



**STATE OF MARYLAND
ADMINISTRATIVE OFFICE OF THE COURTS
PROCUREMENT, CONTRACT AND GRANT ADMINISTRATION
187 HARRY S. TRUMAN PARKWAY
ANNAPOLIS, MD 21401**

REQUEST FOR PROPOSALS (RFP)

FOR

MJUD Master Contract – Printing Services

Solicitation No. K23-0045-25Q

On July 1, 2022, the Maryland Judiciary launched an online Procurement Portal, which enables us to exclusively accept bids and proposals electronically. Please view procurement opportunities and register for the Procurement Portal at: www.mdcourts.gov/procurementportal.

To help us improve the quality of the Administrative Office of the Courts solicitations and to make our procurement process more responsive and business friendly, Offerors may provide comments and suggestions regarding this solicitation by utilizing the Intent to Bid under the Submission section of the solicitation.

The sole point of contact for this solicitation is the Procurement Officer. Offerors are specifically directed NOT to contact any other Maryland Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award and execution of a contract. Unauthorized contact with any Maryland Judiciary personnel or the Maryland Judiciary's contracted consultants may be cause for rejection of the Offeror's proposal.

Minority Business Enterprises (MBE) and Veteran-owned Small Business Enterprises (VSBE) are encouraged to respond to this Request for Proposals.

KEY INFORMATION SUMMARY SHEET

Request for Proposals

MJUD Master Contract – Printing Services

Solicitation No. K23-0045-25Q

RFP Issue Date: 12/01/2022

RFP Issuing Office: Procurement, Contract and Grant Administration

Procurement Officer: Victoria Nellis
Maryland Judiciary, Administrative Office of the Courts
Department of Procurement, Contract and Grant Administration
187 Harry S. Truman Parkway
Annapolis, MD 21401
410-260-1263
Victoria.Nellis@mdcourts.gov

Proposal Submission: Submissions are exclusively accepted electronically via the [Procurement Portal](#), and shall be accompanied by physical print samples as requested in Section IV.B.2.e. in this RFP.

Important Events: Refer to the project details and important events on the Procurement Portal for the date and time of the pre-proposal conference (as applicable), site visit(s) (as applicable), deadline for questions, and solicitation closing date & time.

Contract Term: The contract term will be for a period of three (3) years after the date of contract execution with the AOC retaining the sole right to exercise two (2) one-year renewal options at its discretion.



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SECTION I. GENERAL INFORMATION

A. SUMMARY STATEMENT

The Administrative Office of the Courts (AOC) issues this Request for Proposal (RFP) to establish a pool of Master Contractors who provide printing services (e.g., brochures, magazines, flyers, business forms, etc.) on an as-needed basis. The AOC intends to award Master Contracts to a pool of Offerors for the following two (2) functional areas: Functional Area I (FAI) general printing services, and Functional Area II (FAII) business forms. Offerors may propose for only one (1) functional area, or both functional areas.

B. ABBREVIATIONS AND DEFINITIONS

For this RFP, the following abbreviations or terms have the meanings indicated below:

1. AOC – Administrative Office of the Courts
2. Contract – A formal, written agreement entered into by the Judiciary for the provision of materials, supplies, and/or services. A Contract sample is attached to this solicitation as Attachment A.
3. Contract Manager – The AOC representative that serves as the technical manager for the resulting contract. The Contract Manager monitors the daily activities of the contract and provides technical guidance to the Successful Offeror.
4. Diversity & Outreach Programs – Judiciary Program established to encourage and increase participation in Judiciary procurement by underrepresented or disadvantaged groups. The Program includes Minority Business Enterprises (MBE) and Veteran-owned Small Business Enterprises (VSBE).
5. eMMA – eMaryland Marketplace Advantage online procurement platform used to connect the vendor community with contracting opportunities from with the state, county, and local government entities.
6. Key Personnel – Offeror/Successful Offeror personnel or subcontractor personnel who are to be assigned to this contract if the Offeror receives award.
7. Local Time – Time in the Eastern Standard Time Zone.
8. Master Contractor – An Offeror who is awarded a Master Contract under this RFP.
9. MBE – Minority Business Enterprise means any legal entity, other than a joint venture, organized to engage in commercial transactions, that is at least 51 percent owned and controlled by one or more individuals who are in a minority group (African American, Native American, Hispanic, women, or the physically or mentally disabled) that is socially and economically disadvantaged, and managed and operated by one or more of the socially and economically disadvantaged individuals who own it, and is so certified by the Maryland Department of Transportation.
10. Offeror – An entity that submits a proposal in response to this solicitation.
11. Procurement Officer – The AOC representative responsible for this solicitation, for the determination of contract scope issues, and the only AOC representative who can authorize changes to the contract.
12. Procurement Portal – Strategic sourcing software allowing the Judiciary to receive and evaluate bids and proposals electronically.
13. PORFP – Purchase Order Request for Proposals is a formal solicitation for goods and/or services in which the AOC invites Master Contractors to submit a proposal.
14. RFP – Request for Proposals.
15. RFQ – Request for Quote is an informal solicitation for goods and/or services in which the AOC invites Master Contractors to submit price quotes.
16. Successful Offeror – The awarded Offeror.
17. VSBE - Veteran-owned Small Business Enterprise means any legal entity that meets the requirements set by the United States Small Business Administration, that is organized to engage in commercial transactions, and is at least 51 percent owned and controlled by one or more individuals who are Veterans, and who manage the operations of the business, and is so designated in eMMA.

C. PROCUREMENT OFFICER

The sole point of contact in the AOC for purposes of this RFP is the Procurement Officer noted on the Key Information Summary Sheet. The AOC may change the Procurement Officer at any time by written notice



to the Offeror. Only information communicated by the Procurement Officer shall be deemed the official position of the AOC. No other State of Maryland or AOC employee, official, or representative has the authority to change the requirements of this solicitation. Attempts by the Offeror to contact members of the evaluation committee, or otherwise circumvent this procedure in any manner may be grounds for disqualification.

D. CONTRACT MANAGER

The Contract Manager for post-award activities will be disclosed to the Successful Offeror. The AOC may change the Contract Manager at any time by written notice to the Successful Offeror.

E. DURATION OF OFFER

Proposals submitted in response to this RFP are irrevocable for 180 days following: (1) the closing date of proposals, (2) Best and Final Offers (BAFOs), if requested, or (3) the resolution date of any protest concerning this RFP. This period may be extended at the Procurement Officer's request only with the Offeror's written agreement.

F. REVISIONS TO THE RFP

1. The AOC reserves the right to amend this RFP at any time prior to the proposal closing date and time. If the RFP is revised prior to the proposal closing date and time, the AOC shall post any addenda to the RFP on the Procurement Portal, eMaryland Marketplace Advantage (eMMA), and shall attempt to provide such addenda to all prospective Offerors that received the RFP or are otherwise known by the Procurement Officers to have obtained this RFP. It remains the responsibility of all prospective Offerors to review the Procurement Portal for any addenda issued prior to the submission of proposals.
2. If one (1) or more addenda are issued to this RFP, Offerors shall acknowledge receipt of all addenda on the Procurement Portal. Addenda issued after the closing date and time for proposals will be sent only to those Offerors who submitted a timely proposal.
3. Failure to acknowledge receipt of an addendum does not relieve the Offeror from complying with the terms, additions, deletions, clarifications, or corrections set forth in the addendum, and may cause the proposal to be deemed not reasonably susceptible of being selected for award.

