

**STATE OF MARYLAND  
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 Administrative Office of the Courts has 26 Reiner 880 Electronic Signature and Number Stamp Machines.

**1.2 Description**

The Administrative Office of the Courts is seeking engraving for 60 signature plates and training for Reiner 880 Electronic Signature and Number Stamp Machines.

**1.3 Pre-Proposal Conference:**

A Pre-Proposal Conference is not required.

**1.4 Statement of Work**

A detailed description of the engraving, including the specifications and quantities is attached as Attachments A through F. Engraving shall include all costs associated with engraving, including set-up fees, shipping and delivery. AOC will supply the plates.

**1.5 Contract Type**

The resulting Contract (Purchase Order) shall be based on Firm Fixed Price.

**1.6 Contract Term**

The AOC requires a one year contract.

**1.7 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)

**1.8 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 Statement 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 G (Price Proposal Form).

**1.9 Proposal Closing Date**

All proposals must be received via Email to the Procurement Office at the email address listed in Section 1.7, no later than 12:00 PM (local time) on Thursday, June 6, 2013 in order to be considered.

**1.10 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.

**THE BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK**

## Attachment A

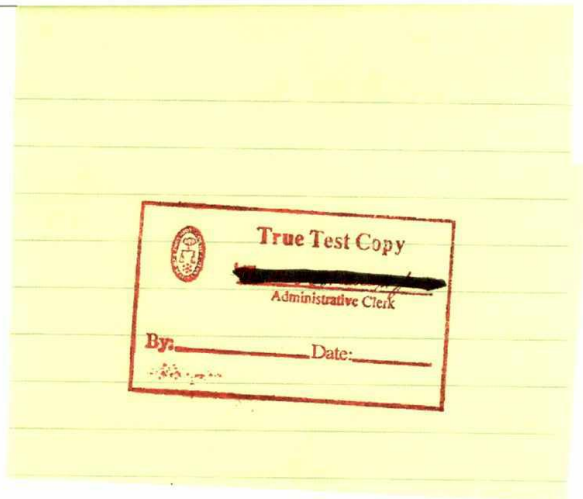
	<b>District One</b>	
	Shipping Information District Court of Maryland District One 5800 Wabash Avenue Baltimore, MD 21215	
	<b>Plates</b>	<b>Quantity</b>
1.	All Parties Notified	1
2.	District Court of Maryland Civil Division 501 E. Fayette Street Baltimore, Md. 21202	1
3.	District Court of Maryland Rent Division 501 E. Fayette Street Baltimore, Md. 21202	1
4.	Granted	1
5.	Denied	1
6.	District Court Seal	1
7.	Civil Division Mail Room	1
8.	True Test Copy	1
9.	Signature only	2
10.	Signature and Date	6

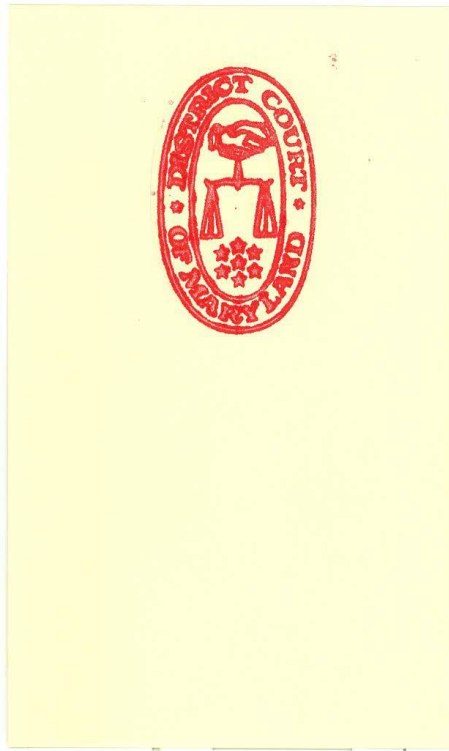
	<b>Trainings</b>	
	Location	Address
1.	Wabash Avenue	5800 Wabash Avenue Baltimore, MD 21215
2.	Fayette Street	501 E. Fayette Street Baltimore, MD 21202
3.	Calvert Street	500 N. Calvert Street Baltimore, MD 21202

## Attachment B

	<b>District Two</b>	
	Shipping Information District Court of Maryland District Two 310 Gay Street Cambridge, MD 21613	
	<b>Plates</b>	<b>Quantity</b>
1.	DIST CT MD ADMIN OFFICE DISTRICT TWO	1
2.	DIST CT MD #2-1 CAMBRIDGE DORCHESTER CO.	1
3.	DIST CT MD #2-2 PRINCESS ANNE SOMERSET CO.	1
4.	DIST CT MD #2-3 SALISBURY WICOMICO CO.	2
5.	DIST CT MD #2-4 SNOW HILL WORCESTER CO.	2
6.	DIST CT MD #2-5 OCEAN CITY WORCESTER CO.	1
7.	True Test Seal with District Court Logo and Signature – See attached	6
8.	District Court Seal – See attached	6

