Note – this is a sample of a completed PORFP form where the agency identifies the exact specifications of the hardware (e.g., manufacturer, product names and model numbers) to be purchased. For a sample of a completed PORFP form where exact specifications are not known, refer to PORFP Sample #2.

	Section 1 -Genera	I Information				
PORFP Number: (ADPICS PO Number)	Q00P8202598					
PORFP Type:	Both					
(Select one category from drop down list)						
Functional Area/s (FA) for this PORFP:	 ☐ FA I (Servers / Associated Peripherals) ☐ FA II (Printers / Associated Peripherals) ☐ FA III (Network Communication Equipment) 					
(Check all that apply)	 ☐ FA IV (Installation / Training) + FA I ☐ FA IV + FA II ☐ FA IV + FA V (Manufacturer's Extended Warranty) ☐ FA IV + FA VI ☐ FA V ☐ FA VI (Security / Cameras / Associated Peripherals) 					
Manufacturer Name	(Agencies must enter only one manufacturer when the manufacturer is known and direct the PORFP only to those Hardware 2012 Master Contractors authorized for that manufacturer. If the PORFP or generic or manufacturer is unknown, agencies must direct the PORFP to all Master Contractors.)					
Designated Small Business Reserve?(SBR): (Select "Yes" or "No" from drop down list)	No					
Minority Business Ent			30%			
(See "Hardware 2012		BE Participation				
PORFP Issue Date:	Worksheet"): 12/10/2012	PROPOSAL DUE	12/24/2012			
mm/dd/yyyy	12/10/2012	DATE and TIME:	4: 00PM			
Place of Performance:	DoIT, 45 Calvert Street, 4 th Floor, 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	.•	DoIT/Strategic Planr	nina					
Agency POC Name:	<u>, • </u>	John Smith	Agency POC Phone Number:		410-555-5555			
Agency POC Email Address:		john.smith@marylar	Agency F Fax:		410-555-5556			
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 O					
Agency On-site Email Address:			Agency (Fax:					
Agency On-site Address	:							
Section 4 – Scope of Work								
(Provide product spe Master Contractors r Bus *Business Need / Required Functionality	cifi may	I – Servers, and Associated Peripherals ifications below. If some or all specifications are unknown, ay propose products based on a detailed description in the ness Need / Required Functionality field*) Storage and retrieval of scanned documents and images bearing original markings such as signatures, seals, time stamps, etc. Must be compatible with HP Scanjet Scanner / Printer Model N8460 described under FA II below. Must be compatible with common COTS imaging software including Adobe Acrobat 7.0 Professional.						
Product Name	Pr	oduct Description	Мо	del #	Qty	Due Date mm/dd/yyyy		
1. HP ProLiant	Со	mputer Server	ML 350	G5	2	1/07/2012		
2. n/a								
3. n/a (Insert additional rows as needed)								
FA II - Printers and Associated Peripherals (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		Scanning and printing documents and images bearing original markings such as signatures, seals, time stamps, etc. Must be compatible with HP ProLiant Server Model ML 350 G5 described under FA I above. Must be compatible with common COTS imaging software including Adobe Acrobat 7.0 Professional.						
Product Name	Pr	Product Description Model # Qty Due Date mm/dd/yyyy						

1. HP Scanjet	Document SI Scanner / Pr		N8460		4	1/07/2012	
2. n/a							
3. n/a							
(Insert additional							
rows as needed)							
	A III - Netwo	rk Commi	unication E	Eguipme	nt		
(Provide product spe						are unknown.	
Master Contractors							
	siness Need /	•				•	
*Business Need /	n/a				•		
Required Functionality							
Product Name	Product De	scription	Mode	el#	Qty	Due Date	
						mm/dd/yyyy	
1. n/a							
2. n/a							
3. n/a							
(Insert additional							
rows as needed)							
·	FA IV – Insta	llation and	d Training	Service	s		
(Provide a detailed des			_			and include MBE	
goal listed abo	ve. MBE goal	should be	calculate	d only o	n FA I\	/ value.)	
Installation / Training Services							
Installation / Training	g Services	Delive	erables		Date	End Date	
			erables	mm/d	d/yyyy	mm/dd/yyyy	
1. Install 2 HP ProLiant Se	rvers, Model	Installed			d/yyyy		
	rvers, Model	Installed hardware	·;	mm/d	d/yyyy	mm/dd/yyyy	
1. Install 2 HP ProLiant Se	rvers, Model	Installed hardware installation	e; on test	mm/d	d/yyyy	mm/dd/yyyy	
1. Install 2 HP ProLiant Se	rvers, Model	Installed hardware installation results; 2	e; on test	mm/d	d/yyyy	mm/dd/yyyy	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I	rvers, Model FA I above.	Installed hardware installation results; 2 manuals	e; on test	mm/d 1/08/20	d/yyyy)12	mm/dd/yyyy 1/10/2012	
Install 2 HP ProLiant Se ML 350 G5, referenced in I Install 4 HP Scanjet Doc	rvers, Model FA I above.	Installed hardware installation results; 2 manuals Installed	e; on test ? user	mm/d	d/yyyy)12	mm/dd/yyyy	
Install 2 HP ProLiant Se ML 350 G5, referenced in I Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin	rvers, Model FA I above. cument iters, Model	Installed hardware installation results; 2 manuals Installed hardware	e; on test ! user	mm/d 1/08/20	d/yyyy)12	mm/dd/yyyy 1/10/2012	
Install 2 HP ProLiant Se ML 350 G5, referenced in I Install 4 HP Scanjet Doc	rvers, Model FA I above. cument iters, Model	Installed hardware installation results; 2 manuals Installed hardware installation	e; on test ? user e; on test	mm/d 1/08/20	d/yyyy)12	mm/dd/yyyy 1/10/2012	
Install 2 HP ProLiant Se ML 350 G5, referenced in I Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin	rvers, Model FA I above. cument iters, Model	Installed hardware installation results; 2 manuals Installed hardware installation results; 4	e; on test ? user e; on test	mm/d 1/08/20	d/yyyy)12	mm/dd/yyyy 1/10/2012	
Install 2 HP ProLiant Se ML 350 G5, referenced in I Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA II	rvers, Model FA I above. cument iters, Model	Installed hardware installation results; 2 manuals Installed hardware installation	e; on test ? user e; on test	mm/d 1/08/20	d/yyyy)12	mm/dd/yyyy 1/10/2012	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I	cument labove.	Installed hardware installation results; 2 manuals Installed hardware installation results; 4	e; on test ? user e; on test	mm/d 1/08/20	d/yyyy)12	mm/dd/yyyy 1/10/2012	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I 2. Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA II 3. n/a (Insert additional rows as	cument above. I above.	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals	e; on test 2 user e; on test 4 user	mm/d 1/08/20	012 012	mm/dd/yyyy 1/10/2012	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I 2. Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA II 3. n/a (Insert additional rows as	cument oters, Model fa labove. needed) FA V - Manufa	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals	e; on test ? user e; on test ! user	1/08/20	012 012	mm/dd/yyyy 1/10/2012 1/10/2012	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA II 3. n/a (Insert additional rows as	cument oters, Model fa labove. needed) FA V - Manufa	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals	e; on test e; on test user Extended \ nty requir	1/08/20	012 012	mm/dd/yyyy 1/10/2012 1/10/2012	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA II 3. n/a (Insert additional rows as	cument iters, Model I above. cument iters, Model I above. needed) FA V - Manufa ed description	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals	e; on test ? user e; on test ! user	mm/d 1/08/20 1/08/20 Narranty ements	d/yyyy 012 012 012 y and de	mm/dd/yyyy 1/10/2012 1/10/2012 Iliverables) End Date	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in I 2. Install 4 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA II 3. n/a (Insert additional rows as Provide a detailed Warranty Require)	cument diters, Model labove. needed) FA V - Manufaced description	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals acturer's En of warrand Delive	e; en test e; en test user Extended \ nty requir	mm/d 1/08/20 1/08/20 Narranty ements Start mm/d	y and de Date	mm/dd/yyyy 1/10/2012 1/10/2012 1/10/2012 Eliverables) End Date mm/dd/yyyy	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in Install 4 HP Scanjet Door Sheet-Feed Scanner / Prin N8460, referenced in FA IIs. 3. n/a (Insert additional rows as Provide a detailed Warranty Required 1. Standard 2 year Extendary Required 1. Standary Required 1.	