



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

Addendum No. 1 to the Request for Proposals No. K13-0008-28  
Maryland State Law Library  
Appraisal Services for Library Collection and Fine Art  
May 22, 2012

FRANK BROCCOLINA  
STATE COURT ADMINISTRATOR  
(410) 260-1295 Fax: (410) 974-2066  
[frank.broccolina@mdcourts.gov](mailto:frank.broccolina@mdcourts.gov)

FAYE D. MATTHEWS  
DEPUTY STATE COURT  
ADMINISTRATOR  
(410) 260-1257 Fax: (410) 974-2066  
[faye.matthews@mdcourts.gov](mailto:faye.matthews@mdcourts.gov)

SHARON SAMPSON BALL, Director  
Human Resources  
(410) 260-1283 Fax: (410) 974-2849  
[sharon.ball@mdcourts.gov](mailto:sharon.ball@mdcourts.gov)

GRAY BARTON, Director  
Office of Problem-Solving Courts  
(410) 260-3617 Fax: (410) 260-3620  
[gray.barton@mdcourts.gov](mailto:gray.barton@mdcourts.gov)

MARK BITTNER, Director  
Judicial Information Systems  
(410) 260-1001 Fax: (410) 974-7170  
[mark.bittner@mdcourts.gov](mailto:mark.bittner@mdcourts.gov)

ALLEN C. CLARK, III, Director  
Budget & Finance  
(410) 260-1579 Fax: (410) 260-1290  
[allen.clark@mdcourts.gov](mailto:allen.clark@mdcourts.gov)

DAVID R. DURFEE JR., Director  
Legal Affairs  
(410) 260-1405 Fax: (410) 974-2066  
[david.durfee@mdcourts.gov](mailto:david.durfee@mdcourts.gov)

SUSAN HOWELLS, Director  
Procurement & Contract Admin.  
(410) 260-1410 Fax: (410) 260-2520  
[susan.howells@mdcourts.gov](mailto:susan.howells@mdcourts.gov)

CONNIE KRATOVIL-LAVELLE, Director  
Family Administration  
(410) 260-1296 Fax: (410) 974-5577  
[connie.kratovil-lavelle@mdcourts.gov](mailto:connie.kratovil-lavelle@mdcourts.gov)

PAMELA C. ORTIZ, Director  
Access to Justice Commission  
(410) 260-1258 Fax: (410) 260-2504  
[pamela.ortiz@mdcourts.gov](mailto:pamela.ortiz@mdcourts.gov)

DIANE S. PAWLOWICZ, Director  
Court Operations Department  
(410) 260-1725 Fax: (410) 260-2503  
[diane.pawlowicz@mdcourts.gov](mailto:diane.pawlowicz@mdcourts.gov)

JESSICA PITTS, Director  
Emergency Preparedness & Court Security  
(410) 260-3515 Fax: (410) 260-2505  
[jessica.pitts@mdcourts.gov](mailto:jessica.pitts@mdcourts.gov)

ROXANNE P. MCKAGAN  
Director, Administrative Services  
(410) 260-1407 Fax: (410) 974-2066  
[rocky.mckagan@mdcourts.gov](mailto:rocky.mckagan@mdcourts.gov)

DEBORAH A. UNITUS  
Director, Program Services  
(410) 260-1291 Fax: (410) 260-3570  
[deborah.unitus@mdcourts.gov](mailto:deborah.unitus@mdcourts.gov)

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~).

1. Revise Section 2.1 – Purpose & Summary as follows:

2.1 The Administrative Office of the Courts is issuing this Request for Proposals to award ~~a contract~~ one or two contracts (one award for the Print Collection and one award for the Fine Arts Collection) to a qualified individuals or firms to provide annual appraisal services for the Maryland State Law Library for its information and fine arts collections. The appraisal shall specify the replacement cost of the Library's property described below and otherwise comply with the requirements of the State Treasurer's Annual Insurance Survey: <http://www.treasurer.state.md.us/Insurance/Insurance-forms.aspx> The Library's response to this Survey is due October 1<sup>st</sup> of each year, which necessitates the completion of the Library's annual appraisal well in advance.

2. Revise Section 2.3 – Minimum Qualifications as follows:

2.3.1 The appraiser must be a certified or accredited member of the American Society of Appraisers, Washington, DC, ~~or~~ the Appraisers Association of America, New York, NY, or the International Society of Appraisers, Chicago, IL. Additionally, the appraiser must have completed the following:

2.4.1 This appraisal shall be prepared in strict accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) set forth by the Appraisal Standards Board of the Appraisal Foundation, Washington, DC. The appraisal also shall comply with the Principles of Appraisal Practice Code of Ethics set forth by the American Society of Appraisers, Washington, DC, ~~or~~ with the Code of Ethics of the Appraisers Association of America, New York, NY or the code of Ethics of the International Society of Appraisers, Chicago, IL.

Date Issued: May 22, 2012  
Kelly Moore, Procurement Officer