Sample #1
Purchase Order Request for Proposals (PORFP)
Commercial Off-the-Shelf Software 2012 Master Contract

Section 1 – General Information	
PORFP Number: (ADPICS PO Number)	Q00P8202595
PORFP Type: (Select one category from drop down list)	Fixed Price
Functional Area/s (FA) for this PORFP: (Check all that apply)	*Check the applicable FA or FA combination for this PORFP. Check all that apply:* ☒ FA I (COTS Software) ☒ FA II (Installation and Training Services) ☒ FA III (Manufacturer's Software Maintenance) *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.*
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	May 5, 2013	**PROPOSAL DUE DATE and TIME:**	May 26, 2013 by 4:00 PM
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		

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 unkown, 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 to capture, store and retrieve electronic copies of original images, documents, or other written records. The required functionality is to create PDF files by scanning hard copies of documents or converting electronic document files.

Product Name	Product Description	Version #	Release #	Quantity of Licenses	Due Date mm/dd/yyyy
Acrobat Professional	Software for creating PDF files	9.0	n/a	12	May 28, 2013
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 Adobe Acrobat Professional software, referenced in FA I above, on 12 desktop computers.	Installed software; installation test results; 2 user manuals.	May 28, 2013	June, 5, 2013
2. On-site training for up to 15 agency staff personnel for Adobe Acrobat software referenced in FA I above.	Two 8 hour training sessions; class sign-in sheets; 15 training booklets.	May 28, 2013	June 5, 2013
3. (Insert additional rows as needed)			

FA III – Manufacturer's Software Warranty / Maintenance
(Provide detailed description of warranty / maintenance requirements and deliverables)

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Warranty / Maintenance Requirements	Deliverables	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
1. Standard 2 year Adobe Software Warranty.	Executed warranty agreement.	May 28, 2013	May 27, 2015
2.			
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.