



Administrative Office of the Courts

Operations Division

Questions/Responses No. 4 to the

Request for Proposals (RFP) K18-0065-29

Turnkey Automated Document Creation System and Professional 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.

6. Question: Are the example files provided the same files to be used for proof of concept? If not, how many files, provided by you, do you anticipate vendors to use in their proof of concepts? Aside from those, if you could shed more light on the overall expectations on your end for the proof of concept?

Response: The example files may be duplicated as many times as required and used for the proof of concept. The expectations for the proof of concept is that we observe how the zip file containing the PDFs is accepted, additional text added in the appropriate locations and the resulting files are prepared to be printed.

7. Question: How does the user want to upload the zip file?

Response: The vendor should provide options for handling the zip file. The Judiciary has no pre-determined preference

8. Question: Can you provide the breakdown of when the uploading and printing of the files will take place per month, per quarter, and per year?

Response: In FY2017, there were 168,896 filings for new landlord tenant cases. While months fluctuate between 12,500 to 15,300 filings, the average is around

14,100 per month, and 42,000 per quarter. The number of filings over the last 5 years averaged 163,300 filings per year.

9. Question: How many users will need to have access to this application?

Response: For Baltimore County, the number of users would be approximately 20. As this process has not been undertaken yet, this number may fluctuate as need arises.

10. Question: In what format is system-generated data stored? Is it in database or spreadsheet or word file etc.?

Response: Database

11. Question: Do the end users currently transform the downloaded annotated PDF documents to legal (8.5 x 14) and add the SUMMONS part at the end of it manually before printing?

Response: Not currently

12. Question: Are these PDFs encrypted?

Response: No

13. Question: On page 50 of RFP it reads "Each single PDF file contained in the zipped file, must be transferred to 11.5x14 paper to generate 3 new double sided forms." Can you confirm that this is a mistake and meant to be 8.5 x 14 paper?

Response: See amendment 4. Yes we meant 8.5 x 14

14. Question: If the pilot program succeeds, how many other sites will use the newly developed system?

Response: All 24 counties would need to utilize this system as we would be creating a new document out of the submission. The printing volume would not be as high in most other locations, but the ability to change the PDF from the 8.5 X 11 to the 8.5 X 14 would be needed. Some counties have more than one court location, so the number of locations that would need to be set up would be between 24 and 34.

Issued by: Khrystine Bunche
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May 3, 2018