G. CANCELLATIONS

The AOC reserves the right to cancel this RFP; accept or reject any and all proposals, in whole or in part, received in response to this RFP; or waive or permit cure of minor irregularities and conduct discussions with all Offerors in any manner necessary to serve the best interests of the AOC. The AOC also reserves the right, in its sole discretion, to award a Contract based upon the written proposals received without prior discussions or negotiations.

H. PROTESTS/DISPUTES

Any protest or dispute related to this solicitation, or the resulting Contract, shall be subject to the provisions of the Judicial Branch Procurement Policy.

I. MULTIPLE OR ALTERNATE PROPOSALS

Neither multiple nor alternate proposals will be accepted.

J. ARREARAGES

By submitting a proposal in response to this RFP, each Offeror represents that it is not in arrears in the payment of any obligations due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the Contract, if selected for Contract award.

K. VERIFICATION OF REGISTRATION AND TAX PAYMENT



1. Before a corporation can do business in the State of Maryland, it must be registered with the Department of Assessments and Taxation (SDAT), State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. For registration information, visit: <https://www.egov.maryland.gov/businessexpress>
2. It is strongly recommended that any potential Offerors complete the registration prior to the closing date for receipt of proposals. An Offeror's failure to complete the registration with SDAT may disqualify an Offeror from final consideration and recommendation for Contract award.

L. FALSE STATEMENTS

Offerors are advised that in connection with a procurement contract, a person may not willfully: Falsify, conceal, or suppress a material fact by any scheme or device; make a false or fraudulent statement or representation of a material fact; use a false writing or document that contains a false or fraudulent statement or entry of a material fact; or aid or conspire with another person to commit any of the aforementioned acts.

M. PRESS RELEASES

The Successful Offeror shall issue no press release to any publication, including newspapers and social media outlets, regarding work being conducted under the resulting contract from this RFP without prior written consent from the AOC.

N. PAYMENTS TO SUCCESSFUL OFFEROR

1. By submitting a response to this solicitation, the Offeror agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Offeror shall register using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reason for the exemption. The COT/GAC X-10 form can be downloaded at:

<https://www.marylandtaxes.gov/forms/state-accounting/static-files/GADX10Form.pdf>

2. Payments to the Successful Offeror shall be made not later than thirty (30) days after the acceptance of deliverables, and receipt of a proper invoice from the Offeror. Any charges of interest or the like for late payment are prohibited.

O. NON-DISCLOSURE AGREEMENT

All Offerors are advised that if a contract is awarded as a result of this RFP, the Successful Offeror shall be required to complete a Non-Disclosure Agreement. A sample of this Agreement is included for informational purposes as Attachment F of this RFP. This signed Agreement must be provided with the Successful Offeror's signed Contract.

P. DAMAGE TO STATE AND PERSONAL PROPERTY

1. The Offeror, their employees, subcontractors, and agents shall be held directly responsible to repair, replace, or restore to its original condition, to the satisfaction of the AOC, curbs, roadway surfaces, wheel stops, shrubbery, trees, buildings, bollards, gates, light pole, sign poles or any other State-owned property which is damaged by the actions of the above-mentioned representatives.
2. The Offeror, their employees, subcontractors, and agents shall be held directly responsible for any damage caused by their action or inaction to privately-owned property and shall hold the State of Maryland harmless for such damages.

Q. OFFEROR SECURITY REQUIREMENTS



1. The Successful Offeror, and all Successful Offeror personnel and subcontractor personnel assigned to the Contract, must comply with all applicable federal and state laws, regulations, policies, and AOC policies and procedures for the duration of the contract.
2. The Successful Offeror must comply with the Judicial Information Systems (JIS) Information Security Policy. The Information Security Policy closely aligns with guidelines published by the National Institute of Standards and Technology. The Information Security Policy is available online at: <http://www.mdcourts.gov/procurement/index.html>.
3. The AOC reserves the right to monitor all applicable computer and electronic equipment usage for compliance with its policies.

R. ACCESS TO AOC INFORMATION TECHNOLOGY SYSTEMS

1. The Successful Offeror's personnel shall complete all required paperwork as directed for access to any AOC information systems.
2. The Successful Offeror shall ensure the list of authorized Offeror personnel is always maintained and accurate. The system access rights of Successful Offeror personnel must be updated no later than twenty-four (24) hours after notification of the change in status; therefore, the Successful Offeror shall immediately notify the Contract Manager and JIS Information Security of any termination of Successful Offeror personnel or if any approved Successful Offeror personnel no longer require access to an AOC system. The AOC security identification badge and all issued AOC assets must be immediately returned to the Contract Manager.
3. To ensure compliance with the JIS Information Security Policy, the approval, configuration, and monitoring of secured remote access into AOC systems will be processed by JIS staff. All remote connections that utilize a shared infrastructure must utilize encryption for transmission of data and authentication.
4. Any software used to meet the requirements of this solicitation, on any AOC system, must be included in the Offeror's proposal. Software must be assessed by JIS and approved by the JIS Chief Information Officer. At the discretion of JIS, proposed software may be determined to be a risk to system and information integrity security controls and therefore rejected. If software is to be used remotely, the Judiciary shall control the method of access to our network via Virtual Private Network (VPN), firewall configurations, and/or segregating remote machine access within our environment.
5. Offerors using an As-a-Service (e.g., infrastructure, software, platform, hardware) subservice hosting provider (e.g., Microsoft Azure, Amazon Web Services, Google Cloud Platform) must submit a Service Organization Control (SOC) 2 Type II report, or equivalent (e.g., ISO 27001/2 Certification, Verified PCI DSS, FedRAMP), for the subservice and for the As-a-Service service provider. A SOC 2 Type II report for the subservice alone does not meet the requirements of this solicitation.

S. ACCESS AND BACKGROUND CHECKS

1. Successful Offeror may be required to submit the following information for AOC engagements for Successful Offeror personnel, subcontractors, third-party resources, temporary employees, and training candidates:
 - a. Full Name.
 - b. Phone Number.
 - c. Personal/Private email with no connection to employer.
 - d. Emergency contact information.
2. Site visits to any AOC location must be coordinated by AOC staff with the designated site personnel in advance of any visit.



