



## ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401

Pamela Harris, State Court Administrator  
410-260-1295

Questions/Responses No. 3 to the

Request for Proposal (RFP) K15-0048-89

Turnkey Digital Court Recording System-District Court of Maryland

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 who received the RFP. The statements and interpretations contained in the following responses to questions are not binding to 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.

34. Question: How many hours are courtrooms in session per week/year on average?

**Response: 6,687 hours for May 2014 and 5,105 hours for February 2015.**

35. Question: How many years of audio recordings must be accessible for on-demand playback or transcription?

**Response: Until new guidelines are developed, all Sound Recordings are retained indefinitely.**

36. Question: How many years in audio retained to meet retention requirements?

**Response: The District Court is in the process of revising its Recording Retention Manual for "Sound Recordings". The current Records Retention Manual instructs to keep sound recordings of trials and hearings for three years and until after all audit requirements have been fulfilled. Presently, all Sound Recordings are retained indefinitely.**

Faye D. Matthews  
Deputy State Court Administrator  
410-260-1257

Mark Bittner  
Assistant Administrator  
Judicial Information Systems  
410-260-1001

Louis G. Gieszl  
Assistant Administrator  
Programs  
410-260-3547

Melinda K. Jensen, CPA  
Assistant Administrator  
Operations  
410-260-1240

Stephane J. Latour, Esq.  
Managing Legal Counsel/  
Assistant Administrator  
Internal Affairs  
410-260-3453

Julie R. Linkins, Esq.  
Assistant Administrator  
Education  
410-260-3549

Kelley O'Connor  
Assistant Administrator  
Government Relations  
410-260-1560

Issued by: Khrystine Bunche, Procurement Officer

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