

# ***Task Order Request for Proposals for Release Under Contract UB-12-B-19***

<b>Issued By:</b>  [agency name, address and contact]	TORP Number: Date Issued: Proposal Due Date and Time: date at time PM
<b>To:</b>	Period of Performance: F.O.B. [location address] Payment Terms: Net 30 days

## ***Task Order Request for Proposals for***

Per the specifications, terms and conditions of this TORP.

<b><i>TO BE COMPLETED BY THE FIRM OFFERING A PROPOSAL</i></b>		
NAME AND ADDRESS OF OFFEROR   FEI Number: _____	SIGNATURE OF PERSON AUTHORIZED TO SIGN PROPOSAL   SIGNER'S NAME AND TITLE	DATE OF PROPOSAL   TELEPHONE No.

**TASK ORDER REQUEST FOR PROPOSALS:**

The purpose of this Task Order Request for Proposals (TORP) is to pursue secondary competition from Contractors that have received a Master Contract Award under ***MEEC Contract UB-12-B-19 - IT Hardware***, to obtain the optimum combination of price and equipment to meet the requirements outlined herein. Proposals will only be accepted from Contractors that have received a Master Contract Award under ***MEEC Contract UB-12-B-19 - IT Hardware***.

This Task Order Request for Proposals, and the resulting purchase order hereby incorporate the specification, terms and conditions of USM / ***MEEC Contract UB-12-B-19 - IT Hardware***.

All proposals will be evaluated by an evaluation committee. The University may classify a proposal as "not reasonably susceptible for award" if it does not meet the requirements of this solicitation. The University may also determine that an offeror is "not responsible", i.e., does not have the capabilities in all respects to perform the work required. Should a proposal be found not reasonably susceptible for award, or if an offeror is found not responsible, the proposal will not be considered further and the Offeror will be notified accordingly.

[note - low price, technically acceptable method is optional]

**Low Price, Technically Acceptable Evaluation Method**

The University will award the RFP to the responsible offeror whose offer is determined by the University to be acceptable, and is the lowest priced among those proposals rated technically acceptable. The University reserves the right to make split awards, or multiple awards as a result of this RFP.

An award made to an offeror pursuant to this solicitation is tentative and is final only upon execution on behalf of the University.

**PRE-PROPOSAL CONFERENCE:**

A pre-proposal conference will NOT in connection with this TORP.

**QUESTIONS**

Each contractor is responsible for reading very carefully and understanding fully the terms and conditions of this TORP. All communications regarding this solicitation are to be made solely through the Issuing Office. Requests for clarification or additional information must be made in writing (e-mail is preferred) to the Procurement Officer and received at the Issuing Office by close of business on [date]. The envelope in which such requests are sent should bear the following phrase: "QUESTIONS: TORP # \_\_\_\_". Only written communications relative to the procurement shall be considered.

**Procurement Office Address**

All questions will be answered in writing, in the form of an addendum to the TORP. Both questions and answers will be distributed, without identification of the inquirer(s), to all prospective contractors who are on record with the Procurement Officer as having received this TORP. No oral communications from the project team can be relied upon for proposal purposes.

**PUBLIC INFORMATION ACT NOTICE:**

Contractors should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland. Contractors must clearly identify each and every section that is deemed to be confidential, proprietary or a trade secret (it is **NOT** sufficient to

preface your proposal with a proprietary statement, or to use a page header or footer that arbitrarily marks **all** pages as confidential). Any individual section of the proposal that is not labeled as confidential with an accompanying statement concerning the rationale for its claimed confidentiality shall be considered public information.

**CLOSING DATE**

Proposals must be delivered to the Issuing Office by [Date, Time] Proposals, amendments to proposals, or requests for withdrawal of proposals arriving after the closing time and date shall not be considered. There shall be no public opening of the proposals. The names of contractors will not be released until after award.

**BACKGROUND**

**OBJECTIVE**

**COMPUTER SPECIFICATIONS**

REQUIREMENT	YES	NO
Offeror Will Comply with Requirement >>		
1.		
2.		
3.		

**Minimum System Requirements:**

All systems

2.3. DELIVERY

Shipping is FOB Destination and any freight or shipping costs are to be included in the individual (per item) prices for each item.

Delivery for all items is to be made to:

[address]

2.4. PAYMENTS

The successful Contractor's proper invoice will be paid on a net 30 day basis.

