requested are for budgeting purposes only. Respondents will not be held to price estimates provided as part of the RFI should the AOC decide to issue a competitive solicitation.

#### **5. Enclosures**

Respondents are asked to provide any documentation that will assist in developing a specification to meeting the needs to the AOC.

The AOC is requesting that information provided is non-proprietary and generic.

#### **6. Procurement Officer**

The sole point-of-contact for purposes of this Request for Information (RFI) is listed below:

**Whitney Williams**

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-1581

Email: [whitney.williams@mdcourts.gov](mailto:whitney.williams@mdcourts.gov)

#### **7. Form of Response**

Responses related to this RFI must be in writing and submitted to the Procurement Officer listed in section 6 via email by **October 22, 2019 at 2:00pm**.

The AOC welcomes feedback and understands that a variety of individuals, firms, teams, and organizations may respond to this RFI. Please include any comment or question that you or your organization deems relevant. Thank you in advance for your participation.