



ADMINISTRATIVE OFFICE OF THE COURTS

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

Questions/Responses No. 3 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.

- Question:** Is there a portal for the RFP that also houses the scripts and video links that you talked about? Where is it, I could not find it on the RFP or website.
Response: [Check the Bids page where this appears under the solicitation tab - http://mdcourts.gov/procurement/bids.html.](http://mdcourts.gov/procurement/bids.html)
- Question:** How do the electronic proposals get submitted?
Response: [Please read section 1.9, page 8 on the RFP regarding electronic proposals.](#)
- Question:** Please clarify the payment terms for the deliverables (i.e., the videos). I understand from the current Q&A amendments that you will not accept progress invoices (e.g., completion of scripting, completion of video shoot, completion of post-production), but can we invoice as each completed video is delivered or are you asking we invoice only once when all videos are completed and delivered?
Response: [Yes, this is correct. Per the requestors they are not interested in doing a deliverable payment schedule on this project at this time. However; please note at any point during this active procurement, it is possible that a contract modification could be issued to reflect some sort of deliverable payment schedule pending that request from the requestor.](#)
- Question:** Are Attachments G (Authorization of Release of Information) and H (Security Clearance) required with submission of the proposal?
Response: [No, not required with the submission of the proposal. See further clarification under section 3.4.5.6 Required Affidavits, Schedules and Documents to be submitted by Offerors in the Technical Proposal.](#)

5. **Question:** If I understand correctly, the EFT Registration Form should only be filled out by the selected offeror?

Response: No, not only for the selected offerors. By submitting a response to this solicitation, the Offerors agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption.

Issued by: April Molley
Procurement Officer
September 15, 2017