



# Administrative Office of the Courts

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## Operations Division

### Questions/Responses No. 3 to the Request for Proposals (RFP) K21-0024-25J MJUD Translation Services

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.

Question 10: Can out of state vendors submit a proposal?

Response: Yes.

Question 11: What is the volume/ amount of this contract?

Response: Approximately 350-400 thousand words per year. No guarantee.

Question 12: Who is the incumbent and what are their rates?

Response: This information is not relevant to the scope of the RFP.

Question 13: What if any are the current challenges?

**Response:** Court forms undergo periodic, brief revisions to reflect legislative updates. The incumbent should be able to handle brief revisions to the previously translated forms. Occasionally, there may be emergency requests for translation of urgent announcements and administrative orders. The incumbent should be able to handle an emergency request with a 24-48 hr. turnaround.

Question 14: What languages do you predict will be used the most often?

Response: Stated in the RFP. Spanish, French, Korean, Chinese, and Russian.

Question 15: Is this an existing or new contract?

Response: New contract.

Question 16: What have been the biggest challenges for fulfilling services under this contract, and what are the challenges that you anticipate?

Response: No biggest challenges.

**Question 17: Can the Administrative Office of the Courts (AOC) provide us with volume estimates for translation services that will be required as part of any contract resulting from this RFP? Approximately how many words of translation will be required?**

Response: We anticipate approximately 350-400 thousand words. No guarantee.

**Question 18: Can the AOC provide us with historical usage data for the translation services requested as part of this RFP?**

Response: Approximately 350 thousand words per year.

**Question 19: Will the AOC consider alternate pricing structures, broken down by language? By way of explanation a single price per source word (eg Spanish) is substantially less than a price for Korean or Chinese (simplified characters); a blended rate will either be too high or too low to secure quality translation at a fair and competitive price**

Response: Yes

**Question 20: For purposes of pricing, will the AOC list the most common non-core languages for which it expects to require translation?**

Response: Amharic and Haitian-Creole

**Question 21: We are a closely held Company and it seems unnecessarily intrusive to require a financial statement as part of an initial submission. Moreover, it is unreasonable to request such financial information without the government specifying the expected volumes/costs of Translation service —preferably based on historical usage. At the very least will a disclosure be permitted after selection as the apparent vendor of choice but before a final award.**

Response: Approximately 350 thousand words per year

**Question 22: Is this a small business set aside?**

Response: No.

**Question 23: As a foreign (out of state) corporation will it be acceptable that registration to do business in the state take place after an award rather than prior to submission?**

Response: The AOC strongly recommends that any potential Offerors complete the registration with the Department of Assessments and Taxation prior to the due date for receipt of proposals.

**Question 24: Will electronic submission be accepted in view of the current pandemic and the fact that critical staff are working remotely?**

Response: No. All Offerors are required to adhere to the submission requirements as per the RFP.

Question 25: Would the AOC consider adding a line item for DTP as this is a separate, additional service?

Response: No

Issued by: Robin Smith  
Procurement Officer  
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