

Sample #2
Purchase Order Request for Proposals (PORFP)
Commercial Off-the-Shelf Software 2012 Master Contract

Section 1 – General Information			
PORFP Number: (ADPICS PO Number)	Q00P8202596		
PORFP Type: (Select one category from drop down list)	Fixed Price		
Functional Area/s (FA) for this PORFP: (Check all that apply)	<p><i>Check the applicable FA or FA combination for this PORFP. Check all that apply:</i></p> <input checked="" type="checkbox"/> FA I (COTS Software) <input checked="" type="checkbox"/> FA II (Installation and Training Services) <input checked="" type="checkbox"/> FA III (Manufacturer’s Software Maintenance)		
	<p><i>For detailed descriptions of each FA under the COTS 2012 Master Contract, see “Functional Areas: Descriptions/Examples” under “quick links” on the COTS 2012 Master Contract web site.</i></p>		
Manufacturer Name (Enter one manufacturer only per PORFP)	Adobe Systems, Inc. Agencies must enter only one manufacturer and direct the PORFP only to those COTS Software Master Contractors authorized for that manufacturer. If the manufacturer is unknown, agencies may direct the PORFP to all Master Contractors.		
Designated Small Business Reserve?(SBR): (Select “Yes” or “No” from drop down list)	No		
PORFP Issue Date: mm/dd/yyyy	10/10/2012	PROPOSAL DUE DATE and TIME:	10/24/2012 at 4PM
Place of Performance:	Dept. of Information Technology 45 Calvert St. 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.		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Dept. of Information Technology		
Agency POC Name:	John Smith	Agency POC Phone Number:	410-555-5555
Agency POC Email Address:	john.smith@maryland.gov	Agency POC Fax:	410-555-5555
Agency POC Mailing Address:	DoIT, 45 Calvert Street, Room 427, Annapolis, MD, 21401		

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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 – COTS Software
(Provide product specifications below. If some or all of the specifications are unknown, Master Contractors may propose products based on a detailed description in the Business Need / Required Functionality field*):

*Business Need / Required Functionality	The business need is for electronic records management. The agency scans or converts approximately 120 agency or customer images and documents per day into PDF format. The required functionality is to store, retrieve, and manage the resulting PDF files using a records database. The software must be compatible with Adobe Acrobat Professional, Version 7.0, and the Microsoft XP operating system. The software must be compatible with a Hewlett Packard ProLiant Server, Model ML 350 G5.
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Product Name	Product Description	Version #	Release #	Quantity of Licenses	Due Date mm/dd/yyyy
1. Unknown	Records management / database software.	Unknown	Unknown	12	11/07/2012
2.					
3. (Insert additional rows as needed)					

FA II – Installation and Training Services
(Provide a detailed description of required services and deliverables):

Installation / Training Services	Deliverables	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
1. Install records management / database software, referenced in FA I above, on the agency's client / server system.	Installed software; installation test results; 2 user manuals.	11/08/2012	11/13/2012
2. On-site training for up to 15 agency staff personnel for records management / database software referenced in FA I above.	Two 8 hour training sessions; class sign-in sheets; 15 training booklets.	11/08/2012	11/13/2012
3. (Insert additional rows as needed)			

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FA III – Manufacturer’s Software Warranty / Maintenance (Provide detailed description of warranty / maintenance requirements and deliverables)			
Warranty / Maintenance Requirements	Deliverables	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
1. Manufacturer’s 2 year software warranty for records management / database software referenced in FA I above.	Executed warranty agreement.	11/13/2012	11/13/2014
2. Manufacturer’s 2 year maintenance for records management / database software referenced in FA I above; includes consulting services, standard software upgrades, configuration management, telephone and email user support, and 24x7, 4-hour maximum response time for problems.	Executed maintenance agreement; monthly service log, and software upgrades.	11/13/2012	11/13/2014
3. (Insert additional rows as needed)			
Section 5 – Evaluation Criteria – Technical Proposal (Provide a list of evaluation criteria in descending order of importance)			
1. Conformance to scope of work.			
2. Installation schedule.			
3. Training schedule and agenda.			
4. Warranty / maintenance features.			
Basis for Award Recommendation			
Evaluation criteria for award will be established at the PORFP level. 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.			