

**SAMPLE # 1 - Product Specifications Known
Purchase Order Request for Proposals (PORFP)
Hardware 2012 Master Contract**

Note – this is a sample of a completed PORFP form where the agency identifies the exact specifications of the hardware (e.g., manufacturer, product names and model numbers) to be purchased. For a sample of a completed PORFP form where exact specifications are not known, refer to PORFP Sample #2.

Section 1 – General Information			
PORFP Number: (ADPCS PO Number)	Q00P8202598		
PORFP Type: (Select one category from drop down list)	Both		
Functional Area/ s (FA) for this PORFP: (Check all that apply)	<input checked="" type="checkbox"/> FA I (Servers / Associated Peripherals) <input checked="" type="checkbox"/> FA II (Printers / Associated Peripherals) <input type="checkbox"/> FA III (Network Communication Equipment) <input checked="" type="checkbox"/> FA IV (Installation / Training) + FA I <input checked="" type="checkbox"/> FA IV + FA II <input type="checkbox"/> FA IV + FA III <input type="checkbox"/> FA IV + FA V (Manufacturer’s Extended Warranty) <input checked="" type="checkbox"/> FA IV + FA VI <input checked="" type="checkbox"/> FA V <input checked="" type="checkbox"/> FA VI (Security / Cameras / Associated Peripherals)		
Manufacturer Name	Hewlett Packard (Agencies must <u>enter only one</u> manufacturer when the manufacturer is known and direct the PORFP only to those Hardware 2012 Master Contractors authorized for that manufacturer. If the PORFP or generic or manufacturer is unknown, agencies must direct the PORFP to all Master Contractors.)		
Designated Small Business Reserve?(SBR): (Select “Yes” or “No” from drop down list)	No		
Minority Business Enterprise (MBE) Goal for FA IV Below (See “Hardware 2012 Master Contract MBE Participation Worksheet”):			30%
PORFP Issue Date: mm/dd/yyyy	12/10/2012	PROPOSAL DUE DATE and TIME:	12/24/2012 4:00PM
Place of Performance:	DoIT, 45 Calvert Street, 4 th Floor, Annapolis, MD, 21401		
Special Instructions:	Master Contractor personnel must notify the POC below upon arrival at DoIT.		
Security Requirements (if applicable):	Personnel must show ID and obtain a visitor’s pass at the front security desk. The POC will escort personnel inside the building.		
Invoicing Instructions:	Direct all invoices and related questions to the POC below.		

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Section 2 – Agency Point of Contact (POC) Information				
Agency / Division Name:	DoIT/Strategic Planning			
Agency POC Name:	John Smith	Agency POC Phone Number:	410-555-5555	
Agency POC Email Address:	john.smith@maryland.gov	Agency POC Fax:	410-555-5556	
Agency POC Mailing Address:	DoIT, 45 Calvert Street, Room 427, Annapolis, MD, 21401			
Section 3 – Delivery Address / Work Site POC Information (if different from above)				
Agency On-site Contact Name:	Same as above.	Agency On-site Phone Number:		
Agency On-site Email Address:		Agency On-site Fax:		
Agency On-site Address:				
Section 4 – Scope of Work				
FA I – Servers, and Associated Peripherals (Provide product specifications below. If some or all specifications are unknown, Master Contractors may propose products based on a detailed description in the Business Need / Required Functionality field*)				
* Business Need / Required Functionality	Storage and retrieval of scanned documents and images bearing original markings such as signatures, seals, time stamps, etc. Must be compatible with HP Scanjet Scanner / Printer Model N8460 described under FA II below. Must be compatible with common COTS imaging software including Adobe Acrobat 7.0 Professional.			
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
1. HP ProLiant	Computer Server	ML 350 G5	2	1/07/2012
2. n/a				
3. n/a (Insert additional rows as needed)				
FA II - Printers and Associated Peripherals (Provide product specifications below. If some or all specifications are unknown, Master Contractors may propose products based on a detailed description in the Business Need / Required Functionality field*)				
* Business Need / Required Functionality	Scanning and printing documents and images bearing original markings such as signatures, seals, time stamps, etc. Must be compatible with HP ProLiant Server Model ML 350 G5 described under FA I above. Must be compatible with common COTS imaging software including Adobe Acrobat 7.0 Professional.			
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy

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1. HP Scanjet	Document Sheet-Feed Scanner / Printer	N8460	4	1/07/2012
2. n/a				
3. n/a (Insert additional rows as needed)				
FA III - Network Communication Equipment (Provide product specifications below. If some or all specifications are unknown, Master Contractors may propose products based on a detailed description in the Business Need / Required Functionality field*)				
* Business Need / Required Functionality		n/a		
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
1. n/a				
2. n/a				
3. n/a (Insert additional rows as needed)				
FA IV – Installation and Training Services (Provide a detailed description of required services and deliverables and include MBE goal listed above. MBE goal should be calculated only on FA IV value.)				
Installation / Training Services	Deliverables	Start Date mm/dd/yyyy	End Date mm/dd/yyyy	
1. Install 2 HP ProLiant Servers, Model ML 350 G5, referenced in FA I above.	Installed hardware; installation test results; 2 user manuals	1/08/2012	1/10/2012	
2. Install 4 HP Scanjet Document Sheet-Feed Scanner / Printers, Model N8460, referenced in FA II above.	Installed hardware; installation test results; 4 user manuals	1/08/2012	1/10/2012	
3. n/a (Insert additional rows as needed)				
FA V - Manufacturer's Extended Warranty (Provide a detailed description of warranty requirements and deliverables)				
Warranty Requirements	Deliverables	Start Date mm/dd/yyyy	End Date mm/dd/yyyy	
1. Standard 2 year Extended Warranty for 2 HP ProLiant Servers, Model ML 350 G5.	Executed warranty agreement.	1/10/2012	1/10/2012	
2. Standard 2 year Extended Warranty for 4 HP Scanjet Document Sheet-Feed Scanner / Printers, Model N8460.	Executed warranty agreement.	1/10/2012	1/10/2012	

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3. n/a (Insert additional rows as needed)				
FA VI – Security, Cameras and Associated Peripherals (Provide product specifications below. If some or all specifications are unknown, Master Contractors may propose products based on a detailed description in the Business Need / Required Functionality field*)				
* Business Need / Required Functionality		n/a		
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
1. n/a				
2. n/a				
3. n/a (Insert additional rows as needed)				
Section 5 – Evaluation Criteria – Technical Proposal (Provide a list of evaluation criteria in descending order of importance)				
Evaluation Criteria				
1. Conformance with scope of work.				
2. Delivery and installation schedule				
3. Warranty features.				
4. Price. (Insert additional rows as needed)				
Basis for Award Recommendation				
Evaluation criteria for award will be established at the PORFP level. PORFPs will be awarded in accordance with the competitive Sealed Proposals process under COMAR 21.05.03. The agency POC will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the PORFP. The agency POC will initiate and deliver a PO to the selected Master Contractor.				