3. Any Successful Offeror personnel working at AOC locations, or on AOC systems or projects, or who have access to AOC or State criminal data or systems, must be approved in writing by the Procurement Officer prior to beginning work.
4. All Successful Offeror personnel working on AOC premises, property, systems or projects, contracts, or who have access to AOC or State criminal data or systems, may be required to obtain a Criminal Justice Information System (CJIS) State and Federal criminal background check prior to beginning work. The AOC reserves the right to refuse to allow any Successful Offeror personnel to begin work based upon criminal records.
5. All Successful Offeror personnel assigned to work at AOC locations may be required to obtain an AOC security identification badge prior to beginning work, and annually thereafter. The Successful Offeror is responsible for any fees that may be incurred for initial issuance of the badge and for any replacement.
6. The security identification badge shall always be displayed while on AOC premises. To verify identity, the Successful Offeror personnel shall be prepared to provide photo identification upon request by an AOC employee.
7. Successful Offeror personnel are required to immediately notify the Contract Manager, the Administrative Official of the respective department or office or the Contract Manager, if their security identification badge is lost or stolen.
8. The Successful Offeror personnel must notify the Contract Manager, the Administrative Official of the respective department or office, within one (1) business day if any personnel have been arrested, indicted, served with a criminal summons, named in a peace or protective order, or named as a defendant in any civil case. The Successful Offeror personnel are also required to provide regular updated information regarding the status of any of these court actions.
9. The Contract Manager, in conjunction with the Chief of the Office of Security Administration and the Procurement Officer, may impose restrictive conditions in response to prior criminal convictions, pending criminal charges, or a violation of AOC procedures, including removal from the contract, and/or restricted access to AOC locations or systems.
10. In the event of a security incident or suspected security incident, the Successful Offeror personnel shall immediately notify the Contract Manager.
11. The Successful Offeror personnel shall cooperate fully in all security incident investigations.
12. During the contract, if necessary, for the delivery of goods and services, the Successful Offeror may be provided an AOC asset in the form of a cell phone, laptop, or other electronic device. All AOC devices are the property of the AOC and must be returned in working, acceptable condition at the contract's conclusion. If said devices are not in working acceptable conditions, Successful Offeror may be responsible for the cost of said device(s). All devices must be regularly updated as specified by the manufacturer and JIS and must adhere to all confidentiality guidelines as provided by JIS and the AOC.
13. If the AOC determines that there is cause for the Successful Offeror's work to be suspended, the Successful Offeror shall take the following steps:
 - a. Immediately cease to represent itself as providing services to the AOC.
 - b. Deliver to the AOC: (a) a report describing the current state of the Deliverables provided by the Successful Offeror under this Agreement and any applicable Statements of Work outstanding as of the date of termination; (b) all AOC Confidential information in its possession or, at AOC's option, destroy all such AOC Confidential information; and (c) all

- work product to the AOC within seven (7) business days as of the date of termination. Work product includes, but is not limited to, works for hire and materials as described in §29.3.
- c. The Successful Offeror is responsible for all AOC assets (including but not limited to, laptops, tablets, computers, cell phones, other portable electronic devices, accessories, and peripherals, etc.), that have been provided to the Successful Offeror at the AOC's cost. All AOC issued assets are required to be surrendered to the AOC within five (5) business days of the termination of services. Assets will be subject to evaluation and can include normal and expected wear and tear but must be functional and operable. Assets that do not meet this condition may be subject to additional charge to the Successful Offeror. Successful Offeror shall be liable to the AOC for all assets not surrendered.

END OF SECTION I.



SECTION II. INSTRUCTIONS TO OFFERORS

A. CONTRACT TYPE

The Contract that results from this RFP shall be based on Indefinite Delivery, Indefinite Quantity (IDIQ).

B. PROCUREMENT METHOD

The Contract resulting from this RFP shall be awarded in accordance with the Request for Proposals (RFP) process under the Judicial Branch Procurement Policy.

C. AWARD BASIS

A contract shall be awarded to the responsible Offeror(s) submitting the proposal that has been determined to be the most advantageous to the AOC, considering price and evaluation factors set forth in this RFP, for providing the goods and/or services as specified in this RFP.

The AOC intends to make multiple awards (i.e., unlimited) under this RFP for each of the following two (2) functional areas: (FAI) general printing services (e.g., flyers, magazines, brochures), and (FAII) business forms (e.g., two through six-part snap-out forms, kraft envelopes).

D. PRE-PROPOSAL CONFERENCE

1. A Pre-proposal Conference and site visit (as applicable) will be held on the date and time, and at the location indicated in the project details and important events sections of the solicitation on the Procurement Portal.
 - a. Offerors are encouraged to bring a copy of this RFP and a business card to help facilitate a more efficient sign-in process.
 - b. To ensure adequate seating and other accommodations at the Pre-proposal Conference, please email the Pre-bid/proposal Conference Response Form (Attachment D) to the attention of the Procurement Officer no later than the date and time indicated on the form.
 - c. If the Pre-proposal Conference will be held virtually, Offerors shall use the meeting link located in the important events section of the solicitation on the Procurement Portal, as well as complete and submit the Pre-bid/proposal Conference Response Form (Attachment D).
2. Attendance at the Pre-proposal Conference is encouraged to facilitate better preparation of proposals. If the solicitation includes an MBE or VSBE goal, failure to attend the Pre-proposal Conference will be taken into consideration as part of the evaluation of an Offeror's good faith effort if there is a waiver request.
3. If there is a need for sign language interpretation or other special accommodations due to a disability, please notify the Procurement Officer at least five (5) business days prior to the Pre-proposal Conference. The AOC will make a reasonable effort to provide such special accommodations.

E. QUESTIONS

1. Offerors shall direct all communication regarding this RFP to the Procurement Officer. Submit questions to the Procurement Officer, by email, or through the opportunity Q&A section on the Procurement Portal no later than the date indicated on the solicitation.
2. The Procurement Officer, based on the availability of time to research and communicate, shall answer questions at their discretion prior to the proposal closing date and time.
3. Answers to all substantive questions that are not clearly specific only to one (1) Offeror will be answered via Addenda and will be furnished to all potential Offerors known to have received the RFP as posted on the Procurement Portal and posted on eMMA.
4. The statements and interpretations contained in responses to any questions, whether responded to verbally or in writing, are not binding on the AOC unless issued in writing as an addendum.



F. PROPOSAL CLOSING DATE & TIME

1. Proposals must be received through the Procurement Portal not later than the date and time indicated on the solicitation. Offerors shall allow sufficient time to complete the submission process on the Procurement Portal. Untimely proposals will not be considered.
2. Proposals may be modified or withdrawn by the Offeror through the Procurement Portal any time before the date and time set forth in the solicitation.
3. Unless specifically requested, proposals not submitted electronically through the Procurement Portal will not be accepted.

G. ORAL PRESENTATIONS & DISCUSSIONS

1. Offerors may be required to participate in oral presentations. Oral Presentations are considered part of the Proposal. Material representations made by an Offeror during the oral presentation shall be submitted in writing. Any such representations will become part of the Offeror's proposal and are binding if the Contract is awarded.
2. The AOC may hold discussions with all Offerors judged reasonably susceptible of being selected for award, or potentially so. However, the AOC also reserves the right to make an award without holding discussions. With or without discussions, the AOC may determine an Offeror to be not responsible and/or not reasonably susceptible of being selected for award, at any time after the initial closing date for receipt of proposals and prior to contract award.

H. INCURRED EXPENSES

The AOC will not be responsible for any costs incurred by an Offeror in preparing and submitting a proposal, in making an oral presentation, in providing a demonstration, or in performing any other activities relative to this RFP.

I. ECONOMY OF PREPARATION

Proposals shall be prepared simply and economically providing a straightforward, concise description of the Offeror's ability to meet the requirements of this RFP.

