



ADMINISTRATIVE OFFICE OF THE COURTS  
PROCUREMENT AND CONTRACT ADMINISTRATION  
2003C COMMERCE PARK DRIVE  
ANNAPOLIS, MARYLAND 21401

Questions/Responses No. 1 for K12-0055-7  
Equity Digitization Services

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 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.

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1. Question: How many Index Books are there?

**Response: There are 15 Index volumes that cover the collection.**

2. Question: Would the clerk consider allowing the Index Books to be taken off-site?

**Response: No, however they may be copied onsite.**

3. Question: Will vendors be allowed to perform the scanning and indexing offsite (at our scanning production facility), or if it must be done onsite in the Courthouse.

**Response: The collection must remain onsite at the Courthouse.**

4. Question: While recognizing the requirements presently contained in the RFP, would AOC consider accepting proposals to provide the services detailed in the solicitation at a contractor site?

**Response: No.**

5. Question: At the proposal conference it was mentioned that there are some large (36") documents that could be scanned offsite. If it is permissible to scan some of the documents offsite, how about all of them?

**Response: No documents are to leave the courthouse for off-site scanning. The only exception to that are the few oversized documents that cannot be scanned onsite. In such a rare occasion, the clerk shall be informed and approve of any such document leaving the building in every case.**

6. Question: Please confirm that AOC will provide the PaperFlow/PaperVision software. If so, which Digitech product and version will be provided to the contractor?

**Response: Please refer to Section 2.3, Circuit Court's Responsibility. Versions: PaperVision Enterprise Rel. 63-Build 4288. PaperFlow version 7.31.**

7. Where will the index data and images be stored? Will it be a file system or database?

**Response: The images will be scanned into PaperFlow and stored in our PaperVision database.**

6. Will there be enough file storage capacity to accommodate the data?

**Response: Yes.**

Date Issued: February 29, 2012  
Colleen Cantler, Procurement Specialist