



**STATE OF MARYLAND JUDICIARY**  
**Administrative Office of the Courts**  
**REQUEST FOR PROPOSALS (RFP)**  
**Fleet GPS System**  
**RFP# 11647**

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

**Purpose**

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to solicit proposals from prospective Offerors seeking the services for a Fleet GPS System.

**1. Scope of Work**

GPS System to includes the following features for 25 Fleet Vehicles:

- Real Time GPS Tracking/mapping
- Live Footage to Stream anytime via desktop or app - software
- Vehicle trails for trips
- Start times – location address
- End times – location address
- Driver snapshots
- Instant notification – hard breaking
- Instant notification – unsafe travel speed
- Instant notification – incident / accident
- GPS Reports
- Driver Facing Camera
- Road Facing Camera
- All installation to be done by the awarded Vendor
- Sturdy build – weather resistant
- Battery back up

**2. Contract Type**

The resulting contract shall be for Fixed Price.

**3. Contract Term**

The Contract resulting from this Small Procurement (RFP) shall begin **execution of Purchase Order** and extend for six months. The Judiciary shall have the sole right to exercise up to 1 six-month renewal options at its discretion.

**4. Procurement Officer**

The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

**Lisa Lee**

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-1263

Email: lisa.lee@mdcourts.gov

**5. Form of Response**

Proposals must be in writing.

- a. **Part I** – Technical proposals must include a written response to the Scope of Work that demonstrates the Offeror’s work plan, capabilities and experience in providing the required services.
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

**6. Proposal Closing Date**

All proposals must be received via email to the Procurement Office at the email address listed in Section Number 4, no later than **no later than 2:00pm (local time) on June 24, 2020** in order to be considered.

**7. Award Determination**

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Conformance to SOW
- Delivery/Availability
- Price

## Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

**FOR SERVICES AS REQUIRED AND PROPOSED, \$ \_\_\_\_\_**

Submitted by Authorized Signature

Date

Print Name and Title

Company Name

Company Address

Telephone

Email address

Federal Tax Identification #