J. PUBLIC ACCESS TO JUDICIAL RECORDS

1. An Offeror shall specifically identify those portions of its proposal that it considers confidential, proprietary commercial information, or trade secret, and provide justification why such materials, upon request, shall not be disclosed by the AOC under Title 16, Chapter 900 of the Maryland Rules.
2. The inspection of Judiciary procurement documents shall be governed exclusively by the Judicial Branch Procurement Policy. Procurement documents are presumed to be open to the public for inspection, except as otherwise provided by the Judicial Branch Procurement Policy.

K. OFFEROR RESPONSIBILITIES

1. Offerors shall be responsible for all goods and/or services and requirements set forth in this RFP including the contract performance of any subcontractor participation.
2. All subcontractors must be identified and a complete description of their role relative to the proposals must be included in the Offeror's proposals. If applicable, subcontractors utilized in meeting the established MBE or VSBE participation goal(s) shall be identified as provided in the appropriate MBE/VSBE forms attached to this RFP.
3. If an Offeror that seeks to perform or provide the services required by this RFP is the subsidiary of another entity, all information submitted by the Offeror such as, but not limited to, references and financial reports, shall pertain exclusively to the Offeror, unless the parent organization will



guarantee the performance of the subsidiary. If applicable, the Offeror's proposal must contain an explicit statement, signed by an authorized representative of the parent organization, stating that the parent organization consents to the terms of the RFP and will guarantee the performance of the subsidiary.

4. A parental guarantee of the performance of the Offeror under this section will not automatically result in crediting the Offeror with the experience or qualification of the parent under any evaluation criteria pertaining to the actual Offeror's experience and qualifications. The Offeror will be evaluated on the extent to which the AOC determines that the experience and qualifications of the parent are applicable to and shared with the Offeror, any stated intent by the parent to be directly involved in the performance of the contract, and the value of the parent's participation as determined by the AOC.
5. The Successful Offeror will be required to follow all current Judiciary protocols referencing pandemic flu or other infectious diseases including, but not limited to, proof of vaccination, producing negative COVID tests, completing/passing an initial screening questionnaire, non-contact temperature taking, the wearing of personal protective equipment (e.g., face mask), and practicing appropriate social distancing. Failure to comply with any of the Judiciary's protocol could result in being denied entry into Judiciary workspace, and mitigation up to and including contract termination.

L. ACCEPTANCE OF TERMS & CONDITIONS

1. By submitting a proposal in response to this RFP, the Offeror, if selected for award, shall be deemed to have accepted the terms and conditions of this RFP and the Standard Contract Agreement Sample attached hereto as Attachment A.
2. Any exceptions to the terms and conditions of this RFP or the Contract must be clearly identified in the Proposal. All exceptions will be taken into consideration when evaluating an Offeror's proposal.
3. A proposal that takes exception to these terms may be rejected and therefore determined to be not reasonably susceptible of being selected for award.
4. By submitting a proposal in response to this RFP, the Offeror, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the contract.

M. ACCEPTANCE OF SERVICES

1. The Contract Manager or his/her designated representative has authority to determine the acceptable level of service.
2. When the Contact Manager or his/her designee determines that the Successful Offeror service is unsatisfactory, the Successful Offeror shall return to the site at the request of the AOC, or an authorized designee, and resolve the issue at no additional cost to the AOC.

N. DIVERSITY & OUTREACH PROGRAMS

The objective of the Diversity & Outreach Programs is to encourage and increase participation in AOC procurements by Minority Business Enterprises (MBE) and Veteran-owned Small Business Enterprises (VSBE).

1. Minority Business Enterprise
MBEs are encouraged to respond to this solicitation notice as Prime Contractors. To participate as an MBE in AOC procurements, MBEs must be certified by the Maryland Department of Transportation (MDOT). Additional information regarding certification can be located on the MDOT Website: <https://www.mdot.maryland.gov/tso/Pages/Index.aspx?PageId=90>



- a. There is no MBE goal established for this solicitation.
2. Veteran-owned Small Business Enterprise
VSBEs are encouraged to respond to this solicitation notice as Prime Contractors. VSBEs must complete three (3) steps: Vendor Registration, Veteran Verification, and VSBE Certification. These steps are outlined by the State of Maryland VSBE program. Additional information regarding certification can be located at: <https://gomdsmallbiz.maryland.gov/Pages/VSBE-Program.aspx>
 - a. There is no VSBE goal established for this solicitation.
 3. The AOC will assess the potential for an MBE and/or VSBE subcontractor participation goal for each PORFP with an estimated value exceeding \$200,000.00 issued under the resultant Master Contract, and if appropriate, will set a goal.
 - a. The AOC reserves the right to set an MBE and/or VSBE subcontractor participation goal for PORFPs with an estimated value of \$200,000.00 or less.
 - b. PORFPs will include instructions for MBE and/or VSBE subcontractor participation goals (as applicable).

O. PROPOSAL AFFIDAVIT

A proposal submitted by an Offeror must be accompanied by a completed Bid/Proposal Affidavit. A copy of this Affidavit is included as Attachment B of this RFP.

P. CONTRACT AFFIDAVIT

All Offerors are advised that if a Contract is awarded as a result of this solicitation, the Successful Offeror will be required to complete a Contract Affidavit. A sample of this Affidavit is included for informational purposes as Attachment C of this RFP. This Affidavit must be provided within five (5) business days of notification of recommendation for award.

END OF SECTION II.



SECTION III. SCOPE OF WORK

A. SUMMARY

The AOC is seeking proposals from prospective Offerors to provide general printing services (e.g., brochures, magazines, flyers, etc.) and/or business forms (e.g., two through six-part snap-out forms, kraft envelopes). The Master Contract resulting from this RFP shall provide the AOC with flexibility for obtaining print services quickly and efficiently by issuing Purchase Order Request for Proposals (PORFPs) or Request for Quotes (RFQ) on an as needed basis. There is no guaranteed minimum usage or guarantee of any specific project under the resulting Master Contract.

The AOC intends to award Master Contracts to a pool of Offerors for the following two (2) functional areas: Functional Area I (FAI) general printing services, and Functional Area II (FAII) business forms. Offerors may propose for only one (1) functional area, or both functional areas.

B. BACKGROUND INFORMATION

The AOC has many departments/areas (e.g., District Court, Judicial College, Government Relations & Public Affairs) that utilize print services for general printing and business forms. The following information is based on historical data and there is no guaranteed minimum usage for this Contract. The information below is presented to allow Offerors to understand the types of work that may be requested under this RFP.

1. District Court: Attachment 1 – District Court Printing Type & Historical Usage.
2. Government Relations & Public Affairs (GRPA): Attachment 2 – GRPA Printing Usage
3. Access to Justice: Attachment 3 – Access to Justice Usage
4. Judicial College: Attachment 4 – Judicial College Usage

C. OFFEROR MINIMUM QUALIFICATIONS

1. The Offeror shall have a minimum of three (3) years' experience providing printing services for the functional area(s) in which they propose.
5. The AOC prefers Offerors with any certifications from the Sustainable Forestry Initiative (SFI) and/or Forest Stewardship Council (FSC).

