

**SAMPLE #2 - Product Specifications Unknown  
Purchase Order Request for Proposals (PORFP)  
Hardware 2012 Master Contract**

*Note – this is a sample of a completed PORFP form where the agency does not know the exact specifications (e.g., manufacturer, model number, etc.) of the hardware to be purchased. The agency expects Master Contractors to propose different options based on a description of the business need / required functionality. For a sample of a completed PORFP form where the exact hardware specifications are known, refer to PORFP Sample #1.*

<b>Section 1 –General Information</b>			
<b>PORFP Number: (ADPICS PO Number)</b>	P00P8205637		
<b>PORFP Type:</b>  (Select one category from drop down list)	Both		
<b>Functional Area/s (FA) for this PORFP:</b>  (Check all that apply)	<input checked="" type="checkbox"/> FA I (Servers / Associated Peripherals) <input type="checkbox"/> FA II (Printers / Associated Peripherals) <input type="checkbox"/> FA III (Network Communication Equipment) <input checked="" type="checkbox"/> FA IV (Installation / Training) + FA I <input type="checkbox"/> FA IV + FA II <input type="checkbox"/> FA IV + FA III <input checked="" type="checkbox"/> FA IV + FA V (Manufacturer's Extended Warranty) <input checked="" type="checkbox"/> FA V <input checked="" type="checkbox"/> FA VI		
<b>Manufacturer Name</b>	Unknown  (Agencies must <u>enter only one</u> manufacturer when the manufacturer is known and direct the PORFP only to those Hardware 2012 Master Contractors authorized for that manufacturer. If the PORFP is generic or manufacturer is unknown, agencies must direct the PORFP to all Hardware 2012 Master Contractors.)		
<b>Designated Small Business Reserve?(SBR):</b>  (Select "Yes" or "No" from drop down list)	No		
<b>Minority Business Enterprise (MBE) Goal for FA IV Below (See "Hardware 2012 Master Contract MBE Participation Worksheet"):</b>			30%
<b>PORFP Issue Date:</b> mm/dd/yyyy	12/10/2012	<b>PROPOSAL DUE DATE and TIME:</b>	12/24/2012 4:00 PM
<b>Place of Performance:</b>	DoIT, 45 Calvert Street, Basement Floor, Annapolis, MD, 21401		
<b>Special Instructions:</b>	Master Contractor personnel must notify the POC below upon arrival at DoIT.		
<b>Security Requirements (if applicable):</b>	Personnel must show ID and obtain a visitor's pass at the front security desk. The POC will escort personnel inside the building.		
<b>Invoicing Instructions:</b>	Direct all invoices and related questions to the POC below.		

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Section 2 – Agency Point of Contact (POC) Information				
<b>Agency / Division Name:</b>	DoIT/Strategic Planning			
<b>Agency POC Name:</b>	John Smith	<b>Agency POC Phone Number:</b>	410-555-5555	
<b>Agency POC Email Address:</b>	<a href="mailto:jsmith@doit.state.md.us">jsmith@doit.state.md.us</a>	<b>Agency POC Fax:</b>	410-555-5556	
<b>Agency POC Mailing Address:</b>	DoIT, 45 Calvert Street, Room 427, Annapolis, MD, 21401			
Section 3 – Delivery Address / Work Site POC Information (if different from above)				
<b>Agency On-site Contact Name:</b>	Same as above.	<b>Agency On-site Phone Number:</b>		
<b>Agency On-site Email Address:</b>		<b>Agency On-site Fax:</b>		
<b>Agency On-site Address:</b>				
Section 4 – Scope of Work				
FA I – Servers, 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*)				
<b>*Business Need / Required Functionality</b>	This procurement is to refresh the desktop computers and associated peripherals in the computer training room at DoIT in Annapolis. The equipment primarily is for training DoIT staff on standard software applications, including but not limited to Microsoft Office.			
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
Unknown	Desktop computer	Unknown	20	11/07/2007
Unknown	Computer monitor	Unknown	20	11/07/2007
Unknown	Computer keyboard	Unknown	20	11/07/2007
Unknown	Computer mouse	Unknown	20	11/07/2007
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*)				
<b>*Business Need / Required Functionality</b>	n/a			
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
1. n/a				
2. n/a				

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3. n/a (Insert additional rows as needed)				
<b>FA III - Network Communication Equipment</b> (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*)				
<b>*Business Need / Required Functionality</b>		n/a		
<b>Product Name</b>	<b>Product Description</b>	<b>Model #</b>	<b>Qty</b>	<b>Due Date</b> mm/dd/yyyy
1. n/a				
2. n/a				
3. n/a (Insert additional rows as needed)				
<b>FA IV – Installation and Training Services</b> (Provide a detailed description of required services and deliverables and include MBE goal listed above. MBE goal should be calculated only on FA IV value.)				
<b>Installation / Training Services</b>		<b>Deliverables</b>	<b>Start Date</b> mm/dd/yyyy	<b>End Date</b> mm/dd/yyyy
1. Install 20 desktop computers and associated peripherals referenced in FA I above.		Installed hardware; installation test results; 20 user manuals	1/08/2012	1/09/2012
2. n/a				
3. n/a (Insert additional rows as needed)				
<b>FA V - Manufacturer's Extended Warranty</b> (Provide a detailed description of warranty requirements and deliverables)				
<b>Warranty Requirements</b>		<b>Deliverables</b>	<b>Start Date</b> mm/dd/yyyy	<b>End Date</b> mm/dd/yyyy
1. Standard 2 year Extended Warranty for 20 desktop computers and associated peripherals, referenced in FA I above.		Executed warranty agreements.	1/09/2012	1/09/2012
2. n/a				
3. n/a (Insert additional rows as needed)				
<b>FA VI – Security, Cameras and Associated Peripherals</b> (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*)				

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<b>*Business Need / Required Functionality</b>		This procurement is to refresh building cameras and associated peripherals at DoIT in Crownsville.		
<b>Product Name</b>	<b>Product Description</b>	<b>Model #</b>	<b>Qty</b>	<b>Due Date mm/dd/yyyy</b>
Unknown	Indoor & outdoor Camera	Unknown	20	11/07/2007
Unknown	Surveillance dome	Unknown	20	11/07/2007
Unknown	Card reader	Unknown	20	11/07/2007
Unknown	Alarm keypads	Unknown	20	11/07/2007
<b>Section 5 – Evaluation Criteria – Technical Proposal (Provide a list of evaluation criteria in descending order of importance)</b>				
<b>Evaluation Criteria</b>				
1. Conformance with scope of work.				
2. Delivery and installation schedule				
3. Warranty features.				
4. Price. (Insert additional rows as needed)				
<b>Basis for Award Recommendation</b>				
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.				