cument oters, Model FA I above. cument oters, Model I above. needed) FA V - Manufaced description ements led Warranty	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals acturer's and marral Deliver Executed	e; on test 2 user on test 4 user Extended V nty requirerables	mm/d 1/08/20 1/08/20 Narranty ements	y and de Date	mm/dd/yyyy 1/10/2012 1/10/2012 Iliverables) End Date	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in Install 4 HP Scanjet Door Sheet-Feed Scanner / Prin N8460, referenced in FA II. 3. n/a (Insert additional rows as Provide a detailed Warranty Required 1. Standard 2 year Extendation 2 HP ProLiant Servers,	cument oters, Model FA I above. cument oters, Model I above. needed) FA V - Manufaced description ements led Warranty	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals acturer's En of warrand Delive	e; on test 2 user on test 4 user Extended V nty requirerables	mm/d 1/08/20 1/08/20 Narranty ements Start mm/d	y and de Date	mm/dd/yyyy 1/10/2012 1/10/2012 1/10/2012 Eliverables) End Date mm/dd/yyyy	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in Install 4 HP Scanjet Door Sheet-Feed Scanner / Print N8460, referenced in FA IIs. 3. n/a (Insert additional rows as Insert additional rows as Inse	cument iters, Model cument iters, Model I above. needed) FA V - Manufa ed description ements led Warranty Model ML	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals Installation results; 5 manuals Installation results; 6 manuals Installation results; 6 manuals Installation results; 7	erables warranty	Marranty ements Start mm/d 1/10/20	d/yyyy 012 012 012 012 Date d/yyyy	mm/dd/yyyy 1/10/2012 1/10/2012 Iiverables) End Date mm/dd/yyyy 1/10/2012	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in Install 2 HP Scanjet Doc Sheet-Feed Scanner / Prin N8460, referenced in FA IIs 3. n/a (Insert additional rows as Provide a detailed Warranty Required 1. Standard 2 year Extendation 2 HP ProLiant Servers, 350 G5. 2. Standard 2 year Extendation 2	cument sters, Model FA I above. cument sters, Model I above. needed) FA V - Manufated description ements led Warranty Model ML	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals acturer's En of warran Deliver Executed agreement Executed	extended Notice muser Extended Notice muser	mm/d 1/08/20 1/08/20 Narranty ements Start mm/d	d/yyyy 012 012 012 012 Date d/yyyy	mm/dd/yyyy 1/10/2012 1/10/2012 1/10/2012 Eliverables) End Date mm/dd/yyyy	
1. Install 2 HP ProLiant Se ML 350 G5, referenced in Install 4 HP Scanjet Door Sheet-Feed Scanner / Print N8460, referenced in FA IIs. 3. n/a (Insert additional rows as Insert additional rows as Inse	cument sters, Model FA I above. cument sters, Model I above. needed) FA V - Manufaced description ements led Warranty Model ML led Warranty t Sheet-Feed	Installed hardware installation results; 2 manuals Installed hardware installation results; 4 manuals Installation results; 5 manuals Installation results; 6 manuals Installation results; 6 manuals Installation results; 7	extended Notice muser Extended Notice muser	Marranty ements Start mm/d 1/10/20	d/yyyy 012 012 012 012 Date d/yyyy	mm/dd/yyyy 1/10/2012 1/10/2012 Iiverables) End Date mm/dd/yyyy 1/10/2012	

3. n/a							
(Insert additional rows as r							
	Security, Ca			-			
(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 / n/a							
Required Functionality							
Product Name	Product Description Model # Qty Due Date						
						mm/dd/yyyy	
1. n/a							
2. n/a							
3. n/a							
(Insert additional							
rows as needed)							
Section 5 – Evaluation Criteria – Technical Proposal (Provide a list of evaluation criteria in descending order of importance)							
Evaluation Criteria							
Evaluation of iteria							
1. Conformance with scope of work.							
2. Delivery and installation schedule							
3. Warranty features.							
4. Price.							
(Insert additional rows as needed)							
		Award Red					
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.							