D. SCOPE OF WORK

1. The AOC prefers Offerors with the following equipment and capabilities:
 - a. Multi-color printing
 - (1) 4-color
 - (2) 5-color
 - (3) 6-color
 - (4) 7-color
 - (5) Digital
 - (6) Print On-Demand (Variable Printing)
 - b. Web Press
 - (1) Multi-color
 - (2) Full-size
 - (3) Half-size
 - c. UV Press
 - d. Bindery & Other Capabilities
 - (1) Collator
 - (2) Stitcher
 - (3) Folder
 - (4) Numbering



- (5) Die-Cutting
 - (6) Embossing
 - (7) Spiral/Coil binding
 - (8) Perfect bind
- e. Mail Closure
 - (1) Tab
 - (2) Wafer Seal
 - (3) Spot Glue
 - f. Mailing Capabilities
6. Offerors interested in proposing for FAII shall refer to Attachment 1 – District Court Printing Type & Historical Usage for the examples of the types of business forms that may be requested.

E. PORFP & RFQ PROCEDURES

- 1. Purchases anticipated to exceed \$5,000
 - a. The Procurement Officer, or designee, shall issue the PORFP to each Master Contractors' point-of-contact (POC) for the applicable functional area(s) via the Procurement Portal. The PORFP may specify terms and conditions in addition to the terms and conditions of the Contract and this RFP.
 - b. Upon receipt of the PORFP, the Master Contractor shall not correspond with any other Maryland Judiciary Employee about the PORFP, except for the Procurement Officer, or designee, until the final award has been issued. Unauthorized contact with any Judiciary personnel or the Judiciary's contracted consultants may be cause for rejection of the Master Contractor's proposal.
 - c. The Master Contractor shall submit their Proposal in the manner requested in the PORFP. To be considered for award, the Proposal must contain a response to the PORFP's requested submittals.
 - d. The Purchase Order shall be awarded to the Master Contractor whose proposal is determined to be the most advantageous to the Judiciary, considering price and other evaluation factors set forth in the PORFP.
- 7. Purchases anticipated at \$5,000 or less
 - a. The Procurement Officer, or designee (e.g., Using Unit), shall issue a Request for Quote (RFQ) to each Master Contractors' point-of-contact (POC) for the applicable functional area(s) via the Procurement Portal or email. The RFQ may specify terms and conditions in addition to the terms and conditions of the Contract and this RFP.
 - b. Upon receipt of the RFQ, the Master Contractor shall not correspond with any other Maryland Judiciary Employee about the RFQ, except for the Procurement Officer, or designee, until the final award has been issued. Unauthorized contact with any Judiciary personnel or the Judiciary's contracted consultants may be cause for rejection of the Master Contractor's quote.
 - c. The Master Contractor shall submit their quote in the manner requested in the RFQ. To be considered for award, the quote must contain a response to the RFQ's requested submittals.
 - d. The Purchase Order shall be awarded to the Master Contractor whose proposal is determined to be the most advantageous to the Judiciary.
- 8. The AOC reserves the right to issue a PORFP using the process outlined in Section III.E.1. of this RFP for purchases anticipated at \$5,000 or less.
- 9. The AOC reserves the right to issue a RFQ using the process outlined in Section III.E.2. of this RFP for purchases anticipated at \$25,000 or less.



10. The AOC reserves the right to procure print services outside of this contract if it is determined to be in the best interest of the AOC.
11. The AOC reserves the right to determine if related pieces (e.g., associated with a marketing campaign) may be printed by the same Offeror who was awarded the original project(s).

END OF SECTION III.



SECTION IV. PROPOSAL FORMAT

A. PROPOSAL SUBMISSION

1. Offerors shall submit their Proposal in accordance with the required and optional submittals as defined in Section IV.B of this RFP, and the Procurement Portal. By submitting a response in the Procurement Portal, the submitting individual certifies they are authorized to bind the Offeror to the requirements of this Solicitation, including all addenda.
2. Offerors will be prompted with two (2) choices for which to propose when preparing a submission in the Procurement Portal (i.e., FAI And FAII). Offerors shall select the applicable functional area and the Procurement Portal will generate the required submittals in accordance with Section IV.B (i.e., common items across both functional areas, and items specific to functional areas).

B. PROPOSAL

1. Acknowledgments
 - a. Exceptions to Terms & Conditions: Offeror shall acknowledge any exceptions to the requirements of this RFP, the Contract (Attachment A), or any other attachments on the Procurement Portal. Offerors answering “Yes” shall provide any exceptions as a submittal in the Proposal. Exceptions to terms and conditions may result in having the proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award.
 - b. Addenda Acknowledgement: Offeror shall acknowledge receipt of any addenda on the Procurement Portal. Failure to acknowledge addenda may result in your proposal being found not reasonably susceptible of being selected for award.
2. Proposal Contents
 - a. Common Submittals
 - (1) Transmittal Letter: Prepared on the Offeror’s business stationary and signed by an individual who is authorized to bind the Offeror to the requirements as stated in this RFP, including all addenda.
 - (2) Claim of Confidentiality: Any information which is claimed to be confidential and/or proprietary shall be identified by section, subsection (if applicable), and page number. An explanation for each claim of confidentiality shall be included. The entire Proposal cannot be given a blanket confidentiality designation.
 - (3) Executive Summary: The Offeror shall condense and highlight the contents of the Proposal in an executive summary. In accordance with Section II of this RFP, and only as applicable, the executive summary shall indicate whether the Offeror is the subsidiary of another entity, and if so, whether all information submitted by the Offeror pertains exclusively to the Offeror. If not, the subsidiary Offeror shall include a guarantee of performance from its parent organization as part of its executive summary.
 - (4) Offeror Profile: Offeror shall complete the Offeror Profile Questionnaire included on the Procurement Portal.
 - (5) SFI and/or FSC Certifications: Offerors shall include evidence of SFI and/or FSC certifications (if applicable).
 - (6) Bid/Proposal Affidavit: Offeror shall submit a completed Bid/Proposal Affidavit (Attachment B) and enclose with the Proposal.
 - b. Submittals per Functional Area



- (1) Offeror Technical Response to RFP Requirements: Offerors shall address each RFP requirement (Section III) in the Proposal and describe how its proposed services will meet or exceed those requirements, including how any proposed subcontractor(s) will meet or exceed requirements for the applicable functional area(s). Offeror’s Proposal shall reference the organization and numbering of Sections in the RFP (e.g., “Section III.A.1 Response...”; “Section III.A.2 Response...”, etc.). If the AOC is seeking the Offeror’s agreement to a requirement(s), the Offeror shall state its agreement or disagreement. Any paragraph that responds to a work requirement shall not merely rely on a stated agreement to perform the requested work, but rather, the Offeror shall outline how the Offeror can fulfill the requested tasks in a manner that best meets the AOCs needs.
- i Offerors shall include a comprehensive list of equipment and capabilities.
 - ii Offerors shall include a POC for accepting PORFPs from the Maryland Judiciary including the following:
 - 1. Full name
 - 2. Email address
 - 3. Phone Number
 - iii Offerors proposing for both functional areas shall complete a Technical Response for each functional area.
- (2) Offeror Print Samples: Offerors shall provide at least three (3) recent print samples that demonstrate capabilities on different types of printing projects and overall quality (e.g., scoring, hickeys, saturation, binding, color management).
- i The three (3) print samples shall correspond with the references requested in Section IV.B.2.b.(3). of this RFP.
 - ii Print samples shall correspond to the type of work for the proposed functional area (i.e., Functional Area I or II). Offerors submitting for both functional areas shall provide three (3) samples for each functional area (i.e., total of at least six print samples).
 - iii Print samples shall be packaged (i.e., sealed envelope/package) and labeled with K23-0045-25Q, MJUD Master Contract – Printing Service – Technical Proposal Print Samples.
 - iv Offerors proposing for both functional areas may combine and label print samples for each functional area in one sealed envelope/package.
 - v Print samples shall be sent to the following address:

