



# ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS  
INFORMATION TECHNOLOGY  
INTERNAL AFFAIRS  
JUDICIAL COLLEGE OF MARYLAND  
**OPERATIONS**  
PROGRAMS

## Questions/Responses No. 4 to the Small Procurement Request for Proposals (SPRFP) SP75007499 Judicial College Leadership Conference Workshop Facilitators

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by the procurement officer 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:** Will the Administrative Office of the Courts (AOC) print participant materials or will the awarded vendor need to include printing and delivery of participant materials for the Judicial College Leadership Conference Workshop?  
**Response:** The AOC will print all participant materials. The awarded vendor will need to provide the digital materials for printing
- 2) Question:** What is the maximum number of participants we may anticipate in a single workshop session?  
**Response:** Typically there will be around 125 people each session.

Issued by: April Molley  
Procurement Officer  
November 9, 2017