

**UNITED STATES DISTRICT COURT
OFFICE OF THE CLERK
DISTRICT OF MARYLAND**

Felicia C. Cannon, Clerk

Reply to Northern Division Address

Jeffrey E. Risberg, Chief Deputy
Lisa Rosenthal, Chief Deputy

REQUEST FOR QUOTATION

RFQ Number: 08-3103-1
Request Date: November 14, 2008

TO:

This is a request for **Open Market Pricing**.

Quotes may be faxed or emailed with company letterhead to the below listed address by **November 28, 2008, at 5:00 p.m., Eastern Daylight Time**. However, hand carried quotes are to be delivered by the same time at **101 West Lombard Street, 4th Floor, Baltimore, Maryland, ATTENTION: Elizabeth Snowden**.

Submit a technical proposal describing your approach and project management in accordance with the attached statement of work. Use the attached quote sheet for a price quotation broken down by task with any supporting documentation for the price attached. Decision to award will be made for all Tasks or for Tasks 1,3,4 by **December 3, 2008** pending availability of funds.

A fixed price award from the RFQ will be made based on lowest price, technically acceptable offer and is subject to all Provisions and Clauses under JP3 - **Provisions, Clauses, Terms and Conditions - Small Purchases** (see attached).

Quotes and questions concerning this RFQ should be addressed to Elizabeth Snowden, U.S. District Court for the District of Maryland, 101 West Lombard Street, Baltimore, Maryland 21201. Phone Number 410-962-4429, FAX Number 410-962-2629, E-Mail Address: Elizabeth.Snowden@mdd.uscourts.gov (Use underscore between first and last name).

Northern Division • 4228 U.S. Courthouse • 101 W. Lombard Street • Baltimore, Maryland 21201 • 410-962-2600
Southern Division • 200 U.S. Courthouse • 6500 Cherrywood Lane • Greenbelt, Maryland 20770 • 301-344-0660

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The **Delivery Addresses** for this project will be:

U.S. District Court for the District of Maryland
4228 U.S. Courthouse
101 West Lombard Street
Baltimore, Maryland 21201

U.S. District Court for the District of Maryland
6500 Cherrywood Lane, Suite 200
Greenbelt, Maryland 20770

Quote Sheet for RFQ Number
(use additional sheets if necessary)

Item No.	Short Description	List of Tasks	Quantity	Unit	Unit Price	Extended Price
1	Task 1 - conversion of macros, templates, merge files	See Scope 1.3 on Page 4 of the Statement of Work	Official Templates/Macros-450 Personal Templates/Macros-225			
2	Task 2 - conversion of documents	See Scope 2.3 on Page 5 of the Statement of Work	Chambers - 21 Speciality Units ProSe / CJA - 2 Admin Section - 1			
3	Task 3 - Functionally in Word 2007	See Scope 3.3 on pages 6-7 of the Statement of Work				
4	Travel Expenses	See F(ENVIRONMENT) Location(s) on page 9	2 locations			
				TOTAL		

Vendor's Name

Vendor's Phone Number/fax number/e-mail address

Vendor's Street Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

Quantity Discount Tax ID Number

Printed or Typed Name of Signator

Discount Terms Net 30? Performance Start Date

Statement of Work

A. Description of Tasks

Task 1. Conversion - Macros/Templates/Merge Files

1.1 Introduction

The U.S. District Court for the District of Maryland has been using Corel WordPerfect as its word processing system for at least 20 years. Over the years the Court has progressed, moving through each version of software as it has been released. Currently, the Court uses WordPerfect X3. In addition to documents, WordPerfect macros, templates, and WordPerfect DOS keyboard shortcuts are used by District Court staff on a daily basis. The Court would like to move from WordPerfect to Microsoft Word 2007 as its standard word processing software for court documents.

1.2 Purpose

All official Clerk's office Macros and Templates will be converted to or recreated in Microsoft Word 2007. A user-specified set of each staff member's current WordPerfect Macros, Templates, and Merge files will also be converted to or recreated in Microsoft Word 2007.

