PBX IV- Telecommunications Equipment

and Services   
Master Contract   
AWARD PACKAGE CHECKLIST

|  |  |
| --- | --- |
| DaTe: |  |
| Agency: |  |
| ADPICS PO Number: |  |
| Selected Manufacturer: |  |
| Functional Area/s: |  |

instructions: fill in the information above. USE the checklist below to create / assemble the award package. submit the checklist and All PArts of the award package via email to dOit AT PBXIV@dOit.state.md.us

Part 1: A technical, financial and combined ranking of each qualified TO Proposal; (complete template, add rows, as necessary).

**SAMPLE RANKING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VENDOR** | **TOTAL CONTRACT PRICE** | **TECHNICAL RANKING** | **COST**  **RANKING** | **BAFO RANKING** | **OVERALL RANKING** |
| **Company A** | $ 1,777,360 | 2 | 2 | 2 | 2 |
| **Company B** | $ 1,285,065 | 1 | 1 | 1 | 1 |
| **ADD ADDITIONAL LINES AS NEEDED** |  |  |  |  |  |

**Part 2:** A WRITTEN SUMMARY OF THE Rationale for selecting the recommended Master Contractor's Proposal for award.

SAMPLE SUMMARY

Company B was ranked No. 1 overall in technical and cost ranking. Company B response demonstrates a thorough understanding of the scope of the work, the technical plan was adequate, they have evidence of successful experience with similar type of work and all the key personnel have experience to give exemplary performance. Company B is recommended for award of the contract.

**part 3:** A COPY OF THE EMAIL/S USED TO ISSUE THE PORFP TO MASTER CONTRACTORS

**part 4:** A COPY OF THE PORFP AS ISSUED TO MASTER CONTRACTORS

**part 5:** a LIST of all master contractors in the designated Functional area/s (FA) who DID NOT propose OR whose PROPOSALS were NOT EVALUATED. For each proposal NOT EVALUATED, include A BRIEF EXPLANation why.

**part 6:** a COPY of WINNING MASTER CONTRACTOR’S FINANCIAL PROPOSAL. eNSURE IT INCLUDES:   
  
a. FOR FA I, A COPY OF THE PROPOSED PRICE/S ALONG WITH A SCREEN SHOT/S OF THE MANUFACTURER’S SUGGESTED RETAIL PRICE (MSRP) or GSA SCHEDULE FOR COMPARISON;   
  
b. FOR FA II & III, A COPY OF THE PROPOSED PRICE/S FOR THE SERVICES. INDICATE FIXED PRICE OR TIME & MATERIALS ACCORDING TO THE PORFP.

**part 7:** FOR FA ii & III, Copies of MBE forms d1 “certified mbe utilization and fair solicitation affidavit” and d2 “mbe participation schedule” as submitted by the winning master contractor.

**part 8:** FOR FA ii & III, Copies of vsbe forms as submitted by the winning master contractor.

**part 9:** mercury affidavit

**part 9:** if Only one PROPOSAL was received IN response TO the PORFP, PROVIDE A Written determination FROM tHE agency procurement officer That the price is fair and reasonable.