



Administrative Office of the Courts

Operations Division

Questions/Responses No. 2 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 3: Can you clarify the submission process for this RFP? Are physical deliveries of sealed bids being accepted during the COVID-19 pandemic? Will bids submitted through eMMA or email be considered in that event?

Response: We accept sealed bids only; no electronic bids will be accepted. Please see RFP Section 1.9 and Section 3 for proposal submission instructions.

Question: 4 What is the expected starting date for this solicitation once it is awarded?

Response: With signature of executed contract.

Question: 5 Regarding the volume of anticipated work, can you provide any figures of the volume of overall orders assigned and the breakdown per language in the previous granting of this contract?

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

Question 6: (Re: Attachment E – Price Proposal Form) Does AOC require an aggregated translation price for all core and non-core languages? Will a price breakdown per language be accepted?

Response: Yes

Question 7: (Re: Attachment E – Price Proposal Form) How is "Year # Total Summarized Price" to be formatted or calculated? The figures required do not seem to contribute to a summarized price.

Response: This will be calculated.

Question 8: (Re: the first 2.2.10) Can you provide clarification on the following statement? *“Note that this requirement emails an IT administration capability for...”*

Response: When court has an update on a court form, would like contractor to update document in language needed.

Question 9: For section 2.2.10, you are requesting ATA certified quality control reviews. Would you also accept the Department of Defense's Defense Language Proficiency Test (DLPT) certified translators and quality control reviewers as well?

Response: Only ATA certified translators will be accepted for the five Core languages as translators and reviewers.

Issued by: Robin Smith
Procurement Officer
August 31, 2020