2.5. CONTRACT TERM

Prices shall be effective between [date] and [date].

**RETURN THE FOLLOWING PAGES WITH YOUR TECHNICAL PROPOSAL**

<b>TECHNICAL SUBMISSION</b>		
Item No.	Supplies/Services	Indicate minimum order quantity
1.	Item Required: _____  Brand: _____  Model: _____  Exceptions to Spec.: _____ _____ Provide data sheets on each item offered.	
2.	Item Required: _____  Brand: _____  Model: _____  Exceptions to Spec.: _____ _____ Provide data sheets on each item offered.	
3.	Item Required: _____  Brand: _____  Model: _____  Exceptions to Spec.: _____ _____ Provide data sheets on each item offered.	

**SECTION 3. - EVALUATION AND SELECTION PROCEDURES**

**3.1. EVALUATION COMMITTEE**

All offers received by the due date and time will be evaluated. The Procurement Officer shall establish an Evaluation Committee (the "Committee") to review and rate the proposals. The Committee shall be composed of the Procurement Officer and other individuals appointed by the Procurement Officer.

**3.2. ACCEPTABILITY OF PROPOSALS:**

The Procurement Officer shall determine which contractors have met the basic requirements of the RFP. The Procurement Officer shall have the sole authority to determine whether any deviation from the requirements of this RFP is substantial in nature. The Procurement Officer may waive or permit to be cured minor irregularities in proposals that are immaterial or inconsequential in nature, whenever it is determined to be in the University's best interest. In addition, the Procurement Officer may reject in whole or in part any and all proposals, and conduct discussions with all responsible contractors in any manner deemed necessary to best serve the interests of the University. The University reserves the right to make an award to more than one contractor or to split an award among contractors.

The Committee shall thereafter review each proposal for compliance with the requirements of the RFP as set forth herein. The Procurement Officer will determine if the contractor is responsible and otherwise qualified. The Committee will make a recommendation for award to the Procurement Officer.

This RFP creates no obligation on the part of the University to award a contract or to compensate contractors for proposal preparation expenses. The University reserves the right to accept or reject any and all proposals, in whole or in part, received in response to this RFP; to award to more than one contractor; to waive or permit cure of minor irregularities; and to conduct discussions with qualified contractors in any manner necessary to serve the best interest of the University.

**3.3. TECHNICAL EVALUATION:**

The Committee shall conduct its evaluation of the technical merit of the proposals in accordance with the requirements and criteria in this RFP. A contractor must satisfy and explicitly respond to ALL the specifications and requirements, including a detailed explanation of how each item is to be met. The evaluation committee will determine if a technical proposal is acceptable.

Discussions may be conducted with those Contractors who submit proposals initially judged by the Procurement Officer to be reasonably susceptible of being selected for award. However, the University reserves the right to award a contract based upon the proposals received without further discussions. Only those Contractors meeting the technical specifications and business requirements will be considered in the financial evaluation.

**3.3.1. Evaluation Criteria**

The criteria that will be used by the committee for the technical evaluation of proposals for this procurement are listed below in descending order of relative importance:

- Enter criteria here
- Enter criteria here
- Enter criteria here

The contractor's proposal is to state clearly that it meets the University's objectives; that is, that the contractor is fully capable of delivering the items and providing the services as specified in this RFP. Each contractor must provide a written detailed response to each requirement.

Misinterpretation of specifications or requirements by the contractor shall not relieve the contractor of responsibility to accurately address the requirements of the RFP or to perform the contract, if awarded.

The Committee may request site visits for the purpose of evaluating proposals and/or contractor's responsibility. The Committee may request additional technical assistance from any source. Industry standard references may be used during the evaluation process.

4. Approximation of Quantities

The quantities given in this RFP are approximate only, being given as a basis for the uniform comparison of proposals, and UB does not expressly or by implication agree that the actual amount of work will correspond therewith. An increase or decrease in the quantity for any unit price item shall not be regarded as sufficient grounds for an increase or decrease in the unit price of that item, nor in the time allowed for the completion of the work.

5. FINANCIAL EVALUATION:

After the selection of Technically Acceptable offers has been completed, the University will request Price proposals. Price proposals will be evaluated to determine which offer is the lowest overall cost to the University.

