

SAMPLE
Purchase Order Invitation for Bid (POIFB)
Assistive Telecommunications Equipment (ATE) Master Contract

Note: Agencies should use this form to request "Bids" from ATE Master Contractors that the agency will evaluate based on price only. Agencies must be able to identify exact equipment specifications (manufacturer, product name, model number, etc.) to use this form. If the exact equipment specifications are unknown, and / or the agency intends to evaluate based on price plus other factors, use the Purchase Order Request for Proposals (PORFP) form.

Section 1 – General Information			
POIFB Number: (ADPICS PO Number)	QOP6700021		
Functional Area/s (FA) for this POIFB: (Check all that apply)	<input checked="" type="checkbox"/> FA I (Amplified Telephones & Associated Peripherals) <input checked="" type="checkbox"/> FA II (Alerting Devices / Emergency Devices & Associated Peripherals) <input type="checkbox"/> FA III (Captioned Telephones & Associated Peripherals) <input checked="" type="checkbox"/> FA IV (TTY, VCO Phones, HCO Phones & Associated Peripherals) <input type="checkbox"/> FA V (Specialized Accessories / Switches & Associated Peripherals) <input type="checkbox"/> FA VI (Hands-Free Telephones / Devices & Associated Peripherals) <input type="checkbox"/> FA VII (Devices for Speech Impaired & Associated Peripherals) <input type="checkbox"/> FA VIII (Devices for Visually Impaired & Associated Peripherals) <input type="checkbox"/> FA IX (Devices for Cognitively Impaired & Associated Peripherals) <input type="checkbox"/> FA X (Wireless Devices / Videophones & Associated Peripherals) <input checked="" type="checkbox"/> FA XI (Extended Warranty(ties)) For detailed descriptions of each FA under the ATE Master Contract, see "Functional Areas: Descriptions / Examples" under "quick links" on the ATE Master Contract web site.		
Manufacturer Name (Enter one manufacturer only per POIFB)	Krown Manufacturing, Inc. (Agencies must <u>enter only one</u> manufacturer and direct the POIFB only to those ATE Master Contractors authorized for that manufacturer)		
Designated Small Business Reserve? (Select "Yes" or "No" from drop down list)	No		
POIFB ISSUE DATE: (mm/dd/yyyy)	10/10/2007	BID DUE DATE AND TIME:	10/12/2007 4:00 PM EST
Place of Performance:	DBM OIT, 45 Calvert Street, 4 th Floor, Annapolis, MD, 21401		
Special Instructions:	Master Contractor personnel must notify the POC below upon arrival at DBM.		
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.		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	DBM / OIT		
Agency POC Name:	John Smith	Agency POC Phone Number:	410-555-5555
Agency POC Email	jsmith@dbm.state.md.us	Agency POC	410-555-5556

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Address:		Fax:	
Agency POC Mailing Address:	DBM OIT, 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 – Amplified Telephones & Associated Peripherals (Provide itemized list of product names and model number/s):			
List Product Names and Model Number/s		Quantity	
1. Krown Starplus-45, Model # KS-P45		1. 2 (two) units	
Due Date for Delivery: (mm/dd/yyyy)		10/18/2007	
FA II – Alerting Devices / Emergency Devices & Associated Peripherals (Provide itemized list of product names and model number/s):			
List Product Names and Model Number/s		Quantity	
1. Krown KA-1000, Model #K-KA-1000		1. 3 (three) units	
Due Date for Delivery: (mm/dd/yyyy)		10/18/2007	
FA III – Captioned Telephones & Associated Peripherals (Provide itemized list of product names and model number/s):			
List Product Names and Model Number/s		Quantity	
N/A			
Due Date for Delivery: (mm/dd/yyyy)			
FA IV – TTY, VCO Phones, HCO Phones & Associated Peripherals (Provide itemized list of product names and model number/s):			
List Product Names and Model Number/s		Quantity	
1. Krown V-Touch TTY, Model K-VTTTTY		1. 2 (two) units	
Due Date for Delivery: (mm/dd/yyyy)		10/18/2007	
FA V – Specialized Accessories / Switches & Associated Peripherals (Provide itemized list of product names and model number/s):			
List Product Names and Model Number/s		Quantity	
N/A			
Due Date for Delivery: (mm/dd/yyyy)			
FA VI – Hands-Free Telephones / Devices & Associated Peripherals (Provide itemized list of product names and model number/s):			

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List Product Names and Model Number/s		Quantity	
N/A			
Due Date for Delivery: (mm/dd/yyyy)			
FA VII – Devices for Speech Impaired & Associated Peripherals (Provide itemized list of product names and model number/s):			
List Product Names and Model Number/s		Quantity	
N/A			
Due Date for Delivery: (mm/dd/yyyy)			
FA VIII – Devices for Visually Impaired & Associated Peripherals (Provide itemized list of product names and model number/s):			
List Product Names and Model Number/s		Quantity	
N/A			
Due Date for Delivery: (mm/dd/yyyy)			
FA IX – Devices for Cognitively Impaired & Associated Peripherals (Provide itemized list of product names and model number/s):			
List Product Names and Model Number/s		Quantity	
N/A			
Due Date for Delivery: (mm/dd/yyyy)			
FA X – Wireless Devices / Videophones & Associated Peripherals (Provide itemized list of product names and model number/s):			
List Product Names and Model Number/s		Quantity	
N/A			
Due Date for Delivery: (mm/dd/yyyy)			
FA XI – Extended Warranty(ties) (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 Krown Starplus-45, Model # KS-P45.	Executed warranty agreement.	10/18/2007	10/17/2009
2. Standard 2 year Extended Warranty for 3 Krown KA-1000, Model #K-KA-1000.	Executed warranty agreement.	10/18/2007	10/17/2009
3. Standard 2 year Extended Warranty for Krown V-Touch TTY, Model K-VTTY.	Executed warranty agreement.	10/18/2007	10/17/2009

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Basis for Award Recommendation

POIFBs will be awarded in accordance with the competitive Sealed Proposals process under COMAR 21.05.02. The agency POC will recommend award to the Master Contractor based on the Bid Evaluation and Award process of COMAR 21.05.02.13, or the multi-step Sealed Bidding process of COMAR 21.05.02.17. The POC will initiate and deliver a PO to the selected Master Contractor.