



ADMINISTRATIVE OFFICE OF THE COURTS
PROCUREMENT AND CONTRACT ADMINISTRATION
2003 C COMMERCE PARK DRIVE
ANNAPOLIS, MARYLAND 21401

Addendum No. 1 to the Small Procurement Request for Proposal (RFP)
Visual Design Services
May 25, 2012

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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 Section 1.2.6 as follows:

The Contractor shall perform the services requested in this RFP and required under the resulting Contract at the Contractor's place of business. The Contractor shall be required to attend designated ~~all~~ meetings (see Section 1.3 Deliverables, below) at Judiciary offices located in Annapolis, Maryland.

2. Revise Section 1.3.1 as follows:

Preliminary Meeting: Shall be conducted within 2 weeks of the award date between the Office of Communications and Public Affairs and the Contractor at Judiciary offices.

3. Revise Section 1.3.4 as follows:

Meeting Three: Shall be conducted within 2 weeks of Meeting Two at Judiciary offices. Contractor shall present a third home page draft, in HTML format, of the design selected by the Office of Communications and Public Affairs during Meeting One.

4. Revise Section 1.3.5 as follows:

Meeting Four: Shall be conducted within 2 weeks of Meeting Three. Contractor shall present the final home page draft, in HTML format, of the design selected by the Office of Communications and Public Affairs during Meeting One.

5. Revise Section 1.3.6 as follows:

Meeting Five: Shall be conducted within 1 week of Meeting Four. Contractor shall present two ~~of each~~ secondary page template drafts.

6. Revise Section 1.3.7 as follows:

Meeting Six: Shall be conducted inged within 1 week of Meeting Five at Judiciary offices. Contractor shall present a ~~second~~ final draft of each of the secondary page templates, in HTML format, for final approval.

Date Issued: May 25, 2012
Anna Pfeifer, Procurement Officer