

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP)**

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$25,000.00.

1.0 Background

The Administrative Office of the Courts (AOC) oversees and implements court policies established by the Chief Judge, the Court of Appeals, and the General Assembly. Its responsibilities include personnel administration, preparation and administration of the Judiciary budget, planning, research, and court support personnel.

1.1 Scope of Work

The Maryland Judiciary's State Board of Law Examiners is soliciting competitive proposals for Kodak (or equivalent) High and Low Volume Document Scanners with annual maintenance services, desktop software for document imaging and scanning. As well as installation, training, and project set-up. One intermediate storage server of scanned documents and images.

1. Summary Statement:

The Maryland Judiciary Administrative Office of the Courts (AOC) is seeking proposals from prospective offerors to provide a scanning solution to the State Board of Law Examiners (SBLE). This solution will be to provide a mechanism for the administrative staff to attach supporting documentation to an applicant's petition to sit for the Bar examination.

2. Background:

The SBLE has provided an on-line web application system to afford the applicants a means to electronically request a seat for the Maryland Bar examination and electronically store vital information relative to each applicant. These applications require vast amounts of supporting documentation that must be delivered on paper for review and further inquiry. Currently, these documents are mailed to the persons responsible for review and certification of good character (Character and Fitness Committee). Members of the Character and Fitness Committee (Committee) are independent from the SBLE and located throughout the State of Maryland. On occasion, the paper applications sent to Committee members have been lost, damaged or compromised through the US Postal Service or while being shuttled between Committee Members. By scanning the documents, the electronic copies can be transmitted to the Committee Members without the inherent dangers of paper documents. The dissemination of the electronic documents is not part of this SOW.

To fulfill the scanning requirements both a scan and verification station are desired. The scan station will consist of a production scanner, a high definition monitor, and the disk capacity to retain 40,000 documents, a keyboard and a mouse. The verification unit will

consist of a low volume scanner, a high definition monitor, keyboard and mouse, disk capacity will be the same as the scan station. A software program to control; both scanners, review and batch scanned images is also required. OCR is not required in this SOW. The software must have the ability to recognize bar codes as separators and be a means to attach documents to a database index.

3. Software Requirements:

The system control software will be “off-the-shelf” software and be generally available. The software will; initiate the scanning process, index the images, image process, bar code recognition, and quality control. Please note OCR is not currently a requirement although the off the shelf software product may provide this capability. It is expected that the software will create “.pdf“ or “.jpg” files as output of the scan and image process.

The successful vendor will install and configure the COTS software package. This will include training and demonstration for the SBLE staff.

A second station will be configured to accomplish quality control. This station will have the ability utilizing a second license of the COTS software package to review the image quality and replace an image that is unacceptable with a newly scanned one.

The software package should provide an easy way to initiate the scanning process. Once the images are scanned the verification or Quality control process should be able to be performed on either station. Once the images are accepted they will be stored for transmission to the eBar system. This transmission will be scheduled and should not be considered a segment of the system control software, but a direction the data will follow.

4. Hardware Requirements:

The scan station scanner will be a Kodak 1440 scanner or equal.

- 75 Pages per minute color and black and white
- 150 Images per minute color and black and white
- Up to 15,000 pages per day volume
- 150 sheet maximum paper capacity

The quality control station will be a Kodak Scanmate 1120 scanner or equal.

- 20 Pages per minute color and black and white
- Up to 1,000 pages per day volume
- 50 sheet maximum paper capacity

The scan and QC workstation will be provided by the successful vendor and will be optimized to gain the maximum performance from the scanners and the applications. The workstations must run Microsoft Windows 7 and have Active Directory installed. The workstations will be connected to the Judicial Information Systems network and must have Antivirus installed. The workstations will be considered part of the overall system. The following are also required for the workstation software:

- Microsoft .NET Framework Version 3.5 SP1
- Windows Installer Version 3.1 or later
- Current processor technology (not older than 4 years)
- 4GB RAM
- 80GB hard disk space
- 1024 x 768 minimum screen resolution

24 inch flat screen monitor

5. Services:

The successful vendor will provide system installation and configuration services for both workstations:

Workstation installation, setup and configuration

Scanner setup, installation and configuration

COTS control software installation, configuration

COTS control software testing, staff training and system demonstration

The vendor will provide on-going remedial bug fixes and provide a service number for the first year of system operation. Once the system has been accepted by SBLE a service contract will be offered for the complete system.

1.2 Contract Type

Fixed Price.

1.3 Contract Term

One (1) year.

1.4 Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Kevin Jones, Procurement Specialist
Maryland Judiciary, Administrative Office of the Courts
Telephone: 410-260-1411
Email: kevin.jones@mdcourts.gov

1.5 Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted.

- Volume I – Technical proposals must not exceed five (5) pages in length (excluding attachments). Volume I must include a written response to the Scope of Work that demonstrates the Offeror’s capabilities and experience in providing the required services.
- Volume II – Price proposals must include the fully loaded fixed price for the goods/services proposed using Attachment A (Price Proposal Form).

Form of Response for Volume I and Volume II shall be sent to the Procurement Officer via email per Section 1.4.

1.6 Proposal Closing Date

All proposals must be received by the Procurement Officer at the email address listed in Section 1.5, no later than 2:00 PM (local time) on June 22, 2012 in order to be considered.

1.7 Award Determination

The Contract resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State based on the evaluated spectrum of services proposed and price.

Attachment A - Price Proposal Form

Scan Station Scanner: 1440 Kodak Scanner or equal w/ one (1) year Maintenance Agreement

\$ _____

Quality Control Station: 1120 Kodak Scanner or equal w/ one (1) year Maintenance Agreement

\$ _____

Software: Per 1.1 Scope of Work, #3

\$ _____

Services: System Installation, setup, and configuration for both workstations, COTS Control software installation and configuration, COTS control software testing; staff training and system demonstration. Per 1.1 #5

\$ _____

- 1 Intermediate Storage Server of scanned documents and images.

\$ _____

*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.

Submitted by (signature required):

Date:

Printed Name and Title:

Telephone Number:

Company Name:

Company Address:

FEIN Number: