



Administrative Office of the Courts

Operations Division

Addendum No. 1

JIS COA Webcasting Upgrade Services

K19-0037-260

September 19th, 2017

This Addendum is being issued to amend and clarify certain information contained in the above named small procurement RFP. All information contained herein is binding on all Offerors who respond to this small procurement RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been **underlined** and language deleted has been marked with a ~~strikeout~~ (ex. language deleted).

A Mandatory

Pre-Proposal Conference: ~~Monday, October 1st, 2018 10:00AM~~
Thursday, October 11th, 2018 10:30AM
Maryland Judiciary, Administrative Office of the Courts
Department of Procurement, Contract and Grant Administration
2003 C Commerce Park Drive
Annapolis, MD 21401

Closing Date and Time: ~~Friday, October 12th, 2018 2:00PM~~
Friday, October 19th, 2018 2:00PM

1.7 Pre-Proposal Conference

A (MANDATORY Walk-Through and) Pre-Proposal Conference will be held on ~~Monday, October 1st, 2018~~ **Thursday, October 11th, 2018** beginning at ~~10:00AM~~ **10:30AM** at Maryland Judiciary, Administrative Office of the Courts Department of Procurement, Contract and Grant Administration 2003 C Commerce Park Drive, Annapolis, MD 21401 Conference Room. Attendance at the Conference is mandatory in order to facilitate better preparation of proposals.

In order to assure adequate seating and other accommodations at the Conference, please e-mail the Conference Response Form to the attention of the Procurement Officer no later than Friday, ~~September 28th, 2018~~ **October 10th, 2018** at 2:00PM The Conference Response Form is included as Attachment **D** to this RFP.

1.9 Proposal Due (Closing) Date

One original and (adjust to your procurement) three (3) copies of each proposal (Technical and Financial) must be received by the Procurement Officer no later than 2:00 PM on ~~Friday, October 12th, 2018~~ **Friday, October 19th, 2018** in order to be considered. One electronic version of the Technical Proposal must be included inside the Technical Proposal submission envelope. One electronic version of the Financial Proposal must be included inside the Financial Proposal submission envelope. Both electronic versions must be labeled with the RFP title, RFP number, and Offeror’s name and be packaged with the original copy of the appropriate proposal (Technical or Financial).

ATTACHMENT D – PRE-PROPOSAL CONFERENCE RESPONSE FORM

Project No. K19-0037-260
Project Title: JIS Court of Appeals Webcasting Upgrade Services
Pre-Proposal Conference: ~~Monday, October 1st, 2018 10:00AM~~
Thursday, October 11th, 2018 10:30AM
Maryland Judiciary, Administrative Office of the Courts
Department of Procurement, Contract and Grant Administration
2003 C Commerce Park Drive
Annapolis, MD 21401

Please e-mail this form to the Procurement Officer:

april.molley@mdcourts.gov

By ~~September 28th, 2018~~ **October 10th, 2018** at 2:00PM advising whether or not you plan to attend this Conference.

Please indicate:

_____ Yes, the following representatives will be in attendance:

- 1.
- 2.

_____ No, we will not be in attendance.

Company/Firm/Company Name

Telephone

Contact Name

Date Issued: September 19, 2018
Issued by: April Molley, Procurement Officer