



Administrative Office of the Courts
Operations Division

Questions/Responses No. 4 to the
Request for Proposals (RFP) K21-0024-25J
MJUD Translation Services

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.

Question 26: Please clarify if this is a new or an existing contract?

Response: This is a new contract.

Question 27: What has been your historic volume of translation requests?

Response: 350-400 thousand words per year

Question 28: What is your anticipated volume of translation requests?

Response: 350-400 thousand words per year

Question: 29: Who is currently providing translation services for AOC? Please provide a copy of the current contract(s) or information on how to make public records request for the same?

Responses: Refer to webpage MDCourts.gov solicitation awards.

Question 30. What types of content must typically be translated for the AOC? Can you provide the sample document to be translated?

Response: Please see courts website forms page.

<https://www.courts.state.md.us/courtforms?forms%5B0%5D=languages%3A59>

Question 31: Standard and Rush Services deadline?

Response: Standard: 30 days; Rush: 24-48 hours

Question 32: Due to the Covid-19 pandemic and the State's directives to reduce exposure, will you accept an email response in PDF format to be allowed for this bid instead of printing and shipping hard copies to your office?

Response: The AOC is up to full operations and we will not accepting email bids.

Issued by: Robin Smith
Procurement Officer
August 31, 2020