



ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

Questions/Responses No. 1 to the

Request for Proposals (RFP) K18-0023-25I

Department of Juvenile and Family Services Guardian Video

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by the procurement officer 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.

1. **Question:** What is the expected contract award date?

Response: Cannot confirm at this time.

2. **Question:** The delivery date of five topics by November 15, 2017 is a short amount of time to produce approximately 30 minutes of original content. More than the creative process—based on our experience—the review process can be very time consuming. Considering end of year holidays—whereas key stake holders may not be available—Take One feels January 30th, would be a more realistic target date. If November 15th is a mandatory delivery date Take One would elect not to bid. Providing a delivery date of January 30, 2018 is acceptable for five topics we have the following questions:

Response: This can be discussed during Pre-proposal Conference. There are really only two topics/videos we must have by this delivery date (which is also flexible). One script is less than 15 minutes and the other is less than 10. The rest of the video clips can be delivered at a later date.

3. **Question:** Scripting: Are there any written materials used by Maryland Judiciary for these topics which can be used as the basis for creating the scripts for these videos? Will MD Judiciary provide an outline for each topic? Will MD Judiciary provide a subject matter expert at scripting phase? (SME) Will the script writer have a dedicated point-of-contact to review scripts in a timely manner?
Response: We will provide scripts for all topics (and are open to suggestions for improvement). Most are drafted and under review by the subject matter experts. SMEs and a dedicated point of contact will be available.
4. **Question:** On-camera, voice-over talent, location, and producer(s): Is there a requirement for on-camera talent which could include an on-camera narrator, interviews with clients/state personnel, actors performing role-play, non-professional actors/extras, and/or talent for b-roll.
Response: This is a point of discussion. We can tap into non-professional narrators, and actors, but we are open to recommendations from the vendor about on-camera or voice-over talent.
5. **Question:** Is the contractor expected to supply all roles required? If so, please provide approximate scenarios in which talent would be required and the quantity and type, as mentioned above—per video. If actors are employed—could the same actors be featured in more than one topic?
Response: See prior comment. This is an area for discussion. We can provide some talent but are open to other roles. If actors are employed, yes they can be featured in more than one topic.
6. **Question:** Will any non-professional actors/extras be supplied?
Response: Yes, as needed.
7. **Question:** Will the Maryland Judiciary supply any locations?
Response: Yes, as needed.
8. **Question:** What type of opportunities to shoot b-roll will be available?
Response: This is a point for discussion. We can help identify locations and help with making any necessary arrangements. We can also provide access to in-house b-roll.
9. **Question:** Is there a requirement to shoot within the State’s various offices, and if so where are they located?
Response: This is a point for discussion. We will likely keep any on-site shoots concentrated in or around Annapolis, Maryland.
10. **Question:** If shooting within a guardian’s home, is there any indications of where they would be located?
Response: Not needed

11. **Question:** Is the use of stock footage for some scenes an option?
Response: Yes. We can also provide access to in-house stock footage.
12. **Question:** Will there be a need for voice-over talent in addition to on-camera talent/interviews?
Response: Yes.
13. **Question:** Will MD Judiciary provide a subject matter expert (SME) on-location?
Response: Yes.
14. **Question:** Will other MD Judiciary stake holders be on-site during shooting to approve shots and content?
Response: Yes.
15. **Question:** Payment Schedule: Typically, payments are tied to completion of tasks, leading to the final deliverable. Below is a typical payment schedule. These would apply to both production cycles of 5 topics. Is this acceptable to Maryland Judiciary? After completion of script, Completion of shooting, Completion of first draft of set of five videos, Approval of set of 5 videos.
Response: No, not acceptable
16. **Question:** Is it possible to conference into the Pre-Proposal Conference on September 6th, 2017 10:00AM? Or should a representative be present in person?
Response: A representative should be present. Attendance of the Pre-Proposal Conference is public information and will be posted on line.
17. **Question:** Also are past RFP submission public record? If so, we would like to review a past submission for formatting purposes. Will we be able to see documentation or have access to the MOCO guardianship video?
Response: Access to the ATJ FY16 Procurement Grant for the Montgomery County Guardianship project is not available. The Administrative Office of the Courts had no involvement with the Montgomery County Guardianship Video nor do we have any past RFP on file for this type of project. A PIA request would have to be submitted to Montgomery County for additional information.
18. **Question:** The County Bar has retention on reference / do we?
Response: See pending requirements in Section 3.4.5.3 of the RFP.
19. **Question:** Do we have any written scripts?
Response: Yes, will post online.
20. **Question:** Any role playing
Response: No.

21. **Question:** How many Videos?
Response: 11 scripts, 60 minute videos, PR piece on remaining time of the video.
22. **Question:** The people who are being interview are they located in Annapolis?
Response: Yes, Annapolis, Maryland, and DC. We will schedule back to back interviews.
23. **Question:** Could subject matter be narrated?
Response: Yes, this can be an option.
24. **Question:** Do you want to own the rights to all videos produced?
Response: Yes, The Maryland Judiciary will own the rights to all videos produced under this contract for use at its discretion.
25. **Question:** Do we have still shots or videos. Any pre-existing footage, and can we use the courtroom logo?
Response: Yes, a link to court videos will be posted online under Addendum #1. The video should start and end with the courtroom logos.
26. **Question:** Would you been interested in 2 videos one in English and one in Spanish?
Response: Yes, this can be an option.
27. **Question:** Are you flexible on the dates for the first five topics that needs to be completed on or before November 15, 2017?
Response: Yes, but would like to have the Ethics-Attorney and Orientation videos completed by December 1st, 2017.

Issued by: April Molley
Procurement Officer
September 7, 2017