

**ASSISTIVE TELECOMMUNICATIONS EQUIPMENT
(ATE) AND ASSOCIATED PERIPHERALS MASTER
CONTRACT
AWARD PACKAGE CHECKLIST
(FOR APPROVALS OF AWARDS \$50,000 AND OVER)**

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| DATE: | |
| AGENCY: | |
| ADPICS PO NUMBER: | |
| FUNCTIONAL AREA/S: | |
| MANUFACTURER: | |

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
DOIT.INTAKE@MARYLAND.GOV

PART 1: IF YOUR AGENCY IS DESIGNATED IN THE SMALL BUSINESS RESERVE (SBR) PROGRAM, INTERNAL AGENCY DISCUSSION IS ENCOURNGED WITH THE MBE / SBR LIAISON OR DESIGNEE IF THE PORFP SHOULD BE ISSUED SBR ONLY.

PART 2: A TECHNICAL, FINANCIAL, & COMBINED RANKING OF EACH QUALIFIED BID.

PART 3:

RANKING

| MASTER CONTRACTOR | TECHNICAL RANKING | PRICE | PRICE RANKING | COMBINED RANKING |
|-------------------|-------------------|-------|---------------|------------------|
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PART 4: A WRITTEN SUMMARY OF THE RATIONALE FOR SELECTING THE RECOMMENDED MASTER CONTRACTOR'S BID FOR AWARD.

SUMMARY

Provide written summary.

PART 5: A COPY OF THE EMAIL/S USED TO ISSUE THE PORFP TO MASTER CONTRACTORS.

PART 6: A COPY OF THE PORFP AS ISSUED TO MASTER CONTRACTORS.

PART 7: PROVIDE A COPY OF THE WINNING MASTER CONTRACTOR'S FINANCIAL PROPOSAL. ENSURE IT INCLUDES:

- A. FOR FA I, FA II, FA III, FA V AND FA VI (WHICHEVER APPLY), A COPY OF THE PROPOSED PRICE/S ALONG WITH A SCREEN SHOT/S OF THE MANUFACTURER'S SUGGESTED RETAIL PRICE (MSRP) FOR COMPARISON; AND
- B. FOR FA IV, A COPY OF THE PROPOSED PRICE/S FOR THE SERVICES. INDICATE MSRP OR TIME & LABOR CATEGORY ACCORDING TO THE PORFP.

PART 8: FOR FA IV, IF THE WAS A MBE SUBCONTRACTING GOAL, COPIES OF MBE FORMS D1 "CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFADAVIT" AND D2 "MBE PARTICIPATION SCHEDULE" AS SUBMITTED BY THE WINNING MASTER CONTRACTOR.

PART 9: IF ONLY ONE PROPOSAL WAS RECEIVED - SINGLE BID PORFP'S WILL NO LONGER BE APPROVED WITHOUT PRICE COMPARISONS SUBSTANTIATING THE QUOTE RECEIVED IS FAIR, REASONABLE & A COMPETITIVE PRICE. DOIT IS SEEKING THE PRICE COMPARISON TO BE FROM OTHER STATE OR COUNTY GOVERNMENTS, GSA SCHEDULE, ETC. THIS CHANGE IS EFFECTIVE IMMEDIATELY; AND IS THE RESULT OF RECENT BOARD OF PUBLIC WORKS ACTIONS ON HOW PROCUREMENTS ARE TO BE CONSIDERED. IF PRICE COMPARISONS CANNOT BE OBTAINED, THE PROCUREMENT MAY NEED TO BE CANCELLED & ANOTHER COMPETITIVE PROCUREMENT DONE.