



Administrative Office of the Courts

Operations Division

Questions/Responses No. 1 to the Request for Proposals (RFP) K19-0078-26N Development and Services for Video Production Spots

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

- 1) Question: For budget reasons or other factors, do you envision using only still photographs in the spots?
Response: Budget parameters may prohibit original video footage. But we have media assets that may be used in the video creation. For instance, for the Self-Help Centers, we have a collection of photographs and 45 minutes of B-roll video shot inside of our SHCs. For the Language Services, we have five one-minute videos narrated in foreign languages, plus hand-out materials that can be photographed. We envision the language spots may feature mostly still photographs and screenshots from language portals.
- 2) Question: Will the budget for these spots be similar per unit as other spots produced recently by the Judiciary?
Response: Yes.
- 3) Question: Do budget parameters allow for shooting original photography at any or all of the following locations: A Maryland Court Self-Help Center, a District Court Self-Help Resource Center, or a Language Services center? If so, could you provide addresses of the facilities where you envision shooting?
Response: This may stretch the budget, but we are open to shooting original photography and will provide the address. Language Service Centers do not exist, but are rather a collection of services provided in all court locations statewide. The Maryland Courts Self-Help Center is a phone/chat service that is not open to the public. Shooting in that location is possible, but the exact location should not be made public.

Walk-in Self-Help Centers are located in Baltimore City, Upper Marlboro, Glen Burnie, Frederick, Salisbury.

- 4) Question: Do budget parameters allow for paid actors to appear in the production?
Response: I'm not certain about the costs of paid actors.
- 5) Question: Will we be able to utilize Judiciary employees to participate in the production? For example, individuals who work in the Self-Help Center or the Resource Center.
Response: Yes.
- 6) Please confirm due date: the RFP says June 30, 2018.
Response: It's 2019 (See Amendment 1)

Issued by: Karen Hoang
Procurement Officer
March 14, 2019