ATTN: Victoria Nellis
Maryland Judiciary, Administrative Office of the Courts
Department of Procurement, Contract and Grant Administration
187 Harry S. Truman Parkway
Annapolis, MD 21401
 - vi Print samples must be received at the Issuing Office not later than the closing date and time indicated on the solicitation. Offerors shall allow sufficient delivery time to ensure timely receipt by the Procurement Officer. Print samples received after the closing date and time listed in the solicitation will not be considered, and your proposal may be determined to be not reasonably susceptible of being selected for award.
 - vii Print samples will not be returned to the Offeror.
- (3) Offeror Experience/References: Offeror shall complete the Offeror Experience/References Questionnaire included on the Procurement Portal. Experience/References shall include not less than three (3) references, within the past five (5) years, from customers/clients who can document the Offeror’s ability



to provide the goods and/or services specified in this RFP. A reference may not be submitted from an employee of the Maryland Judicial Branch of government.

i Offerors proposing for both functional areas shall complete the Offeror Experience References Questionnaire for each functional area.

- (4) Subcontractors: For all subcontractors that will work on the contract if the Offeror receives an award, including those utilized in meeting the MBE and VSBE subcontracting goal(s) (as applicable), Offeror shall include a full description of the duties each subcontractor will perform and why/how each subcontractor was deemed the most qualified for this project.

END OF SECTION IV.



SECTION V. EVALUATION PROCEDURE

A. EVALUATION COMMITTEE

1. Evaluation of the proposals will be performed by a committee established for the purpose of analyzing the proposals based on the evaluation criteria set forth below. The Evaluation Committee will provide input to the Procurement Officer after reviewing proposals, participating in oral presentations and discussions, and any other activities relative to this RFP.
2. The AOC reserves the right to utilize the services of individuals outside of the established Evaluation Committee for advice and assistance, as deemed appropriate by the Procurement Officer.

B. PROPOSAL CRITERIA

The criteria to be applied to each Proposal for each functional area are listed in descending order of importance. Unless stated otherwise, any sub-criteria within each criterion have equal weight.

1. Extent to which the Offeror's equipment, capabilities, and print samples demonstrate their ability to provide the requested services outlined in Section III;
2. Extent to which the Offeror's experience and references demonstrate their ability to provide the requested services outlined in Section III; and,
3. Extent to which the Offeror's technical response demonstrates their ability to provide the requested services outlined in Section III.

The AOC prefers the Offeror's Proposal to illustrate a comprehensive understanding of work requirements and mastery of the subject matter, including an explanation of how the work will be performed. Proposals which include limited responses to work requirements such as "concur" or "will comply" will receive a lower ranking than Proposals that demonstrate an understanding of the work requirements and include plans to meet or exceed requirements.

C. SELECTION PROCEDURES

1. The Procurement Officer shall initially review for compliance with the RFP requirements. Failure to comply with RFP requirements may result in a proposal being classified as not reasonably susceptible of being selected for award.
 - a. Minor irregularities in proposals that are immaterial or inconsequential in nature may be cured or waived whenever it is determined to be in the AOCs best interest.
 - b. The Procurement Officer will determine that the MBE Forms are included and are properly completed (as applicable) and determine that the VSBE Forms are included and are properly completed (as applicable).
2. Selection Procedures:
 - a. Proposals are evaluated for technical merit and ranked. During this review, oral presentations, interviews, and discussions may be held. The purpose of such discussions shall be to assure a full understanding of the AOCs requirements and the Offeror's ability to perform, and to facilitate understanding of the Contract that shall be most advantageous to the AOC.
 - (1) At the discretion of the Procurement Officer, following the recommendation of the Evaluation Committee, a shortlist of Offerors may be established during the evaluation. Only shortlisted Offerors would continue in the evaluation process; Offerors not shortlisted shall be so advised.
 - (2) Offerors must confirm in writing any substantive oral clarifications of, or changes in, their Proposal made during discussions. Any such written clarifications or changes become part of the Offeror's Proposal.
 - (3) The AOC may require any Offeror to furnish additional information regarding past performance, financial capacity, technical expertise, or other qualifications bearing on the performance of the contract and reserves the right to consider any information



otherwise available, or to make such additional investigations as it deems necessary to confirm the Offeror is reasonably susceptible of being selected for award.

- b. When in the best interest of the AOC, the Procurement Officer may permit remaining Offerors to revise their initial proposals and submit, in writing, Best and Final Offers (BAFOs). The AOC may make award without issuing a request for a BAFO.
3. Recommendation for Award
- a. Upon completion of the Proposal evaluations and rankings, an overall ranking will be designated to each Offeror.
 - b. The Procurement Officer will recommend award of the Contract to the Offeror that submitted the proposal determined to be the most advantageous to the AOC.

D. DEBRIEFING

Unsuccessful Offerors may request a debriefing. If the Offeror chooses to do so, the request must be submitted in writing to the Procurement Officer within fourteen (14) calendar days from the date they are notified their proposal was unsuccessful. Debriefings shall be limited to discussion of the specific Offeror's proposal only and shall not include a discussion of a competing Offeror's proposal. Debriefings shall be provided within thirty (30) calendar days of the award notification date.

END OF SECTION V.





Attachment 1 – District Court Printing Type & Historical Usage

Two-Part Snap out Forms, All White Paper Stock, 8 1/2 x 11 5/8

Form Number	Last Amount Ordered	Date Ordered
DC-032	2,000	10/24/2018
CC-DC-CR-009	5,000	11/16/2015

Two-Part Snap out Forms, White & Color Paper Stock, 8 1/2 x 11 5/8

Form Number	Last Amount Ordered	Date Ordered
CC-DCA-087	30,000	02/16/2018
CC-DC-CR-011	5,000	12/05/2019
CC-DC-CR-070	20,000	06/25/2020
DC-CR-100	10,000	06/23/2022
DC-CR-100SP	15,000	06/27/2017
DC-CV-010	5,000	10/10/2019
DC-CV-011	3,000	03/28/2017

