

**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 Office of Fair Practices is seeking transcription services on an as-needed basis. The Office of Fair Practices conducts investigatory interviews that are recorded in electronic format. The Office of Fair Practices is seeking the transcription services in order to receive a transcript of these electronically recorded interviews.

1.2 Scope of Work

1.2.1 Contractor shall prepare and provide transcripts to the Office of Fair Practices of investigatory interviews stored as MP3 files on an as-needed basis.

1.2.1.1 Initially, Contractor shall provide transcribing services to prepare transcripts of approximately 43 investigatory interviews currently stored as MP3 files.

1.2.1.2 Each investigatory interview lasts approximately 1.5 hours, some lasting only 1 hour and others lasting 2 hours.

1.2.2 Contractor shall provide the Office of Fair Practices with one transcript per investigatory interview.

1.2.2.1 Contractor shall provide each transcript to the Office of Fair Practices in digital PDF format within 3 days of Contractor's receipt of the MP3 file from the Office of Fair Practices.

1.2.2.1.1 Contractor shall pick-up the MP3 files from the Office of Fair Practices located at 2001C Commerce Park Drive, Annapolis, MD 21401. The Office of Fair Practices will either place the MP3 files on a CD/DVD storage device or on a USB flash drive.

1.2.2.1.1.1 The Contractor shall return the storage device by personal delivery to the Office of Fair Practices.

1.2.2.1.2 Contractor shall delivery completed transcripts to the Office of Fair Practices via email delivery or personal delivery via a CD/DVD storage device or on a USB flash drive.

1.2.3 Due to the confidential nature of the investigatory interviews, Contractor and each of its employees who may come into contact with the recordings must complete and sign a Confidentiality Agreement (Attachment A) prior to the commencement of the service.

1.3 *Deliverables*

See Statement of Work

1.4 *Contract Type*

The resulting Contract (Purchase Order) shall be based on fixed-price, indefinitely delivery/indefinite quantity (IDIQ).

1.5 *Contract Term*

The term of the Contract that results from this RFP shall be for six months 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

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 24, 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 – Confidentiality Agreement

Attached separately.

Attachment B - Price Proposal Form

FOR SERVICES AS PROPOSED, THE PRICE SHALL BE:

Minimum rate \$ _____
Transcription per page \$ _____
Pick-Up Charge per MP3 file group on storage device \$ _____
Delivery charge per transcript, if by personal delivery \$ _____
Delivery charge per transcript, if by email (if none, so state) \$ _____

Submitted by

Authorized Signature

Date

Print Name and Title

Company Name

Company Address

Telephone

Federal Tax Identification #
