



Administrative Office of the Courts

Operations Division

Addendum No. 1

District Court Enterprise Video Distribution System

K18-0069-25BR

April 16, 2018

This Addendum is being issued to amend and clarify certain information contained in the above named small procurement RFP. All information contained herein is binding on all Offerors who respond to this small procurement 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).

Pre-Proposal Conference: ~~Wednesday, June 6th, 2018~~ **Monday, June 11th, 2018** at 2:00 P.M.
Department of Procurement, Contract & Grant
2003 C Commerce Park Drive
Annapolis, MD 21401
Conference Room

Closing Date and Time: ~~Tuesday, June 12th, 2018,~~ **Friday, June 15th, 2018** 2:00PM

1.7 Pre-Proposal Conference

A (MANDATORY Walk-Through and) Pre-Proposal Conference will be held on ~~Wednesday, June 6th, 2018,~~ **Monday, June 11th, 2018** beginning at 2:00PM, at Department of Procurement, Contract & Grant, 2003 C Commerce Park Drive, Annapolis, MD 21401 / Conference Room. Attendance at the Conference is not mandatory, but recommended in order to facilitate better preparation of proposals.

In order to assure adequate seating and other accommodations at the Conference, please email the Conference Response Form to the attention of the Procurement Officer such notice no later than ~~June 5th at 5:00PM,~~ **June 8th, 2018**. The Conference Response Form is included as Attachment **D** to this RFP.

Date Issued: June 6, 2018

Issued by: April Molley, Procurement Officer

1.9 Proposal Due (Closing) Date

One original and (adjust to your procurement) **3** copies of each proposal (technical and financial) must be received by the Procurement Officer no later than **2:00PM (local time) on ~~Tuesday, June 12th, 2018~~ Friday, June 15th, 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.

ATTACHMENT D – PRE-PROPOSAL CONFERENCE RESPONSE FORM

Project No. K18-0069-25B
Project Title: District Court Enterprise Video Distribution System
Pre-Proposal Conference: ~~Wednesday, June 6th, 2018~~ **Monday, June 11th, 2018** 2:00 P.M.
Department of Procurement, Contract & Grant
2003 C Commerce Park Drive
Annapolis, MD 21401
Conference Room

Please e-mail this form to the Procurement Officer: april.molley@mdcourts.gov

By ~~June 5th at 5:00PM,~~ **June 8th, 2018 at 5:00 PM,** advising whether or not you plan to attend this Conference.

Please indicate:

_____ Yes, the following representatives will be in attendance:

- 1.
- 2.

_____ No, we will not be in attendance.

Company/Firm/Company Name

Telephone

Contact Name

Date Issued: June 6, 2018

Issued by: April Molley, Procurement Officer