	<b>Trainings</b>	
	Location	Address
1.	Cambridge	310 Gay St. Cambridge, MD 21613
2.	Princess Anne	12155 Elm St., Ste. C Princess Anne, MD 21853
3.	Salisbury	201 Baptist St. Salisbury, MD 21801
4.	Snow Hill	301 Commerce St. Snow Hill, MD 21863
5.	Ocean City	6505 Coastal Hwy. Ocean City, MD 21842

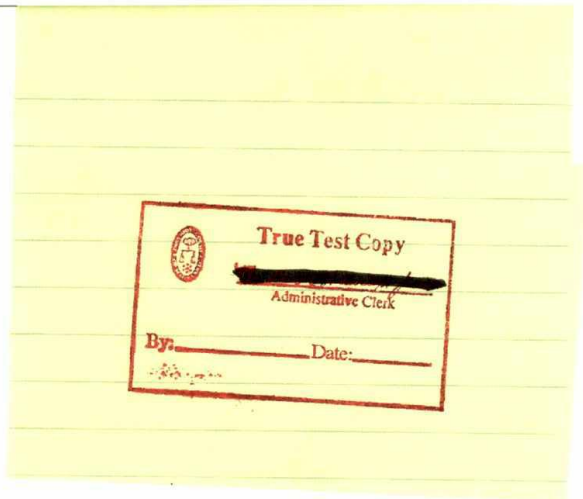




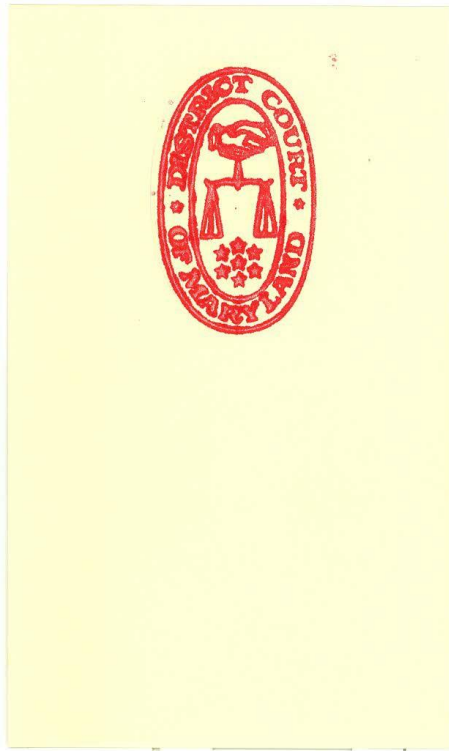
## Attachment C

	<b>District Five</b>	
	Shipping Information District Court of Maryland District Five 14735 Main Street, Room 345 B Upper Marlboro, MD 20772	
	<b>Plates</b>	<b>Quantity</b>
1.	Administrative Clerk Signature	3
2.	Administrative Judge Signature	3
3.	True Test Seal with District Court Logo and Signature – See attached	3
4.	District Court Logo – See attached	5

	<b>Trainings</b>	
	Location	Address
1.	Upper Marlboro	14735 Main Street Upper Marlboro, MD 20772
2.	Hyattsville	4990 Rhode Island Avenue Hyattsville, MD 20781







## Attachment D

	<b>District Six</b>	
	Shipping Information District Court of Maryland District Six 191 E. Jefferson Street Rockville, MD 20850	
	<b>Plates</b>	<b>Quantity</b>
1.	Rotating Date – See attached – District 6-1	1
2.	Rotating Case Number – See attached – District 6-2	1
3.	Rotating Date/Time – See attached District 6-3	1
4.	True Test Copy – See attached 6-4	1
5.	District Court Logo – See attached 6-5	1

	<b>Trainings</b>	
	<b>Location</b>	<b>Address</b>
1.	Rockville	191 E. Jefferson Street Rockville, MD 20850

## District 6-1

ENTERED
MAY 22 '13
<u>  </u>

- Rotating Date

2 letters  
for clerks  
initials

Can we program in 2 letters  
for Clerks initials?

If not, line for clerk to  
manually write initials


Note - clerks initials would change -  
depending on clerk.

