

**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 Foster Care Court Improvement Project (FCCIP) is seeking copying, printing, assembling and binding services in order to prepare conference binders.

*1.2 Scope of Work*

*1.2.1* Contractor shall copy/print on 8 ½ x 11 paper approximately 200 pages to form the Judge/Master Conference Binder.

*1.2.1.1* One hard copy version of the Judge/Master Conference Binder shall be provided to the Contractor by the Foster Care Court Improvement Project (FCCIP). Contractor shall follow any formatting instructions provided by the FCCIP, as some of the materials in the hard copy version may not be in the final format.

*1.2.1.2* The Contractor shall separate the approximate 200 pages with 14 subject tab dividers. An electronic version of each of the 14 subject tab dividers titles may be provided to the Contractor by the FCCIP upon the Contractor's request.

*1.2.1.2.1* The exact placement of the subject tab dividers shall be determined by the FCCIP and communicated to the Contractor upon award of the Contract.

*1.2.1.3* Contractor shall coil-bind 100 copies of the Judge/Master Conference Binders.

*1.2.1.4* The Contractor shall provide a front and back white C1S gloss cover with a 3" (inch) pocket each for each Judge/Master Conference Binder.

*1.2.1.4.1* The Contractor shall print the FCCIP logo and title of the conference (14<sup>th</sup> Annual Child Abuse, Neglect and Delinquency Options Judicial Conference (C.A.N.D.O), May 9 – 10, 2012, Annapolis, Maryland,

Foster Care Court Improvement Project, Maryland Judiciary) on the front cover of each Judge/Master Conference Binder (see a sample of the FCCIP logo in Attachment A below).

1.2.2 Contractor shall copy/print on 8 ½ x 11 paper approximately 150 pages to form the Multi-Disciplinary Conference Binder.

1.2.2.1 One hard copy version of the Multi-Disciplinary Conference Binder shall be provided to the Contractor by the FCCIP. Contractor shall follow any formatting instructions provided by the FCCIP, as some of the materials in the hard copy version may not be in the final format.

1.2.2.2 The Contractor shall separate the approximate 150 pages with 9 subject tab dividers. An electronic version of each of the 9 subject tab dividers titles may be provided to the Contractor by the FCCIP upon the Contractor's request.

1.2.2.2.1 The exact placement of the subject tab dividers shall be determined by the FCCIP and communicated to the Contractor upon award of the Contract.

1.2.2.3 Contractor shall coil-bind 125 copies of the Multi-Disciplinary Conference Binder.

1.2.2.3.1 The Contractor shall provide a front and back C1S gloss cover with a 3" (inch) pocket each for each Multi-Disciplinary Conference Binder. The color of the front and back C1S gloss cover on each Multi-Disciplinary Conference Binder shall be determined by the FCCIP and communicated to the Contractor upon award of the Contract.

1.2.2.3.2 The Contractor shall print the FCCIP logo and title of the conference (14<sup>th</sup> Annual Child Abuse, Neglect and Delinquency Options Judicial Conference (C.A.N.D.O), May 9 – 10, 2012, Annapolis, Maryland, Foster Care Court Improvement Project, Maryland Judiciary) on the front cover of each Multi-Disciplinary Conference Binder (see a sample of the FCCIP logo in Attachment A below).

1.2.3 A sample of each binder provided at the 2011 conference is available in the Procurement and Contract Administration Department. Please call Anna Pfeifer, Procurement Officer, at 410-260-1416, if you would like to view the samples.

### 1.3 Deliverables

Inside delivery of the conference binders, as specified in the above statement of work are to be delivered no later than May 4, 2012 to the Maryland Judiciary Education and Conference Center (JECC) located at 2011 D Commerce Park Drive, Annapolis, MD 21401.

*1.4 Contract Type*

The resulting Contract (Purchase Order) shall be fixed price.

*1.5 Contract Term*

The term of the Contract that results from this RFP shall be for one month upon award of the Contract and the AOC's issuance of a notice to proceed (Purchase Order). Payment shall be made within 30 days of receipt of an invoice and upon the AOC's acceptance of the goods and services provided.

*1.6 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:

Anna Pfeifer, Procurement Specialist  
Administration of the Courts  
Telephone: 410-260-1416  
Email: [anna.pfeifer@mdcourts.gov](mailto:anna.pfeifer@mdcourts.gov)

*1.7 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 Scope 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 B (Price Proposal Form).

*1.8 Proposal Closing Date*

All proposals must be received via Email to the Procurement Office at the email address listed in Section 1.6, no later than 2:00 PM (local time) on April 18, 2012 in order to be considered.

*1.9 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 Judiciary based on the evaluated spectrum of services proposed and price.

**Attachment A – FCCIP Logo Sample**



**Attachment B - Price Proposal Form**

**FOR SERVICES AS PROPOSED, THE PRICE SHALL BE:**

**Judge/Master Conference Binders, \_\_\_\_\_ each x quantity 100 each = \_\_\_\_\_**

**Multi-Disciplinary Conference Binders, \_\_\_\_\_ each x quantity 150 each = \_\_\_\_\_**

**Total Evaluated Price (Sum of Both Line Items Above) = \_\_\_\_\_**

Submitted by

\_\_\_\_\_

Authorized Signature

Date

Print Name and Title

\_\_\_\_\_

Company Name

\_\_\_\_\_

Company Address

\_\_\_\_\_

Telephone

\_\_\_\_\_

Federal Tax Identification #

\_\_\_\_\_