Offerors shall indicate their prices on the *Form for Price Proposals* which will be distributed to those offerors whose proposals are determined to be technically acceptable by the University.

6. FINAL RANKING AND SELECTIONS:

The award will be made to the Lowest Priced, Technically Acceptable proposal. The University reserves the right to make split awards, or multiple awards as a result of this RFP.

**MINORITY BUSINESS ENTERPRISE (MBE) NOTICE:**

Minority business enterprises are encouraged to respond to this solicitation. The use of certified minority subcontractor is strongly encouraged. If you intend to use a certified minority subcontract to fulfill the contract, please indicate the amount of the potential subcontract you will award to a certified MBE:

Award to Certified MBE subcontractor: \$ \_\_\_\_\_ OR \_\_\_\_\_ %

The University of Baltimore actively supports the statewide MBE program and invites the participation of minority businesses in this business opportunity. Minority Business Enterprises (MBE) contractors are encouraged to obtain certification from the Maryland Department of Transportation (MDOT). All questions, related to certification, shall be directed to the Maryland Department of Transportation's (MDOT), Minority Business Enterprise (MBE) Program at 1-800-544-6056.

**Request For Proposal Terms and Conditions**

**Contractor's Terms and Conditions**

Proposals containing terms and conditions contrary to the University of Baltimore's terms and conditions or taking exception to any of the terms and conditions in this Task Order Request for Proposals, or USM Master Contract *MEEC Contract UB-12-B-19 - IT Hardware*, may be considered unacceptable and your Proposal may be rejected.

**Time is of the essence.**

Be specific when quoting proposed delivery. Delivery may be a factor considered in making the award.

**Price Durability**

By submitting this Proposal, offeror agrees that all prices are valid for 90 days, or the term specified in the TORP (or price proposal form, Appendix B), whichever is longer.

**Multiple and Alternate Proposals:**

Multiple proposals from a single contractor or alternate solution proposals will not be accepted or considered.

**Arrearages:**

By submitting a response to this solicitation, a contractor shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract award.

**Drug and Alcohol Free Workplace Notice:**

Contractors are advised that contract award is subject to the provisions of COMAR requiring certification that the contractor will provide a drug and alcohol free workplace in accordance with COMAR 21.11.08.

**Purchase Order Terms and Conditions**

1. Maryland Law Prevails. The laws of Maryland shall govern interpretation and enforcement of this Purchase Order.
2. Termination for Convenience: The University may terminate this Purchase Order, in whole or in part, without showing cause upon prior written notice to the contractor specifying the extent and the effective date of the termination. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of the University System of Maryland Procurement Policies and Procedures.
3. Etc...



4.

**ATTACHMENT D  
FORM FOR PRICE PROPOSAL**

It is essential that price proposals be separately sealed from technical proposals. The Financial proposal shall cover all proposed items, services and prices. The price proposal form is to be completed in full and signed for each proposal. Worksheets or automated price quotation systems may be used to provide additional information, but price evaluation will be based on prices entered on this form. The price proposal form must be signed by an individual authorized to bind the contractor and must include the contractor's name, typed or written legibly.

Blanks will be interpreted as zeros.

<b>SCHEDULE</b>					
Item No.	Supplies/Services	Quantity	Unit	Unit Price	Total
1.	Item Required: _____ Brand: _____ Model: _____	Indicate minimum order quantity			
2.	Item Required: _____ Brand: _____ Model: _____				
3.	Item Required: _____ Brand: _____ Model: _____				

In compliance with specifications terms and conditions of this TORP, the undersigned agrees, if this offer is accepted by the University, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the TORP and offerors proposal.

This contract incorporates the Solicitation/Request for Proposal and any amendments thereto, as well as Contractor's proposal and amendments thereto. In the event of conflict between the terms of this contract, including amendments and modifications made thereto, and Contractor's proposal and amendments thereto, the discrepancy shall be resolved by giving precedence in the following order:

- 1) This Contract, including the Solicitation/Request for Proposal and amendments made thereto.
- 2) Contractor's proposal, including amendments and modifications made to the proposal.

This contract, including the documents incorporated by reference, contains the entire agreement of the parties and supersedes all prior agreements and understandings, oral or otherwise, between the parties.

Signature, name and title of person authorized to sign offer:

By : \_\_\_\_\_  
(Signature)

Task Order Request For Proposals

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\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)