This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed $25,000.

Purpose
The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to provide photo/video equipment to the Maryland Judiciary Government Relations and Public Affairs Office.

1. Scope of Work
   Equipment needed to set up photographers/videographer’s studio in Maryland Judiciary new building.
   Parts needed: samples attached.
   - 4 each Dracast LED1000 Pro Daylight LED Light with V-Mount Battery
   - 2 each Alzo 8-inch wall mount plate straight pin
   - 1 each Alzo suspended drop ceiling photo video light mount kit
   - 1 each Alzo 10 feet wide wall mount background support kit with 4 poles to prevent paper sag
   - 1 each Seamless background paper roll chroma key green, 96 inches wide X 36 feet long
   - 1 each 2 rolls seamless photo background paper (1) black and (1) white, 96 inches wide X 36 feet long
   - 1 each Photo background granite seamless print paper rolls
   - 10 each Acoustic panel in sonic suede fabric 4’x2’x1”
   - Miscellaneous parts
   - Installation

2. Contractor Minimum Requirements
   - Show ability to do professional installation. (previous jobs or similar)
3. **Contract Type**  
The resulting contract shall be for Fixed Price.

4. **Contract Term**  
The Contract resulting from this Small Procurement (RFP) shall begin with execution of Purchase Order.

5. **Procurement Officer**  
The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

   **Robin Smith**  
   Maryland Judiciary, Administrative Office of the Courts  
   Department of Procurement, Contract and Grant Administration  
   Telephone: 410-260-1421  
   Email: robin.smith@mdcourts.gov

6. **Form of Response**  
Proposals must be in writing.

   a. **Part I** – Technical proposals must include a written response to the Scope of Work that demonstrates the Offeror’s work plan, capabilities and experience in providing the required services.

   b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

7. **Proposal Closing Date**  
All proposal must be received via email to the Procurement Office at the email address listed in Section Number 5, no later than *no later than 2:00pm (local time) on August 9, 2019* in order to be considered.

8. **Award Determination**  
The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

   - Experience  
   - Availability  
   - Work Plan for this engagement  
   - Price
**Attachment A - Price Proposal Form**

Contractor’s price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

<table>
<thead>
<tr>
<th>FOR SERVICES AS REQUIRED AND PROPOSED,</th>
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<tbody>
<tr>
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<td>Installation</td>
</tr>
</tbody>
</table>

**TOTAL PRICE** $_____________________________

Submitted by __________________________________________________________________________________

Authorized Signature __________________________________________________________________________

Date _________________________________________________________________________________________

Print Name and Title ____________________________________________________________________________

Company Name ________________________________________________________________________________

Company Address _________________________________________________________________

Telephone ____________________________________________________________________________________

Federal Tax Identification # ______________________________________________________________________

Email address ____________________________________________