1.3 Scope

Vendor will convert merge files, and templates using vendor-supplied conversion software. Documents will be reviewed by vendor and designated court staff for accuracy of conversion.

Vendor will convert (using vendor-supplied conversion software) or recreate macros in Word 2007. Macros will be tested for functionality by vendor and designated court staff.

If conversion software is developed by Vendor, Vendor will provide this software for conversion of documents. Vendor will also train Court IT staff on its use. If conversion software selected by vendor is from another source, the U.S. District Court for the District of Maryland will purchase an adequate number of licenses for this software and vendor will train Court IT staff on its use.

1.4 Special Requirements

An extensive knowledge of all features available in Word 2007 is required. This knowledge must include: Macros, Templates, importing names/addresses from the Outlook Address Book or other Windows Address book, Merge files, creating keyboard shortcuts, and any other functionality described in Task 3. Vendor must also have extensive

knowledge of conversion software to be used by vendor to convert court documents and macros.

Task 2: Conversion - Documents

2.1 Introduction

The U.S. District Court for the District of Maryland has been using Corel WordPerfect as its word processing system for at least 20 years. Over the years the Court has progressed, moving through each version of software as it has been released. Currently, the Court uses WordPerfect X3. The Court would like to move from WordPerfect to Microsoft Word 2007 as its standard word processing software for court documents.

2.2 Purpose

All or a user-specified set of each Chambers or Clerk's Office special unit's current WordPerfect files will be converted to Microsoft Office 2007.

2.3 Scope

Vendor will convert documents using vendor-supplied conversion software. Documents will be reviewed by vendor and designated court staff for accuracy of conversion.

Vendor will convert current-used Corel WordPerfect X13 Address Books to a Windows address book. These addresses will be accessible by the Envelope, Label, and Merge features in Word 2007.

Vendor will convert or recreate in Word 2007 all currently-used WordPerfect x3 QuickWords to a comparable feature in Word 2007.

Vendor will re-create all current keyboard shortcuts used with the WordPerfect X3 DOS keyboard to comparable keyboard shortcuts in Word 2007.

2.4 Special Requirements

An extensive knowledge of all features available in Word 2007 is required. This knowledge must include: Macros, Templates, importing names/addresses from the Outlook Address Book or other Windows Address book, Merge files, creating keyboard shortcuts, and any other functionality described in Task 3. Vendor must also have extensive knowledge of conversion software to be used by vendor to convert court documents and macros.

Task 3: Functionality

3.1 Introduction

The U.S. District Court for the District of Maryland has been using Corel WordPerfect as its word processing system for at least 20 years. Over the years the Court has progressed, moving through each version of software as it has been released. Currently, the Court uses WordPerfect X3. The functionality available in WordPerfect X3 must be available in Microsoft Office 2007.

3.2 Purpose

Word 2007 must provide the functionality listed in Section 2.3 of the Statement of Work

3.3 Scope

Vendor will demonstrate to Court IT staff that the following functionality is available in Word 2007

- Strikeout
- Redline
- Highlighting of Text
- Text Justification
- Center Text
- Line Spacing changes
- Page Numbering w/suppress of page number on first page of document
- Inserting Date Text - date does not change when document is opened
- Insert File
- Go To
- Find and Replace
- Hard Space - keeps text before and after space together
- Change Case - Initial caps, All caps, lower case characters
- Undo/Redo
- Copy/Paste with Options
- Make it Fit - automatically change formatting to make documents fit on user-designated number of pages
- QuickCorrect - add shortcuts for frequently-used words (AutoCorrect)
- Create Index
- Create Table of Contents
- Double Indent for Quotes
- Footnotes
 - Insert
 - Use Numbers or Asterisk if only one footnote in document
 - Change numbering of footnotes
 - Editing
- Inserting graphic lines and graphics

