



ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
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Questions/Responses No. 1 to the Request for Proposal (RFP) K15-0034-28

Integrated Library System for Maryland State Law Library

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 who received the RFP. The statements and interpretations contained in the following responses to questions are not binding to 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.

1. Question: Will you be able to provide a start date for this project?

Response: The estimated start date is late April to early May.

2. Question: If a vendor is included in more than one vendor's submission as a subcontractor, is that considered a multiple or alternate proposal for that subcontractor?

Response: No, it is not. The prime submits the proposal, not the subcontractor.

3. Question: Would pre-proposal conference attendees be required to participate in person at your location, or will a conference call be established to allow others to dial in as well?

Response: A conference call will not be established.

4. Question: May we submit our own price proposal in lieu of Attachment D?

Response: No, Please use Attachment D to submit pricing.

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5. Question: Page 13 states that the library has 103,287 bibliographic records, but 400,000 print volumes. Can you please clarify the number of print records you wish to migrate to the new system?

Response: All of the bibliographic records, including all of the print records should be migrated to the new system.

6. Question: Does the library currently use e-books, and if so, how many e-book records do you have?

Response: The definition of e-book is very fluid. According to SerialSolutions we have 8,867 eBooks. This includes records from the Making of Modern Law and Nolo Books Databases, and non-journal titles in Hein Online.

7. Question: Does the library use electronic journals, and if so, how many unique, reduplicated electronic journals do you have?

Response: The Maryland State Law Library has 3,593 unique titles. They are available through SerialSolutions.

<http://bz4um2dj9y.search.serialssolutions.com/>

8. Question: Section 2.1.6, states, “the selected system must be sufficiently robust to support an expansion to ‘branch’ libraries at a later time”. Do you have an estimate as to when this expansion might take place? Is the expectation that this expansion may entail additional costs beyond the fixed price required in this RFP?

Response: The expansion will likely be in the first few years. Please do not include cost for the expansion in your pricing. Expansions will be priced by contract modification.

9. Question: Page 18, section 3.2.2 requires an “unbound” original of the Technical Proposal. Is this the “package” described in 3.3.1 and 3.4.2? Is this required only for the technical proposal? Does this mean that vendors are effectively submitting two copies of the technical proposal, one bound and one unbound? Please clarify, perhaps in a list format, the physical requirements for each proposal type.

Response: The package described in sections 3.3.1 and 3.4.2 are the proposals being submitted. This RFP requires two packages. The first package is Volume I-Technical Proposal. This should include the unbound technical proposal with an electronic version of your Technical Proposal (CD). The second package is Volume II-Financial Proposal. This package should include Attachment D and an electronic version of your Financial Proposal (CD). A bound version of neither your Technical nor your Financial proposal is required.

See section 3.4 for a list format of the requirements for the Technical Proposal.

10. Question: Section 2.4 describes an extensive background check procedure. If vendors do their own background check, will this suffice?

Response: It is recommended vendors perform a background check prior to submission of their proposal to prevent an otherwise successful proposal from being disqualified. Whether or not vendors perform a background check, the AOC will conduct a background check for on-premise personnel assigned to this contract only.

11. Question: Section 2.2.2 requires vendors to comply with “all applicable laws, regulations, policies, standards, and guidelines affecting information technology projects”, and goes on to list several such resources such as “included, but not limited to”. May we receive a link to the requirements with which vendors are expected to comply?

Response: <http://courtnet/jis/policies.html>

12. Question: Are you looking for a solution that you host on site or one that is off-site, hosted by the vendor? If on-site, will you purchase servers yourself or from the vendor?

Response: The solution should be hosted off-site by the vendor.

13. Questions: May we receive a Word copy of the RFP? Or at least, a Word copy of Attachment G, to facilitate our response?

Response: A word copy of Attachment G will be posted on eMaryland MarketPlace and the AOC’s Procurement site.