

**RFP-LA-03-23 (Office space for lease at a single location for the  
Maryland Department of The Office of the Public Defender)**

**Questions and Answers**

- 1) Does the reception/waiting area need to be secured from the rest of the office?  
**YES.**
- 2) Does the 400 square foot room need to be one room, or can it be split into two?  
**The 400 square foot room can be split into two rooms as long as the combined dimensions of the two rooms total the requested footage. The two rooms must contain the same number of cabinets as if it was one space. There will also need to be a secure section that will contain medical records.**
- 3) Can the 160 square foot document room be split in two area?  
**No, the 160 square feet requested needs to be one room.**
- 4) Should the document center be open?  
**The document center can be open.**
- 5) Are there any important adjacencies required?  
**The only required adjacency would be for the document center and the file room to be next to each other.**
- 6) Is there a janitorial specification?  
**The janitorial specifications are contained in the Department of general Services Office of General Performance and Standards located in:**
  - a) **Index VIII – Cleaning Services, Section H, Article G.**
- 7) Information may be found on eMMA by clicking link below:  
**[https://emma.maryland.gov/page.aspx/en/bpm/process\\_manage/35841](https://emma.maryland.gov/page.aspx/en/bpm/process_manage/35841)**

