



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

**Questions/Responses No.2 to the
Invitation for Bids (IFB) K13-0034-87
DR-49 Maryland Uniform Complaint and Citation Books Print Job
October 4, 2012**

Ladies and Gentlemen:

The following questions for the above referenced IFB were received by e-mail and are answered and posted for all prospective Bidders who received the IFB. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the IFB 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 Bidder asking the question.

1. Question: Page 5, Section 1.4, line 5, states "An electronic version (CD) of the... must be enclosed with the original bid". A CD of what?

Response: Please provide an electronic version (CD) of your bid—the price proposal worksheet.

2. Question: Page 25, Sections 23. We will be using a subcontractor for this project. Should we win the award for the contract, when and to whom do we submit the subcontractor information for approval by the Procurement officer?

Response: Please submit the name, address and phone number of the subcontractor you intend to use for this project along with your bid. Please also provide a statement as to what portion of the project the subcontractor would complete, if you were to be awarded the contract.

Date Issued: October 4, 2012
Anna Pfeifer, Procurement Officer

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

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

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

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

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

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

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

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

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

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

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

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

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

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