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 - Genera	lInformation				
PORFP Number: (ADPICS PO Number)	Q00P8202598					
PORFP Type:	Both					
(Select one category from drop down list)						
Functional Area/s (FA)	□ FA I (Servers / Associated Peripherals)					
for this PORFP:	□ FA II (Printers / Associated Peripherals)					
	FA III (Network Communication Equipment)					
(Check all that apply)	FAIV (Installation / Training) + FAI					
	│	nufacturor's Extended W	arranty)			
	☐ FA IV + FA V (Manufacturer's Extended Warranty) ☐ FA IV + FA VI					
	FAIV + FA VI					
	FA VI (Security / Cameras / Associated Peripherals)					
Manufacturer Name	Hewlett Packard					
	(Agencies must enter only one 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	No					
Business Reserve?(SBR):						
(Select "Yes" or "No"						
from drop down list)	. (		T 000/			
Minority Business Ent			30%			
(See "Hardware 2012 Master Contract MBE Participation Worksheet"):						
PORFP I ssue Date:	12/10/2012	PROPOSAL DUE	12/24/2012			
mm/dd/yyyy	12, 10, 2012	DATE and TIME:	4:00PM			
Place of Performance:	DolT, 45 Calvert Street, 4 <sup>th</sup> Floor, Annapolis, MD, 21401					
		· 				
Special Instructions:	Master Contractor personnel must notify the POC below upon					
	arrival at DoIT.					
Security Requirements (if		v ID and obtain a visitor'				
applicable): Invoicing Instructions:	security desk. The POC will escort personnel inside the building.  Direct all invoices and related questions to the POC below.					
This ording This tructions:	Direct an invoices an	iu relateu questions to th	IE FOO DEIOW.			

Section 2 – Agency Point of Contact (POC) Information						
Agency / Division Name		DoIT/Strategic Plann	ina			
Agency POC Name:	•	John Smith	Agency POC Phone Number:		410-555-5555	
Agency POC Email Address:		john.smith@marylar	Agency F Fax:	POC	410-555-5556	
Agency POC Mailing Address:		DoIT, 45 Calvert Str	eet, Roor	m 427, Ann	apolis, l	MD, 21401
Section 3 – Delivery	/ Ac	Idress / Work Site	POC I nfo	ormation (	if differe	nt from above)
Agency On-site Contact Name:		-		Agency O		
Agency On-site Email Address:				Agency (Fax:	On-site	
Agency On-site Address	:					
		Section 4 - Sco	oe of Wo	ork		
(Provide product spe Master Contractors r	cifi n a y	propose products ss Need / Required Storage and retrieva	ome or a based o Functio I of scan	all specific n a detaile nality field ned docum	ations d desc d*) ents and	d images bearing
noquinou i unononum,		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	Pr			del#	Qty	<b>Due Date</b> mm/dd/yyyy
1. HP ProLiant	Co	mputer Server	ML 350	G5	2	1/07/2012
2. n/a						
3. n/a (Insert additional rows as needed)						
(Provide product spe Master Contractors r	cifi n a y		ome or a based o	all specific n a detaile	ations ed desc	
* 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	Pr	oduct Description		del#	Qty	<b>Due Date</b> mm/dd/yyyy

1. HP Scanjet	Document Sh Scanner / Pri		N8460		4	1/07/2012	
2. n/a							
3. n/a							
(Insert additional							
rows as needed)							
F.A	AIII - Netwo	rk Commu	inication E	Equipme	nt		
(Provide product spe	cifications be	elow. If s	ome or all	specific	ations	are unknown,	
Master Contractors						ription in the	
	siness Need /	Required	Function	ality fiel	d* )		
* Business Need /	n/a						
Required Functionality			1				
Product Name	Product De	Mode	el#	Qty	<b>Due Date</b> mm/dd/yyyy		
1. n/a						iiiiii/ du/ yyyy	
1. 11/ α							
2. n/a							
3. n/a							
(Insert additional							
rows as needed)							
	A IV – Insta	llation and	Training	Services	S		
(Provide a detailed des			_			ind include MBE	
•	-	-					
goal listed above. MBE goal should be calculated only on FA I V value.)							
