



Administrative Office of the Courts

Operations Division

Amendment #1

Request for Proposals

K18-0065-29

Turnkey Automated Document Creation System and Professional Services

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~)

1. REVISE RFP Section 1.9, Proposal Due (Closing) Date

One original and 7 copies of each proposal (technical and financial) must be received by the Procurement Officer no later than 2:00PM (local time) on ~~April 6, 2018~~ May 7, 2018 in order to be considered. An electronic version of the Technical Proposal must be enclosed with the technical proposal. An electronic version of the Financial Proposal must be enclosed with the original Financial Proposal. All electronic versions must be labeled with the RFP title, RFP number, and Offeror name and packaged with the original copy of the appropriate proposal (technical or financial).

Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Proposals received by the Procurement Officer after the due date will not be considered.

Proposals may not be submitted by e-mail or facsimile.

2. REVISE RFP Section 1.13, Oral Presentation/Discussions

Offerors may be asked to participate in oral presentations to expand on their proposal and demonstrate the proposed solutions which shall include a proof of concept based on Attachment H. We expect to schedule those no later than two weeks after proposal receipt. The Procurement Officer will notify selected Offerors of the time and location.

Significant representations made by an Offerors during the oral presentation shall be submitted in writing. All such representations will become part of the Offerors proposal and are binding if the Contract is awarded.

3. REVISE RFP Section 2.2.2, Deployment

Initially, the solution will be deployed and tested in the Judiciary's District Court, located in Towson, MD. ~~Estimated monthly page print volume is 30,000 per month.~~ The Towson, MD District Court location is expected to process up to 15,000 Landlord Tenant Cases per month. For each case a (3) page form is required, 2 pages of the form are double sided, thus expected number of pages printer per month is 75,000 pages per month. It is possible that other case related work will be printed on this printer, volume is not expected to significantly impact monthly print totals above the 75,000 pages per month mentioned above.

4. REVISE RFP Section 2.2.3, The Successful Solution

The storage of documents will be on the Court's internal network.

The successful solution shall:

- Have the ability to work with document printing equipment, including but not limited to large format printers, multi-function printers, etc.
- Have the ability to work with PDF and JPG images.
- Provide a storage structure for documents. The structure shall be determined by the Court.
- Provide document retrieval options that allow for searches based on file name, file tag or specific terms.
- Have a four hour turnaround time. Anything done by noon will be printed by 5PM and anything done after noon will be printed by noon the next day.
- Have the ability to print in the order it is delivered

5. REVISE RFP Section 2.2.6, Project Timeline/Deliverables

The Towson, MD pilot project **requires a functionality date of 12/3/18 and must "go live" ~~date of 12/1/2018~~ February 2019.** Proposals must provide a project timeline for the following deliverables to include, but not limited to:

- Project Kickoff
- Gathering Requirements
- Design
- Coding

- Testing
- Implementation

6. ADD RFP Section 2.2.7, File Sizes and Specs

- Black and white only
- No watermark
- An estimated zip file size is between 800KB and 1MB

7. ADD 2.2.8, Offeror's Solution Requirements

Offeror's Technical Proposal shall include a list of requirements for proof of concept.

Procuring printing services and printers are outside of the scope of this RFP, however, offerors' technical proposal must include a list of the minimum printer specifications that are compatible with the proposed solution and a recommended printer(s).

8. ADD Attachment H, Sample Zip File

See separate file titled, Attachment H Sample File

Issued by: Khrystine Bunche, Procurement Officer III

April 2, 2018