



ADMINISTRATIVE OFFICE OF THE COURTS
PROCUREMENT AND CONTRACT ADMINISTRATION
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ANNAPOLIS, MARYLAND 21401

Addendum No. 1-CORRECTED to the Small Procurement Request for
Proposal (RFP)
Copying and Assembling Conference Binders
April 16, 2012

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 (ex. language added) and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~).

1. Revise Sections 1.2.1 and 1.2.2 as follows:

Judge/Master Conference Binder

- 1.2.1* Contractor shall copy/print on 8 ½ x 11, sub. 60 white opaque text paper, with black ink, approximately 200 pages to form the Judge/Master Conference Binder. The Contractor shall print the majority of the pages double-sided; the Contractor shall print a few documents single-sided. The FCCIP shall provide Contractor with the final specifications regarding single-sided and/or double-sided printing upon award of the Contract.

Multi-D Conference Binder

- 1.2.2* Contractor shall copy/print on 8 ½ x 11, sub. 60 white opaque text paper, with black ink, approximately 150 pages to form the Multi-Disciplinary Conference Binder. The Contractor shall print the majority of the pages double-sided; the Contractor shall print a few documents single-sided. The FCCIP shall provide Contractor with the final specifications regarding single-sided and/or double-sided printing upon award of the Contract.

2. Revise Sections 1.2.2.1 and 1.2.2.2 as follows:

Judge/Master Conference Binder

- 1.2.2.1* The Contractor shall separate the approximate 200 pages with 14-bank of 5, plain white index subject tab dividers. The Contractor shall use 90# or 110# for stock for the tabs. 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.

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Multi-D Conference Binder

1.2.2.2 The Contractor shall separate the approximate 150 pages with 9-bank of 5, plain white index subject tab dividers. The Contractor shall use 90# or 110# for stock for the tabs. 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.

3. Revise Sections 1.2.2.3 and 1.2.2.4 as follows:

Judge/Master Conference Binder

1.2.2.3 Contractor shall coil-bind with black coil 100 copies of the Judge/Master Conference Binder.

Multi-D Conference Binder

1.2.2.4 Contractor shall coil-bind with black coil 125 copies of the Multi-Disciplinary Conference Binder.

4. Revise Sections 1.2.1.4, 1.2.1.4.1, 1.2.2.3.1 and 1.2.2.3.2 as follows:

Judge/Master Conference Binder

1.2.1.4 The Contractor shall provide a front and back white C1S gloss 12 pt. 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 (14th 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) in colored ink on the front cover of each Judge/Master Conference Binder (see a sample of the FCCIP logo in Attachment A below). The Contractor shall provide a color wheel upon award to the FCCIP, for a final determination as to ink color on the front cover.

Multi-D Conference Binder

1.2.2.3.1 The Contractor shall provide a front and back white C1S gloss 12 pt. 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 (14th 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) in colored ink on the front cover of each Multi-Disciplinary Conference Binder (see a sample of the FCCIP logo in Attachment A below). The Contractor shall provide a color wheel upon award to the FCCIP, for a final determination as to ink color on the front cover.

5. Replace Price Proposal Worksheet—Attachment B as amended and incorporated into the Small Procurement RFP through this Addendum No. 1—CORRECTED. (see separate attachment)

Date Issued: April 16, 2012
Anna Pfeifer, Procurement Officer

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