Two-Part Snap out Forms, White & Color Paper Stock, 8 1/2 x 7 1/8

Form Number	Last Amount Ordered	Date Ordered
DCA-079	10,000	06/23/2022

Two-Part Snap out Forms, White & Color Paper Stock, 6 3/4 x 4

Form Number	Last Amount Ordered	Date Ordered
DC-CV-014	5,000	12/15/2021

Three-Part Snap out Forms, All White Paper Stock, 8 1/2 x 11 5/8

Form Number	Last Amount Ordered	Date Ordered
CC-DC-CR-015	30,000	11/16/2021
CC-DC-011	10,000	06/22/2022
CC-DC-027	10,000	05/16/2019
CC-DC-CR-013	30,000	11/13/2015
CC-DC-CR-020	5,000	03/23/2018
CC-DC-CR-028	20,000	06/23/2022
CC-DC-CR-028A	15,000	06/04/2021
CC-DC-CV-032	10,000	03/18/2021
DC-002	50,000	05/19/2022
DC-004	100,000	11/16/2015
DC-026 (MDEC)	100,000	10/27/2021
DC-028A	5,000	04/01/2015
DCA-022	5,000	08/23/2012
DC-CR-095	5,000	03/28/2022
DC-CV-115	5,000	08/03/2020
DC-CV-031	20,000	02/09/2015
DC-CV-033	10,000	11/04/2018

Three-Part Snap out Forms, White & Color Paper Stock, 8 1/2 x 11 5/8

Form Number	Last Amount Ordered	Date Ordered
DCA-033	2,500	06/11/2019
ADR-003	1,000	11/06/2019
ADR-003M	5,000	03/14/2022
ADR-003M-BLS	1,000	10/21/2019
ADR-003SC-BLS	1,000	10/21/2019
ADR-004	2,000	10/21/2019
CC-DC-096	5,000	08/08/2017
CC-DC-CR-012	20,000	04/11/2017
CC-DC-CR-041	10,000	09/26/2014
DC-021	4,000	10/28/2021
DC-045	5,000	12/13/2021
DCA-020	10,000	04/11/2017
DCA-035	7,500	08/25/2020
DCA-101	10,000	06/22/2022
DCA-123	25,000	07/19/2014
DC-CR-007	10,000	05/11/2015
DC-CR-022	5,000	02/04/2016
DC-CR-038	4,000	06/21/2018
DC-CR-143	20,000	04/11/2017
DC-CR-144	20,000	04/11/2017
DC-CR-145	15,000	01/06/2017
DC-CV-002B	20,000	12/29/2021
DC-CV-089	10,000	05/19/2022
DC-CV-109	5,000	10/17/2019
HDQ-103	2,000	04/06/2018

Three-Part Snap out Forms, White & Color Paper Stock, 4 1/4 X 9 1/4 (book format)

Form Number	Last Amount Ordered	Date Ordered
DC-CR-092	8,000 (160 BOOKS)	08/24/2022

Four-Part Snap out Forms, All White Paper Stock, 8 1/2 x 11 5/8

Form Number	Last Amount Ordered	Date Ordered
DC-CV-043	2,000	04/16/2015
DC-CV-041A	5,000	12/22/2014
DC-CV-106	20,000	08/26/2021
DC-CV-041A	10,000	12/22/2014
DC-CV-043A	1,000	03/03/2011
DC-CV-004	3,000	11/16/2018
DC-CV-001	50,000	06/22/2022
DC-CR-095	30,000	07/12/2022
DC-CR-016	5,000	05/11/2016
DC-CR-021	10,000	03/24/2021
CC-DC-CR-136	30,000	05/15/2015
CC-DC-CR-083	15,000	07/23/2019



CC-DC-CR-084	60,000	06/01/2015
CC-DC-CR-042	50,000	05/15/2015
CC-DC-084	5,000	10/16/2019

Four-Part Snap out Forms, White & Color Paper Stock, 8 1/2 x 11 5/8

Form Number	Last Amount Ordered	Date Ordered
DC-CV-030	10,000	10/20/2021
DC-CR-098	5,000	06/01/2015
DCA-106	10,000	02/25/2022
DC-042	5,000	12/13/2021
DC-038	5,000	02/11/2015
CC-DC-CR-116	2,000	09/25/2015
CC-DC-CR-072B	15,000	08/26/2021
CC-DC-CR-072A	20,000	06/22/2022
CC-DC-CR-019	5,000	07/25/2019
CC-DC-CR-008	10,000	10/17/2019
CC-DC-CR-142B	30,000	03/29/2022

Four-Part Snap out Forms, White & Color Paper Stock, 5 11/16 X 6 7/8 (book format)

Form Number	Last Amount Ordered	Date Ordered
DCA-001	10,000 (200 BOOKS)	07/10/2020

Four-Part Snap out Forms, White & Color Paper Stock, 5 X 9 (book format)

Form Number	Last Amount Ordered	Date Ordered
DC-CR-045	100,000 (4,000 BOOKS)	12/10/2021

Five-Part Snap out Forms, All White Paper Stock, 8 1/2 x 11 5/8

Form Number	Last Amount Ordered	Date Ordered
DC-CV-060	30,000	11/16/2021
DC-CV-061	50,000	12/11/2020
DC-CV-040	10,000	08/24/2022
DC-CR-037	5,000	11/12/2015
DC-CR-085	15,000	06/01/2021
CC-DC-026 (MDEC)	20,000	05/03/2022
CC-DC-015	1,500	10/21/2019

Five-Part Snap out Forms, White & Color Paper Stock, 8 1/2 x 11 5/8

Form Number	Last Amount Ordered	Date Ordered
DC-CR-044	5,000	12/09/2020
DC-CR-044A	5,000	12/09/2020
DC-CR-031	5,000	03/05/2019
DC-CR-030	5,000	03/10/2022
DC-CR-005	7,500	06/04/2021
DC-CR-003A	20,000	06/27/2017
DC-CR-002A	50,000	10/19/2017
DC-CR-001A	30,000	03/17/2021



DC-CR-001	100,000	12/14/2020
DCA-040A	10,000	12/29/2021
DCA-040	10,000	12/29/2021
DCA-027	10,000	12/13/2021
DCA-034	10,000	12/29/2021
CC-DC-CR-148	5,000	08/03/2020
CC-DC-CR-075	3,000	02/16/2018
CC-DC-CR-078	15,000	06/24/2020
CC-DC-CR-114	5,000	11/06/2015
CC-DC-CR-142A	30,000	03/29/2022
DC-CR-002	40,000	12/10/2021
DC-CR-003A	30,000	10/19/2017
DC-CR-030A	5,000	03/29/2022
DC-CR-115	30,000	11/21/2018
DC-CR-097	15,000	07/06/2017

Five-Part Snap out Forms, White & Color Paper Stock, 5 X 9 (book format)

Form Number	Last Amount Ordered	Date Ordered
DR-049	500,000 (20,000 BOOKS)	06/20/2022

Five-Part Snap out Forms, White & Color Paper Stock, 6 X 21 / 5 1/2 x 10 5/8 (book format)

Form Number	Last Amount Ordered	Date Ordered
DC-028	125,000 (5,000 BOOKS)	05/03/2022

Six-Part Snap out Forms, All White Paper Stock, 8 1/2 x 11 5/8

Form Number	Last Amount Ordered	Date Ordered
DC-CV-065	30,000	11/16/2021

Six-Part Snap out Forms, White & Color Paper Stock, 8 1/2 x 11 5/8

Form Number	Last Amount Ordered	Date Ordered
DC-007	30,000	10/01/2015
DCA-063	10,000	03/22/2022
DC-CV-002	25,000	07/29/2021
DC-CV-082MH	20,000	07/29/2021
DC-CV-082	50,000	05/26/2022
DC-CV-081	50,000	06/28/2022
DC-CV-085	10,000	05/16/2019