District 6-2

**SEJ No.** (Rotating Case Number 1 - 50,000)  
**Trial Date** (Program Date)  
**Time** (Program to 8:00 AM or 12:30 PM)

TO  
FIT  
IN  
BOX



 **DISTRICT COURT OF MARYLAND FOR** \_\_\_\_\_  
Located at \_\_\_\_\_

Landlord/Agent (Plaintiff) \_\_\_\_\_ Affixed on Premises \_\_\_\_\_  
Address \_\_\_\_\_ Date \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  Mailed to Tenant \_\_\_\_\_

① Tenant (Defendant) \_\_\_\_\_ ② Tenant (Defendant) \_\_\_\_\_  
③ Tenant (Defendant) \_\_\_\_\_ ④ Tenant (Defendant) \_\_\_\_\_  
Constable/Sheriff \_\_\_\_\_  
Address \_\_\_\_\_ Served on Party: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date \_\_\_\_\_

No. of tenants 1 2 3 4  
CASE NUMBER  
TRIAL DATE & TIME


District 6-3

2013 MAY 23 'A 10: 07



- Rotating  
Date/Time  
to  
current  
date

District 6-4

 **True Test Copy**  
[Redacted Name]  
Administrative Clerk  
By: \_\_\_\_\_ Date: \_\_\_\_\_

rotating  
Date to  
current date

District 6-5



## Attachment E

	<b>District Ten</b>	
	Shipping Information District Court of Maryland District Ten 3451 Courthouse Drive Ellicott City, MD 21043	
	<b>Plates</b>	<b>Quantity</b>
1.	Violation of Probation Report - See attached	1
2.	I hereby certify... – See attached	1
3.	True Test Copy, insert name signature of Adm. Clerk – See attached	1
4.	True Test Copy – See attached	1

	<b>Trainings</b>	
	<b>Location</b>	<b>Address</b>
1.	Ellicott City	3451 Courthouse Drive Ellicott City, MD 21043





**VIOLATION OF PROBATION REPORT  
RECEIVED - DISTRICT COURT OF MD  
#10-1 HOWARD COUNTY  
(Stamp date received)**

**(Assign an advancing number to count # received daily)**



**I hereby certify this is a true copy from the  
Docket of the District Court of Maryland,  
District Ten, Howard County  
Witness the hand and date of the undersigned.**

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

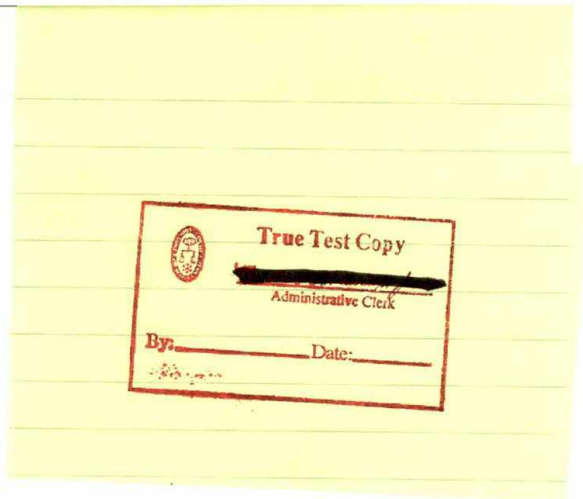
\_\_\_\_\_  
District Court of Maryland  
District Ten, Howard County



**TRUE TEST COPY**

**(Insert Name Signature of Adm. Clerk)**

Nancy E. Mueller, Administrative Clerk  
District Court of Maryland, District 10



## Attachment F

	<b>District Eleven</b>	
	Shipping Information District Court of Maryland District Eleven 100 W. Patrick Street Frederick, MD 21701	
	<b>Plates</b>	<b>Quantity</b>
1.	District Court Logo with signature	1

	<b>Trainings</b>	
	Location	Address
1.	Frederick	100 W. Patrick Street Frederick, MD 21701

## Attachment G - Price Proposal Form

**For services as proposed, the price for contract term shall be for:**

- 1. District One – Engraving for 16 Plates** \_\_\_\_\_
- 2. District Two – Engraving for 20 Plates** \_\_\_\_\_
- 3. District Five – Engraving for 14 Plates** \_\_\_\_\_
- 4. District Six – Engraving for 5 Plates** \_\_\_\_\_
- 5. District Ten – Engraving for 4 Plates** \_\_\_\_\_
- 6. District Eleven – Engraving for 1 Plate** \_\_\_\_\_
- 7. Total Price 1 through 6** \_\_\_\_\_

**Engraving shall include all costs associated with engraving, including set-up fees, shipping and delivery. AOC will supply the plates.**

- 8. District One – Trainings – Qty. 3** \_\_\_\_\_
- 9. District Two – Trainings – Qty. 5** \_\_\_\_\_
- 10. District Five – Trainings – Qty. 2** \_\_\_\_\_
- 11. District Six – Trainings – Qty. 1** \_\_\_\_\_
- 12. District Ten – Trainings – Qty. 1** \_\_\_\_\_
- 13. District Eleven – Training – Qty. 1** \_\_\_\_\_
- 14. Total Price 8 through 13** \_\_\_\_\_
- 15. Total Combined Price 7 and 14** \_\_\_\_\_

\*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
Federal Tax Identification #