

**STATE OF MARYLAND  
MARYLAND JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)  
REQUEST FOR PROPOSALS**

**REVISED - RFP NO. 1012  
PRINTING OF THE PUBLICATION - JUSTICE MATTERS**

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$25,000.

**1. Purpose and Summary**

The Maryland Judiciary's, Administrative Office of the Courts is seeking proposals to print the publication - Justice Matters. Justice Matters is published twice a year, once in the Spring (May issue) and once in the Fall (December issue).

**2. Scope of Work**

- 2.1** Description: Justice Matters NL, 20 Page Self Cover (Optional 28 Page Self Cover) – Spring (May issue) and Fall (December issue)
- 2.2** Technique: Offset Printing
- 2.3** Pages: 20 Pages and Optional 28 Pages (See Price Proposal Form)
- 2.4** Size: Final Size: 8 ½ x 11 – Flat Size: 17 x 11 – Bleeds: 4 Sides
- 2.5** Paper: 70.0 lb. Gloss Text
- 2.6** Ink: 4/4, 4cp
- 2.7** Finishing: Cutting, Saddle-Stitch – Sigs, Shrink wrap in 100's, Carton Pack
- 2.8** Schedule: 2 working dates for proofs (page proofs and color proofs) and 5 working days for printing/delivery
- 2.9** File Specs: Estimate is based on print ready files
- 2.10** Quantity: 5,200 (No overage charges)
- 2.11** Shipping: 2009-D Commerce Park Drive, Annapolis, Maryland 21401

### **3. Pre-proposal Conference**

Pre-proposal conference is not required for this solicitation.

### **4. Contract Type**

The Contract resulting from this RFP shall be for a period of one year. The AOC, at its sole option, shall have the unilateral right to extend the contract for an optional one-year.

### **5. 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:

Kelly Moore, Procurement Officer  
Administrative Office of the Courts  
Telephone: 410-260-1583  
Email: [Kelly.Moore@mdcourts.gov](mailto:Kelly.Moore@mdcourts.gov)

### **6. Form of Response**

Proposals must be in writing and must include a written response to the Statement of Work that demonstrates the Offeror's capabilities and experience in providing the required services and include the following:

- 6.1** The Offeror shall submit a response to each RFP requirement listed under Section 2 in the Technical Proposal and describe how its proposed services will meet these requirements.
- 6.2** Offerors shall submit photos, which show examples of similar projects Offerors have completed.
- 6.3** Offerors shall include information on past experience with similar requirements.
- 6.4** Provide three (3) current customer references where the customer is similar in size to the scope of work requested. Provide the following information for each client reference:
  - Name of Client Organization
  - Name, title, and telephone number of Point-of-Contact for client organization
  - Value, type, and duration of contract(s) supporting client organization
  - The services provided and scope of the contract

**7. Price Proposals**

Pricing proposals must include the fully loaded fixed price for the specified services proposed using Attachment A (Price Proposal Form).

**8. Proposal Closing Date**

All proposals must be received via Email to the Procurement Office at the email address listed in Section 5, no later than 12:00 PM (local time) on **Thursday, May 15, 2014** in order to be considered.

**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 State based on the evaluated spectrum of services proposed and price.

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**ATTACHMENT A – PRICE PROPOSAL FORM**

The Offeror shall include the fully loaded fixed price for the specified services proposed.

**Pricing for 20 Pages**

Base Year 1 – 20 Pages	Spring (May issue)	\$ _____
	Fall (December issue)	\$ _____
Option Year 1 – 20 Pages	Spring (May issue)	\$ _____
	Fall (December issue)	\$ _____
Total Price (No overage charges)		\$ _____

**Pricing for Optional 28 Pages**

Base Year 1 – 28 Pages	Spring (May issue)	\$ _____
	Fall (December issue)	\$ _____
Option Year 1 – 28 Pages	Spring (May issue)	\$ _____
	Fall (December issue)	\$ _____
Total Price (No overage charges)		\$ _____

\*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.

Submitted by Authorized Signature:	
Date:	
Print Name and Title:	
Company Name:	
Company Address:	
Telephone:	Email:
Federal Tax Identification #:	

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