



# Administrative Office of the Courts

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## Operations Division

### Questions/Responses No. 2 to the Request for Proposals (RFP) K19-0086-25I Self-Help Divorce Video Production

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.

49. Question: Is there a question deadline?

Response: No, however, please be mindful of the closing date when submitting your question(s).

50. Question: Based on the sample videos, should we budget for a moderator/host for these videos, or is that up to us?

Response: Yes. We find human face enhances delivery of dense legal material.

51. Question: Do you have photo material available for us as in the sample videos, or should we budget for stock photos?

Response: Budget for stock photos.

52. Question: Do you need Spanish audio as well?

Response: No Spanish audio, only Spanish captions.

53. Question: Do you want a breakdown of costs attached with Attachment D, or just the total costs?

Response: Just total costs.

54. Question: Should we factor in costs for DVD creation/delivery? If so, let us know the amount of copies you plan to create.  
Response: We do not require DVD's.
55. Question: Can companies from outside USA apply for this?  
Response: Yes, however the company must be registered to do business in the State of Maryland. Please see section 1.26 of the RFP.
56. Question: Do we need to be there in person for meetings?  
Response: No, we may meet via conference call.
57. Question: Can we perform the tasks (related to the RFP) outside USA?  
Response: Yes.
58. Question: Can we submit proposals via email?  
Response: No, please see section 1.9 of the RFP.
59. Question: Are you seeking videos of the same quality and format as the ones on your website <https://mdcourts.gov/media/medialibrary>? Is there any in particular you prefer?  
Response: We are looking to create videos like the Expungement series, child custody, child welfare, guardianship, and Adult Guardianship.
60. Question: Do you have an approximate date for awarding the RFP?  
Response: No, however, we hope to award as soon as possible.
61. Question: Do you have an approximate date for the start of pre-production & production?  
Response: No, however, all videos must be complete by September 1, 2019.
62. Question: Do you have a number of actors in mind (just one or several?) and do they need to be Union?  
Response: Likely 2-3 actors. Union not required.
63. Question: Since you mention captioning in Spanish and English- would you be interested in bilingual actors and productions?  
Response: Not at this time.

64. Question: Can you let us know what specific output format will be required for the online videos, the training and the Court TV monitors?

Response: We require mp6 files for sound videos. For silent videos, the files must be submitted in two sizes: 1360x768 and 1024x768.

65. Question: You mention on-location shooting: is it all the same location and if so where?

Response: Prefer two or three settings. Home, office/court. Our hope is that the Contractor will determine settings, approved by AOC.

66. Question: Is there a list or working titles that reflect the subject matter for each video or could you release the road-map of the nine scripts in order to estimate accurately?

Response: DRAFT scripts have been submitted via Attachment A with the following titles:

- a. Types of Divorce
- b. Determine a Legal Reason (or Grounds) for Divorce
- c. Mutual Consent Divorce
- d. Asking for Spousal Support or Alimony
- e. How the Courts Divide Jointly-Owned Property
- f. Use and Possession
- g. How to Restore Your Former Name
- h. Forms You Need to File
- i. How to File for Divorce

Issued by: Whitney Williams  
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April 4, 2019