

**Sample Purchase Order Request for Proposals (PORFP)
Microwave and Ancillary Equipment and Services Master Contract**

Section 1 – General Information			
PORFP Number: (ADPICS PO Number)	F50P0400005		
PORFP Type: (Select one category from drop down list)	Fixed Price		
Functional Area/s (FA) for this PORFP: (Check all that apply)	<input checked="" type="checkbox"/> FA I (Licensed Microwave and Ancillary Equipment) <input checked="" type="checkbox"/> FA II (Unlicensed Microwave and Ancillary Equipment) <input checked="" type="checkbox"/> FA III (Installation, Repair & Preventive Maintenance) <input checked="" type="checkbox"/> FA IV (Manufacturer's Extended Warranty)		
Manufacturer Name:	<p>Agencies must enter only one manufacturer when the manufacturer is known and direct the PORFP only to those Microwave Master Contractors authorized for the manufacturer. If the PORFP is generic or manufacturer is unknown, agencies must direct the PORFP to all Microwave Master Contractors.</p>		
Designated Small Business Reserve?(SBR): (Select "Yes" or "No" from drop down list)	No		
Minority Business Enterprise (MBE) Goal for FA III Below (See "Microwave and Ancillary Equipment and Services Master Contract MBE Participation Worksheet"):			N/A %
Date of Request: (mm/dd/yyyy)	10/20/2010	PROPOSAL DUE DATE/TIME:	11/4/2010
Place of Performance:	45 Calvert Street, Annapolis, MD 20101		
Special Instructions:	Deliver between 9AM and 5PM on Monday thru Friday		
Security Requirements (if applicable):	Contact Denis McElligott (410-260-7000) prior to delivery.		
Invoicing Instructions:	Send invoice to Lynn Buehler, Department of Information Technology, Room 447, 45 Calvert Street, Annapolis, MD 20101		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Dept. of Information Technology		
Agency POC Name:	Denis McElligott	Agency POC Phone Number:	410-260-7000
Agency POC Email Address:	d.mcelligott@doit.state.md.us	Agency POC Fax:	410-XXX-XXXX
Agency POC Mailing Address:	Department of Information Technology, Room XXX, 45 Calvert Street, Annapolis, MD 20101		
Section 3 – Delivery Address / Work Site POC Information (if different from above)			
Agency On-site Contact Name:	Sean Javins	Agency On-site Phone Number:	Same as above
Agency On-site Email Address:	s.javins@doit.state.md.us	Agency On-site Fax:	Same as above
Agency On-site Address:	301 West Preston street, Baltimore, MD		

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Section 4 – Scope of Work	
FA I – Licensed Microwave and Ancillary Equipment (Provide itemized list of required equipment and model number/s. If type of equipment is unknown, describe required functionality):	
List Required Microwave and Ancillary Equipment and Model Number/s	Quantity
1. Proteus AMT M-Series, 6 GHz, Protected, Std Pwr, All Indoor Microwave Radio 2. 48 Amp - 48 VDC Flat Pak 3 Shelf System ELTEK P81359-3 3. 120 ft. EW-63 waveguide 4. Andrews PAR8-59A microwave antenna	1. 1 2. 1 3. 120 ft. 4. 1
Due Date for Delivery: (mm/dd/yyyy)	12/15/2010
FA II – Unlicensed Microwave and Ancillary Equipment (Provide itemized list of required equipment and model number/s. If type of equipment is unknown, describe required functionality):	
List Required Equipment, and Model Number/s	Quantity
1. Bridgewave AR60X 60 GHz microwave radios	1. 2
Due Date for Delivery: (mm/dd/yyyy)	12/30/2010
FA III – Installation, Repair and Preventive Maintenance Services (Provide itemized list of required services and deliverables and include MBE goal listed above. MBE goal should be calculated only on FA III value.)	
List Required Installation, Repair & Preventative Maintenance Services	List deliverables
1. Provide preventative maintenance to microwave radios installed at three sites in accordance with the below instructions:	1. Contractor shall provide maintenance on Harris Constellation radios between the hours of 7am and 7pm Monday through Friday. Work is to be performed on site and coordinated through the Task Order Manager or Designee. 2. The Contractor shall provide a semi-annual preventative maintenance plan and/or schedule for approval to the Task Order Manager within 60 days after receipt of Notice to Proceed. This plan is subject to Agency review, approval, modification or rejection by the Task Order Manager. The minimum elapsed time between preventative maintenance visits shall be five (5)

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	<p>months and the maximum elapsed time between preventative maintenance visits shall be six (6) months.</p> <p>3. Preventative maintenance shall be performed in accordance with Harris Constellation procedures, and shall include but not be limited to, insuring the equipment is operating within the manufacturers' specifications, wear items have been properly serviced, tightened, lubricated, etc., as required by good technical practices and manufacturer's recommendations, measurement, recording, reporting and correcting of transmitter assembly reference frequency, transmitter assembly power output at monitoring port and via keypad, receiver reference frequency, and received signal level.</p> <p>4. The Contractor shall supply a report with details of report results and corrective actions taken with each invoice for preventative service.</p>
Est. Work Start Date: (mm/dd/yyyy)	1/15/2011
Est. Work End Date: (mm/dd/yyyy)	3/30/2013
FA IV – Manufacturer's Extended Warranty (Provide itemized list of required services and deliverables)	
1. Provide 2 additional years of extended warranty on top of the standard one year warranty for the above Proteus AMT M-Series, 6 GHz, Protected, Std Pwr, All Indoor Microwave Radio	12/15/2010
Section 5 – Evaluation Criteria – Technical Proposal (Provide a list of evaluation criteria in descending order of importance)	
1. Delivery 2. Availability 3. Price	

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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.