



ADMINISTRATIVE OFFICE OF THE COURTS  
MARYLAND JUDICIAL CENTER  
2003 C COMMERCE PARK DRIVE  
ANNAPOLIS, MARYLAND 21401

Questions/Responses No.1 to the  
Request for Proposal (RFP)  
K12-0071-26J

Captioning Service for Video Projects  
May 3, 2012

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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 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: Can you confirm that all of the work detailed – including the 148 hours of classes – is captioned offline (not live).

**Response: None of our productions or classes are live.**

2. Question: In what format will the Maryland Judiciary deliver the video to the caption provider (videotape, digital, etc – HDCam, Digital Beta, MOV?)

**Response: Digital, in Uncompressed .MOV format.**

3. Question: 2.2.1.1 says: “contractor shall provide open captioned and closed captioned versions of the production on a single playable video DVD and a single playable Bluray disk. “ It is not possible to add closed captions to a Bluray disk. Would the Courts prefer only one open captioned disk. Note that an open captioned standard DVD will play in a Bluray player.

**Response: The Judiciary will be moving toward Bluray and, in that effort, we require the output to be open and closed captioned for a DVD, Bluray, Flash file and Windows Media file. Our goal is to have the newer technology available for archiving. Since Bluray doesn't support Closed Captioning, we need a separate subtitling on the Bluray disk.**

4. On the Price Proposal Forms (Attachment D), is the per minute rate to include the costs for all of the above-mentioned deliverables listed on page 12, section 2.2 Scope of Work of RFP # K12-0071-26J?

**Response: Yes. But the hours should not increase for the transcribing process. The Judiciary is asking for closed captioning/transcribing in nine (9) formats, not for nine (9) different Closed Captioning processes to be done. The vendor should be able to output the final product in nine (9) formats, but not charge us for captioning nine (9) times.**

5. Will each video require all eight (technically it is 9 if you include the text file) of the deliverables listed on page 12, section 2.2 Scope of Work? Those deliverables include:

Open Captioned DVD  
Closed Captioned DVD  
Open Captioned Bluray Disc  
Closed Captioned Bluray Disc  
Open Captioned Windows Media File (.WMV)  
Closed Captioned Windows Media File (.WMV)  
Open Captioned Flash file  
Closed Captioned Flash files  
.TXT file transcript of the captions

**Response: Yes.**

6. As internet based files will need to be uploaded to a website with the closed captioning files, will the contractor have access to the OCPA website or is there a web designer that will be responsible for the upload?

**Response: OCPA staff will be responsible for uploading the files. The Contractor will not have access to our website.**

7. For 2.2.4.1: How many days are in a typical multi-day class? How many multi-day classes per year?

**Response: In 2011 there were 5 days when there were 2 classes going on at the same time and 1 day when there were 3 classes going on at the same time. The number of multi-day classes in any given year depends on the class schedule set a year in advance by the Judicial Institute. Our best estimate is that there are roughly 6 days of multiple classes with about 2-3 classes per day.**

8. How much of the content listed in 2.24 has already been produced? Will we receive it all at one time?

**Response: The content will already have been produced. The Contractor will not receive it all at one time.**

9. What is the expected turnaround time for orders with:

1 to 5 hours of content?

5 to 10 hours of content?

Over 10 hours of content?

Do you anticipate needing rush orders? Please clarify.

**Response: For all videos, we would like to see a turnaround of 7-10 business days. However, if we have something that has more than 10 hours of content, OCPA and the Contractor can negotiate the turnaround time. We do not anticipate needing any rush orders, but it is quite possible an occurrence could arise for the productions that are under 1 hour.**

10. Do you anticipate the estimated volume in 2.2.4 will be typical for each subsequent year of the contract?

**Response: Actually, the volume could increase.**

11. In what format will you want the transcript? (Word, Text, Other? Title page? Timecoding?)

**Response: A word document with time code and a title page.**

Date Issued: May 3, 2012  
Anna Pfeifer, Procurement Officer