Kraft Envelope, 9 x 12 #28 w/ Clasp

Form Number	Last Amount Ordered	Date Ordered
DC-CV-013	25,000	05/16/2019
TPC-002	25,000	03/26/2018

Kraft Envelope, 6 x 9 #28 w/ Clasp

Form Number	Last Amount Ordered	Date Ordered
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TPC-001	25,000	03/27/2018
Whse. #5089 (Light Blue)	25,000	06/20/2018

Kraft Envelope, 7 1/2 x 10 #28 w/ Clasp

Form Number	Last Amount Ordered	Date Ordered
5015A	25,000	12/13/2021

Kraft Envelope, 8 3/4 x 11 1/2 #28 w/ Clasp

Form Number	Last Amount Ordered	Date Ordered
5015B	25,000	12/13/2021

BI-Fold Two Color Brochure, 7 X 8 1/2, 70#, Offset, White Paper Stock

Form Number	Last Amount Ordered	Date Ordered
DCA-027BR	5,000	12/10/2022
DCA-027BRSP	5,000	09/25/2015

Tri-Fold Two Color Brochure, 8 1/2 x 11, 70# White Paper Stock

Form Number	Last Amount Ordered	Date Ordered
CC-DC-080BR	10,000	04/12/2017
CC-DC-080BRF	20,000	11/25/2015
CC-DC-080BRR	20,000	12/18/2015
CC-DC-080BRSP	10,000	06/21/2013
CC-DC-081BR	10,000	06/01/2015
DC-044BR	5,000	12/10/2021
DC-044BRSP	10,000	05/31/2012
DC-099BR	20,000	05/09/2022
DC-CR-001BR	20,000	06/25/2020
DC-CR-001BRSP	20,000	05/10/2022
DC-ERPO-001BR	10,000	05/10/2022

Quad-Fold Two Color Brochure, 8 1/2 x 14, 70#, Offset, White Paper Stock

Form Number	Last Amount Ordered	Date Ordered
CC-DC-CR-072BR	30,000	09/01/2022
DC-CV-082BRSP	20,000	05/16/2016
DC-CV-082TBR	79,000	06/30/2021
DC-CV-004BR	20,000	05/10/2022
DC-CR-002BRS	50,000	07/12/2017
DC-CR-002BRS	250,000	04/25/2019
CC-DC-DV-PO-001BR	50,000	06/14/2022
DC-CV-082BR	79,000	06/30/2021
DC-CV-065BR	100,000	03/24/2022
DC-CV-001DBR	50,000	09/03/2021
CC-DC-DV-PO-001BRS	10,000	09/25/2020

Booklet Two Color Brochure, 8 1/2 x 14 (flat size), 70#, Scored, Folded, and Saddle-stitched to finish size of 8 1/2 x 7, White Paper Stock



Form Number	Last Amount Ordered	Date Ordered
DC-CV-001BR	10,000	07/29/2021
DC-CV-001BRSP	10,000	08/09/2022
DC-CV-060BR	5,000	12/10/2021

Booklet Two Color Brochure, 8 1/2 x 10 (flat size), 20#, Scored, Folded, and Saddle-stitched to finish size of 8 1/2 x 5, Color Paper Stock

Form Number	Last Amount Ordered	Date Ordered
DC-CR-090	24,759	05/13/2022

Label, 8 1/2 x 11, 50#, Die-Cut, Liner Adhesive; Permanent, Acrylic Adhesive

Form Number	Last Amount Ordered	Date Ordered
5090	200,000	12/10/2021

Label, 6 3/8 x 5, 50#, Die-Cut, Liner Adhesive; Permanent, Acrylic Adhesive

Form Number	Last Amount Ordered	Date Ordered
DC-CR-070L	30,000	08/24/2022

Label, 8 x 5 1/2, 50#, Die-Cut, Liner Adhesive; Permanent, Acrylic Adhesive

Form Number	Last Amount Ordered	Date Ordered
DC-CR-091	20,000	05/12/2016

Receipt, 8 1/2 x 11, 20# White Paper Stock

Form Number	Last Amount Ordered	Date Ordered
DCA-098	300,000	09/01/2022

Receipt, 3 1/8 x 273', 7/16 Core Size, Thermal Paper for Thermal Printer Epson TM-H6000iii

Form Number	Last Amount Ordered	Date Ordered
DCA-122	10,000 rolls	05/29/2015





Attachment 2 – GRPA Printing Usage

- A. Judiciary annual report, a larger printed report, <https://online.flippingbook.com/view/823016899/>
- B. Judicial Council annual report, a small blue printed report, <https://online.flippingbook.com/view/822300319/>
- C. Posters and flyers (i.e., MDEC, COVID-19, Emergency Preparedness, Public Perception Survey, Constitution Day, Law Day, etc., as needed). We get requests for posters or flyers from multiple departments throughout the year.
- D. Brochures or booklets (i.e., MDEC, Access to Justice, Grand Jury booklet, drug court brochures, subject matter brochures or flyers from departments, etc.).
- E. Welcome card – This is a 5x7 card that is packaged with a gift for new employees to the MJC campus buildings.
- F. Resolutions/Proclamations – These are occasionally requested by the chief judge’s office.
- G. Invitations and Save-the-Dates – These are for events such as drug court graduations, self-help center grand openings, or other Judiciary special events.
- H. Programs – The most recent example is the portrait unveiling for Chief Judge Barbera.
- I. Printing of Judiciary branded gifts/giveaways for community and special events.
- J. Large banners for Judiciary events.
- K. Retractable vertical banners for use at events.
- L. Tradeshow displays in floor model size or table-top display size.



Attachment 3 – Access to Justice Usage

- A. Posters**
 - 1. Recurring need for Court Help Center posters. Typically purchase 25-50 at a time, and they are flat posters or coroplast backed posters of the same type.

- B. Brochures**
 - 1. Recurring need in large quantities (e.g., 15,000, 25,000). Typically order more when changes in the law required the information in the brochures to be revised.

- C. Pocket Cards (displayed with flyers)**
 - 1. As-needed basis (e.g., 6k in 2021, 15k in 2019, 40k in 2017)

- D. Event Posters for Conferences and Grand Openings**

- E. High Quality Flyers & Short Guides**

- F. Bench Cards (with referral information)**

- G. Booklets and Reports**

- H. Other promotional materials, like bumper stickers and mousepads**



Attachment 4 – Judicial College Usage

- A. ICM programs, invitations, brochures – every two years
- B. Leadership Conference materials – yearly
- C. PBE brochures and certificates – as needed, likely quarterly
- D. Course catalog flyers, trifold, postcards – twice a year
- E. 5-Star Customer Service brochures – yearly, and as needed
- F. College stationery – as needed
- G. Faculty Banquet invitations – yearly
- H. Volunteer Appreciation postcards – yearly
- I. Faculty cards – as needed