Installation / Training	g Services	Delive	rables	Start	Date	End Date	
Installation / Training	g Services	Delive	rables				
Installation / Training  1. Install 2 HP ProLiant Se		<b>Delive</b> Installed	rables	Start mm/de 1/08/20	d/yyyy	End Date mm/dd/yyyy 1/10/2012	
	rvers, Model			mm/d	d/yyyy	mm/dd/yyyy	
1. Install 2 HP ProLiant Se	rvers, Model	Installed	•	mm/d	d/yyyy	mm/dd/yyyy	
1. Install 2 HP ProLiant Se	rvers, Model	Installed hardware	; on test	mm/d	d/yyyy	mm/dd/yyyy	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I	rvers, Model FA I above.	Installed hardware installatio	; on test	mm/d	d/yyyy	mm/dd/yyyy	
Install 2 HP ProLiant Se ML 350 G5, referenced in I      Install 4 HP Scanjet Doc	rvers, Model FA I above.	Installed hardware installation results; 2	; on test	mm/d	d/yyyy 112	mm/dd/yyyy	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I 2. Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin	rvers, Model FA I above. cument ters, Model	Installed hardware installation results; 2 manuals Installed hardware	; on test user ;	mm/dd 1/08/20	d/yyyy 112	mm/dd/yyyy 1/10/2012	
Install 2 HP ProLiant Se ML 350 G5, referenced in I      Install 4 HP Scanjet Doc	rvers, Model FA I above. cument ters, Model	Installed hardware installation results; 2 manuals Installed hardware installation	; en test user ; en test	mm/dd 1/08/20	d/yyyy 112	mm/dd/yyyy 1/10/2012	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I	rvers, Model FA I above. cument ters, Model	Installed hardware installation results; 2 manuals Installed hardware installation results; 4	; en test user ; en test	mm/dd 1/08/20	d/yyyy 112	mm/dd/yyyy 1/10/2012	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I	rvers, Model FA I above. cument ters, Model	Installed hardware installation results; 2 manuals Installed hardware installation	; en test user ; en test	mm/dd 1/08/20	d/yyyy 112	mm/dd/yyyy 1/10/2012	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I	rvers, Model FA I above. cument ters, Model above.	Installed hardware installation results; 2 manuals Installed hardware installation results; 4	; en test user ; en test	mm/dd 1/08/20	d/yyyy 112	mm/dd/yyyy 1/10/2012	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I  2. Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA II  3. n/a (Insert additional rows as	rvers, Model FA I above. cument ters, Model above.	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals	; en test user ; en test user	mm/dd 1/08/20	d/yyyy 12 12	mm/dd/yyyy 1/10/2012	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I  2. Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA II  3. n/a (Insert additional rows as	rvers, Model FA I above.  cument ters, Model above.  needed)	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals	; en test user ; en test user	1/08/20 1/08/20	112 112	mm/dd/yyyy 1/10/2012 1/10/2012	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I  2. Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA II  3. n/a (Insert additional rows as	rvers, Model FA I above.  cument ters, Model above.  needed)	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals	; en test user ; en test user	1/08/20 1/08/20	112 112	mm/dd/yyyy 1/10/2012 1/10/2012	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I  2. Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA II  3. n/a (Insert additional rows as	rvers, Model FA I above.  cument ters, Model above.  needed) FA V - Manufa	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals	; en test user ; en test user	1/08/20 1/08/20	d/yyyy 12 12 12 / and de	mm/dd/yyyy 1/10/2012 1/10/2012	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I  2. Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA II  3. n/a (Insert additional rows as Feed Provide a detaile	rvers, Model FA I above.  cument ters, Model above.  needed) FA V - Manufa	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals	; on test ; on test user Extended \ nty requir	mm/dd 1/08/20 1/08/20 Warranty ements	d/yyyy 12 12 12 / and de	mm/dd/yyyy 1/10/2012 1/10/2012 liverables)	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I  2. Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA II  3. n/a (Insert additional rows as	rvers, Model FA I above.  cument ters, Model above.  needed) FA V - Manufa ed description ments	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals Installation results; 4	; on test ; on test user Extended \ nty requir	mm/dd 1/08/20 1/08/20 Warranty ements	d/yyyy 12 12 12 12 1and de Date d/yyyy	mm/dd/yyyy 1/10/2012 1/10/2012 liverables) End Date	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I  2. Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA II  3. n/a (Insert additional rows as Feed Marranty Require	rvers, Model FA I above.  cument ters, Model above.  red description ments ed Warranty	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals Installation results; 4	; en test user  ; en test user  Extended \ nty requirer  erables  warranty	mm/dd 1/08/20 1/08/20 Marranty ements Start mm/dd	d/yyyy 12 12 12 12 1and de Date d/yyyy	mm/dd/yyyy  1/10/2012  1/10/2012  liverables)  End Date mm/dd/yyyy	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I  2. Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA II  3. n/a (Insert additional rows as F (Provide a detaile)  Warranty Require  1. Standard 2 year Extend	rvers, Model FA I above.  cument ters, Model above.  red description ments ed Warranty	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals Installation results; 5 manuals Installation results; 5 manuals Installation results; 6 manuals Installation results; 7	; en test user  ; en test user  Extended \ nty requirer  erables  warranty	Mm/dd 1/08/20 1/08/20 1/08/20 Warranty ements Start mm/dd	/ and de Date d/yyyy	mm/dd/yyyy	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I  2. Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA II  3. n/a (Insert additional rows as  (Provide a detaile  Warranty Require  1. Standard 2 year Extend for 2 HP ProLiant Servers, 350 G5.  2. Standard 2 year Extend	rvers, Model FA I above.  cument ters, Model above.  needed) FA V - Manufa ed description ments  ed Warranty Model ML ed Warranty	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals Installation results; 4	; en test user  ; en test user  Extended \ nty requirer  erables  warranty	mm/dd 1/08/20 1/08/20 Marranty ements Start mm/dd	/ and de Date d/yyyy	mm/dd/yyyy  1/10/2012  1/10/2012  liverables)  End Date mm/dd/yyyy	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I  2. Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA II  3. n/a (Insert additional rows as  F (Provide a detaile)  Warranty Require  1. Standard 2 year Extend for 2 HP ProLiant Servers, 350 G5.	rvers, Model FA I above.  cument ters, Model above.  redded) FA V - Manufa ddescription ments ed Warranty Model ML ed Warranty t Sheet-Feed	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals Installation results; 4	; en test e user ; en test e user extended \( \frac{1}{2} \) erables warranty ent.	Mm/dd 1/08/20 1/08/20 1/08/20 Warranty ements Start mm/dd	/ and de Date d/yyyy	mm/dd/yyyy	

3. n/a							
(Insert additional rows as i							
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 / n/a							
Required Functionality		- d D : : : : :	B	. 1 //	01	D D.I.	
Product Name	Pr	oduct Description	Mode	<b>₽</b> I#	Qty	Due Date	
1. n/a						mm/dd/yyyy	
1. 11/ a							
2. n/a							
3. n/a							
(Insert additional							
rows as needed)							
,	n 5	- Evaluation Crite	ria — Tachi	nical Dro	nneal		
	Section 5 – Evaluation Criteria – Technical Proposal (Provide a list of evaluation criteria in descending order of importance)						
(Frovide a list of evaluation criteria in descending order of importance)							
Evaluation Criteria							
1. Conformance with scope of work.							
2. Delivery and installation schedule							
2. Warranty factures							
3. Warranty features.							
4. Price.							
(Insert additional rows as needed)							
		Basis for Award Re	commend	ation			
Evaluation criteria for awar	d w	ill be established at t	he PORFP I	evel. PO	RFPs 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.							