- Compare
- Remove all markings from document at once so user does not have to remove each marking individually
- Headers, including suppress header on first page
- Footers
- Inserting symbols
- Spell-As-You-Go
- Creating keyboard shortcuts for frequently-used features
- Envelopes - pulling in addresses from address book and storing return addresses
- Labels, including using Merge to create labels
- Creating and Editing Tables
- Creating and Editing Macros and Templates
- Changing screen display (Draft mode in WordPerfect) so that footers, headers, footnotes do not display
- Crating a default page setup - font, margins, justification
- Setting Zoom setting as default
- Sort
- Print Page
- Spell Checker
- Window/Orphan - Keep lines of text together so that one line does not move to page by itself
- Outline
- Bullet or numbered lists
- Publish to PDF and retain hyperlinks
- Password protect a document
- Creating and Editing Merge files
- File Stamp - add document name and path to footer
- Reveal Codes - comparable features in Word

3.4 Special Requirements

An extensive knowledge of all features available in Word 2007 is required. This knowledge must include the features listed in Section 3.3 of the Statement of Work above.

B. DESCRIPTION OF DELIVERABLES

Description of Deliverable for Task 1:

Merge files and templates will be converted to Word 2007 merge files and templates. Templates will open, display, and print in Word 2007 in a format acceptable to the user. Merge files will be run and the documents/data resulting from the merge will display and print in Word 2007 in a format acceptable to the user.

Macros currently used in WordPerfect X3 will be converted or re-

created in Word 2007. Marcos will run and execute correctly in Word 2007. Keystroke macros in WordPerfect X3 will use the same keystrokes to run Word 2007. If the same keystroke commands cannot be used in Word 2007, user-designated keystrokes will be substituted by vendor.

Conversion processes or conversion software will be provided by vendor and vendor will provide pricing for any conversion software to be provided to the Court of Appeals or demonstrate to Court IT staff how conversion process works so that processes or software can be used by court staff after completion of project.

Description of Deliverables for Task 2:

All documents designated by each unit will be converted from WordPerfect to Microsoft Word 2007. Documents will open, display, and print in Word 2007 in a format acceptable to user.

Names and addresses will be converted from the WordPerfect X3 Address Book to Windows address book in a format acceptable to user. Test will be run by user and IT staff using the Envelope, Label, and Merge features in Word to assure that names/addresses are displayed and print correctly when these features are executed.

Vendor will convert or re-create in Word 2007 all currently-used WordPerfect 12 QuickWords to the comparable feature in Word 2007. User will test QuickCorrect features in Word 2007 to confirm that all QuickWords have been converted or re-created.

Vendor will re-create all current keyboard shortcuts used with the WordPerfect X3 DOS keyboard to comparable keyboard shortcuts in Word 2007. User will test keyboard shortcuts commonly-used features. If the same keystrokes commands cannot be used in Word 2007, user-designated keystrokes will be substituted by vendor.

Description of Deliverable for Task 3:

All functionality listed in Section 3.3 of the Statement of Work will be available to users.

C. SCHEDULE OF PERFORMANCE AND DELIVERY/MILESTONES

The project will begin as soon as possible after award of the contract. Vendor will immediately begin meetings with Court IT and Sub-committee staff. Project must be completed no later than March 31, 2009

Regular meetings will be scheduled between vendor and Court IT staff

to work out the details of task delivery. Scheduling of site visits for conversion (Task 1 and Task 2) will have to be established based on staff schedules.

D. REVIEW PERIOD FOR DELIVERABLES

Conversion software or processes will also be tested by Court IT staff to determine accuracy prior to any site visits.

Functionality will also be reviewed by Court IT staff and the WordPerfect to Word Sub-Committee of the Court to determine if it adequately meets the needs of court users prior to any site visits.

E. ACCEPTANCE CRITERIA FOR DELIVERABLES

Conversion must create an accurately displayed and printed copy of the document converted so that the end user does not have to make any additional edits to the document.

Functionality must be available and accessible by end user in a manner acceptable to the end user.

F. ENVIRONMENT

All locations are an office setting.

