



**ADMINISTRATIVE OFFICE OF THE COURTS
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Questions/Responses #1**

RFP Project - Maryland State Law Library Digitization Project

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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 on the Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. I found that we responded to an almost exact RFP last year FY2010. Can you provide a copy of the Contract Award for that RFP?

Response: Lexis Nexis - \$10,350.00

2. What type of binding is used on most of the publications, ie, comb, spiral, web, velo, case bound hard cover books?

Response: About 75% are hard bound, the rest are a combination of comb, spiral & paperback. The materials are available for inspection.

3. Are the only metadata fields; Document Title, Author, Copyright Status, Copyright Statement?

Response: Yes, a sample spreadsheet is below. Copyright status of Unknown for all documents.

Date Sent	Comments	Box #	RECORD #	TITLE	Author	Copyright Statement
5/13/10		1	b10317983	State of Maryland minority business utilization study / Cooper & Lybrand.		This work may be copyrighted or have other restrictions on use. Please contact your librarian if you have questions on the uses of this material.

4. In the screenshot in the RFP, is the Copyright Statement metadata to be inserted into the Copyright Notice metadata field?

Response: Yes.

5. In the metadata namespaces supported by PDF, ie, XMP and Dublin Core, is it your expectation that any of the other schema values be populated with data?

Response: No.

6. Would it be possible to get a sample spreadsheet so we can see what the metadata looks like?

Response: Please see below.

Date Sent	Comments	Box #	RECORD #	TITLE	Author	Copyright Statement
5/13/10		1	b10317983	State of Maryland minority business utilization study / Cooper & Lybrand.		This work may be copyrighted or have other restrictions on use. Please contact your librarian if you have questions on the uses of this material.

7. We see that the contract is designed for 100 publications per month for 4 months. If the vendor can do the conversion on a single batch faster than 30 days, would it be possible to arrange a pick-up of another batch before the 30 days elapses?

Response: Yes, but at the discretion of the Library staff. The processing on the Library's side is dependent on other operational priorities.

8. Are these documents located at the library in Annapolis, MD? How much lead time do you require for someone to come and review the documents?

Response: Yes they are located at the library in Annapolis. Usually one day.

9. Is it possible for you to either give me that information or (better) if you can email me a picture of the binding.

Response: Binding size varies. Approximately 75% are bound, and they vary in size, but only 30-40 volumes are over 2 inches in thickness. The materials are available for inspection.

10. Can questions, if any, also be referred to you anytime before the bids are due?

Response: Yes, every effort will be made to post a response, however it is not guaranteed.

11. I am in receipt of the RFP for scanning services for MSLL. Unfortunately, my schedule does not permit to come examine the material; but I would like to know what type of binding is used for the publications.

Response: About 75% are hard bound, the rest are a combination of comb, spiral & paperback. The materials are available for inspection.

12. Do any of the books contain pockets, tabs or fold out maps/pages?

Response: There may be some fold-outs, but the number would be minimal, fewer than 10 volumes.

13. The hard bound books can be rebound using the original front/back/spine however on the paper back books, the original spine is not usable. How do you want the paper back books rebound? We can use the original front and backs and use a new blank spine. Is this acceptable?

Response: Yes.

14. Can you provide any estimate on the number and thickness of the bound books? To do the job correctly, there is a fair amount of labor and there is more labor as the books increase in thickness.

Response: Approximately 75% are bound, and they vary in size, but only 30-40 volumes are over 2 inches in thickness. The materials are available for inspection.

15. Question: on page 3, PDF Metadata, what is the screen shot of? XMP, will this be provided so there is system compatibility?

Response: This is a screenshot of one of the "Document Properties" tools available in Adobe Acrobat Professional.

16 My company provides the next generation of document scanning & management services via Cloud computing. I would like to schedule a meeting with you to demonstrate how our system works and to evaluate the project.

Response: It has yet to be determined if oral presentations are necessary.