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| **Section 1 –General Information** |
| **PORFP Number:****(ADPICS PO Number)** |       |
| **PORFP Type:****(Select one category from drop down list)** |  |
| **Functional Area/s (FA) for this PORFP:****(Select one category from drop down list)** |  |
| **Manufacturer Name****(Enter one manufacturer only per PORFP)** |       Agencies must enter only one manufacturer and direct the PORFP to all GIS Software Master Contractors.  |
| **Designated Small Business Reserve?(SBR):****(Select “Yes” or “No” from drop down list)** |  |
| **PORFP Issue Date:**mm/dd/yyyy |       | **PROPOSAL DUE** **DATE AND TIME:** |       |
| **Place of Performance:** |       |
| **Special Instructions:** |       |
| **Security Requirements (if applicable):** |       |
| **Invoicing Instructions:** |       |
| **Section 2 – Agency Point of Contact (POC) Information** |
| **Agency / Division Name:** |       |
| **Agency POC Name:** |       | **Agency POC Phone Number:** |       |
| **Agency POC Email Address:** |       | **Agency POC Fax:** |       |
| **Agency POC Mailing Address:** |       |
| **Section 3 – Delivery Address / Work Site POC Information (if different from above)** |
| **Agency On-site Contact Name:** |       | **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 – Desktop/Server Software (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** |       |
| **Product Name** | **Product Description** | **Version****#** | **Release** **#** | **Quantity of Licenses** | **Due Date**mm/dd/yyyy |
| 1.       |       |       |       |     |       |
| 2.       |       |       |       |     |       |
| 3.      (insert additional rows as needed) |       |       |       |     |       |
| **FA II – Mobile Software****(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** |       |
|  **Product Name** | **Product Description** | **Version #** | **Release #** | **Quantity of Licenses** | **Due Date**mm/dd/yyyy |
| 1.       |       |       |       |       |       |
| 2.       |       |       |       |       |       |
| 3.       (insert additional rows as needed) |       |       |       |       |       |
| **FA III** **- Manufacturer’s Software Maintenance****(Provide a detailed description of maintenance requirements and deliverables)** |
| **Maintenance Requirements** | **Deliverables** | **Start Date**mm/dd/yyyy | **End Date**mm/dd/yyyy |
| 1.       |       |       |       |
| 2.       |       |       |       |
| 3.      (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.       |
| 2.       |
| 3.      (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. |