U.S. District Court for the District of Maryland
4228 U.S. Courthouse
101 West Lombard Street
Baltimore, Maryland 21201

U.S. District Court for the District of Maryland
6500 Cherrywood Lane, Suite 200
Greenbelt, Maryland 20770

Government-Furnished Property

All computers will have WordPerfect X3 and Microsoft Word 2007 loaded. If reference material for Word 2007 is needed (off-the-shelf books), they will be purchased by the U.S. District Court for the District of Maryland for users.

Vendor will use the Court's training room and or conference room. Overhead projection and a screen are available in the training room and the conference room provides for computer hook-up to flat screen television.

If conversion software selected by vendor is software from another source, the U.S. District court for the District of Maryland will purchase an adequate number of licenses for this software.

Parking, if available, will be provided at the Baltimore, Maryland, Courthouse for the vendor(s) when at the Baltimore location. Public parking is available at the Greenbelt, Maryland Courthouse for the vendor(s).

Contractor Furnished Material

Vendor will provide conversion software for the project and will train U.S. District Court for the District of Maryland IT staff on its use. If conversion software selected by vendor is from another source, the U.S. District Court for the District of Maryland will purchase an adequate number of licenses.

Meetings

Vendor will have regularly-scheduled meetings with the Court IT Staff and Sub-committee in Baltimore, Maryland or when appropriate via video conference, to work out the details of the conversion and functionality. These meeting dates will be determined as soon as the project has been awarded.

Travel and Per Diem Requirements

Vendor will provide an estimate of travel expenses for site visits and meetings. If available at the time of the site visit or meeting, parking will be provided at the Baltimore Courthouse for vendor representatives. Parking will be provided at the Greenbelt Courthouse for the vendor representatives in the public parking areas.

Sincerely,

/s/

Elizabeth Snowden
Contacting Officer

Attachment: JP3 Clause 3-3 "Provisions, Clauses, Terms and Conditions
- Small Purchases.

Provisions, Clauses, Terms and Conditions - Small Purchases (OCT 2006)

- (a) The following Judiciary Procurement Program Procedures (*JP3*) provisions are incorporated by reference into the request for quotations (RFQ):
 - (1) *JP3* Provision 3-90, "Late Submissions, Modifications and Withdrawal of Offers"(JAN 2003)
 - (2) *JP3* Provision, 7-60, "Judiciary Furnished Property or Services" (JAN 2003)
- (b) The contractor shall comply with the following Judiciary Procurement Program Procedures (*JP3*) clauses incorporated by reference:
 - (1) *JP3* Clause 2-60, "Stop Work Order" (JAN 2003)
 - (2) *JP3* Clause 3-205, "Protest After Award" (JAN 2003)
 - (3) *JP3* Clause 7-20, "Security Requirements" (JAN 2003)
 - (4) *JP3* Clause 7-30, "Public Use of the Name of the Federal Judiciary" (JAN 2003)
 - (5) *JP3* Clause 7-35, "Disclosure or Use of Information" (AUG 2004)
 - (6) *JP3* Clause 7-85, "Examination of Records" (JAN 2003)
 - (7) *JP3* Clause 7-130, "Interest (Prompt Payment)" (JAN 2003)
 - (8) *JP3* Clause 7-135, "Payments" (JAN 2003) (Payment means acceptance by the inclusion of this clause.)
 - (9) *JP3* Clause 7-140, "Discounts for Prompt Payment" (JAN 2003)
 - (10) *JP3* Clause 7-150, "Extras" (JAN 2003)
 - (11) *JP3* Clause 7-185, "Changes" (JAN 2003)
 - (12) *JP3* Clause 7-200, "Judiciary Delay of Work" (JAN 2003) (Applies for products and fixed-price services.)
 - (13) *JP3* Clause 7-210, "Payment for Emergency Closures" (AUG 2004)
 - (14) *JP3* Clause 7-235, "Disputes" (JAN 2003)
- (c) The contractor shall comply with the following *JP3* clauses, incorporated by reference, unless the circumstances do not apply:
 - (1) *JP3* Clause B-20, "Computer Generated Forms" (JAN 2003) (Applies when the contractor is required to submit data on standard or optional forms.)
 - (2) *JP3* Clause 6-60, "Rights in Data - General" (AUG 2004) (Applies if data will be produced, furnished, or acquired under the purchase order.)
 - (3) *JP3* Clause 7-145, "Government Purchase Card" (JAN 2003) (Applies when the CO determines that the purchase card can be used to make payments.)
 - (4) *JP3* Clause 2-115, "Terms for Commercial Advance Payment of Purchases"| (OCT 2006) (Applies if advance payment will be authorized.)
 - (5) *JP3* Clause 2-115, Alt I (Applies if advance payment is authorized for photocopy| equipment maintenance.)
 - (6) The following apply to products only:
 - a) *JP3* Clause, 2-25A, "Delivery Terms and Contractor's Responsibilities"(JAN 2003) (Purchase order will specify whether delivery is expected at destination or origin.)
 - b) *JP3* Clause, 2-45, "Packaging and Marking" (AUG 2004) (Applies to fixed-price products or for a service involving furnishing of products.)
 - c) *JP3* Clause, 3-155, Walsh-Healey Public Contracts Act (JAN 2003) (Applies to product procurements over \$10,000 for manufacturing or furnishing products)
 - (7) The following apply to services only:
 - a) *JP3* Clause 1-1, "Employment by the Government" (JAN 2003)

