

**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.

**1. Background**

The Administrative Office of the Courts is seeking microfilm services for the Maryland State Law Library (MSLL) to archive the Court of Special Appeals unreported opinions, aka “slip opinions” from 2008 onto microfilm. The Library will have the opinions boxed and labeled for filming.

**1.2 Description of materials to be bound**

The materials to be archived are slip opinions from 2008 plus miscellaneous slip opinions from years prior to 2008 that have yet to be converted to microfilm. This project will fulfill the dual purposes of conserving space and the preservation of materials. All opinions are text-based and printed on 8 ½ x 11 inch sized copy paper. The length of each opinion varies widely, from a few pages to over 50 pages. Individual opinions are stapled or clipped and likely can be fed through a feeder device.

**1.3 Pre-Proposal Conference:**

A Pre-Proposal Conference (Conference) will be held on Wednesday, February 22, 2012 beginning at 10:00AM, at Maryland State Law Library, Conference Room, 361 Rowe Boulevard, Annapolis, MD 21401. Attendance at the Conference is not mandatory, but all interested Offerors are encouraged to attend in order to facilitate better preparation of their proposals.

**1.4 Statement of Work**

**Scope**

There are one full year of slip opinions plus an approximate 1,500 additional sheets. Approximately 26,000 pages to be archived onto 16 mm microfilm reels.

**Handling requirements**

Most opinions do not have any special handling requirements. However, in the event of missing pages the vendor must request replacement copies from the Library by contacting the Project Manager.

The contractor is permitted to destroy the originals ONLY AFTER acceptance of the microfilm by the Project Manager under the terms of this Statement of Work. In the event of non-performance, the vendor must return the originals, stapled or clipped as delivered by the Library to the vendor at the commencement of the Project.

**Duration**

MSLL anticipates it will take no longer than three (3) months to complete this project.

**Process and Delivery**

The vendor will pick up the opinions from MSLL within one (1) month of the date of the purchase order. The opinions will be already boxed and labeled.

The vendor will transfer each page image onto 16mm silver halide microfilm. The vendor will divide the images in a logical fashion so as not to split documents into the following film reel. The vendor will perform a 100% review of the work product to ensure completeness and quality. Finally, the vendor will ensure conformance to all applicable ANSI standards.

The vendor will place completed film reels into boxes, labeled with the appropriate content as specified by MSLL. The vendor will deliver the final product to MSLL upon the completion of the project. The delivery will be via courier, traceable express mail, or some other method accepted in writing by MSLL.

**Special Considerations**

**Materials must be available to the Library within 24 hours of request.** It is possible Library staff may receive a request for some of these opinions while they are at the vendor's site. Upon request, the vendor must arrange for the return of materials via express mail. The Library will pay for shipping under these circumstances.

**1.5 Contract Type**

The resulting Contract (Purchase Order) shall be based on Firm Fixed Price.

**1.6 Contract Term**

The AOC requires a one year contract.

**1.7 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:

Kelly Moore, Procurement Officer  
Administrative Office of the Courts  
Telephone: 410-260-1583  
Email: [Kelly.Moore@mdcourts.gov](mailto:Kelly.Moore@mdcourts.gov)

**1.8 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 Statement 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 services proposed using Attachment A (Price Proposal Form).

**1.9 Proposal Closing Date**

All proposals must be received via Email to the Procurement Office at the email address listed in Section 1.7, no later than 12:00 PM (local time) on Friday, March 2, 201, in order to be considered.

**1.10 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**

**For services as proposed, the price for contract term shall be for:**

<b>Price per page</b>	_____
<b>Times approximately 26,000 pages</b>	<u>          x 26,000</u>
<b>Total Price</b>	_____

Estimated number of pages are for evaluation purposes only and not for billing purposes.

\*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 Authorized Signature
Date
Print Name and Title
Company Name
Company Address
Telephone
Federal Tax Identification #