- b) *JP3* Clause 1-5, "Conflict of Interest" (AUG 2004)
 - c) *JP3* Clause 3-160, "Service Contract Act of 1965, as amended" (JAN 2003) (Applies if the purchase order amount is over \$2,500 and will require the use of service employees.)
 - d) *JP3* Clause 3-170, "Statement of Equivalent Rates for Federal Hires"(JAN 2003) (Applies if the purchase order amount is more than \$2,500 and will require the use of service employees. In the RFQ, the CO will state the employee class and the monetary wage-fringe benefits.)
 - e) *JP3* Clause 7-40, "Judiciary-Contractor Relationship" (JAN 2003)(Applies to services when not involving judiciary information technology funds.)
 - f) *JP3* Clause 7-65, "Protection of Judiciary Buildings, Equipment and Vegetation" (JAN 2003) (Applies when services are performed at a judiciary installation.)
 - g) *JP3* Clause 7-205, "Payment for Judiciary Holidays" (JAN 2003) (Applies | to time-and-materials or labor-hour contracts.)
- (d) Inspection/Acceptance The contractor shall tender for acceptance only those products| and/or services that conform to the requirements of this contract. The judiciary reserves the right to inspect or test any products or services that have been tendered for acceptance. The judiciary may require repair or replacement of nonconforming products or re-performance of nonconforming services at no increase in contract price. The judiciary must exercise its post-acceptance rights:
- (1) within a reasonable period of time after the defect was discovered or should have been discovered; and
 - (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.
- (e) Excusable delays The contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The contractor shall notify the contracting officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the contracting officer of the cessation of such occurrence.
- (f) Termination for the judiciary's convenience The judiciary reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the contractor can demonstrate to the satisfaction of the judiciary, using its standard record keeping system, have resulted from the termination. The contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the judiciary any right to audit the contractor's records. The contractor shall not be paid for any work performed or

- costs incurred that reasonably could have been avoided.
- (g) Termination for cause The judiciary may terminate this contract, or any part hereof, for cause in the event of any default by the contractor, or if the contractor fails to comply with any contract terms and conditions, or fails to provide the judiciary, upon request, with adequate assurances of future performance. In the event of termination for cause, the judiciary shall not be liable to the contractor for any amount for products or services not accepted, and the contractor shall be liable to the judiciary for any and all rights and remedies provided by law. If it is determined that the judiciary improperly terminated this contract for default, such termination shall be deemed a termination for convenience.
 - (h) Warranty The contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

Note: All Provisions and Clauses referenced above can be found in their entirety at <http://www.uscourts.gov/procurement/clauses.htm>