

**SAMPLE - Product Specifications Known
Purchase Order Request for Proposals (PORFP)
Two Way Radio 2013 Master Contract**

Note – this is a sample of a completed PORFP form where the agency identifies the exact specifications of the Two Way Radio Equipment (e.g., manufacturer, product names and model numbers) to be purchased.

Section 1 –General Information			
PORFP Number: (ADPICS PO Number)	Q00P8202598		
PORFP Type: (Select one category from drop down list)	Both		
Functional Area/s (FA) for this PORFP: (Check all that apply)	<input checked="" type="checkbox"/> FA I (Two-Way Radio Equipment) <input checked="" type="checkbox"/> FA II (Communications Consoles and Associated Equipment) <input checked="" type="checkbox"/> FA III (Installation, Repair and Preventive Maintenance Services)		
Designated Small Business Reserve?(SBR): (Select "Yes" or "No" from drop down list)	Yes		
Minority Business Enterprise (MBE) Goal for FA III Below (See "Two Way Radio 2013 Master Contract MBE Participation Worksheet"):			25%
PORFP Issue Date: mm/dd/yyyy	1/10/2013	PROPOSAL DUE DATE and TIME:	1/24/2013 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 Planning		
Agency POC Name:	John Smith	Agency POC Phone Number:	410-555-5555
Agency POC Email Address:	john.smith@maryland.gov	Agency POC Fax:	410-555-5556
Agency POC Mailing Address:	DoIT, 45 Calvert Street, Room 427, Annapolis, MD, 21401		

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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 – Two-Way Radio Equipment (Provide itemized list of required information and model number/s. If type of equipment is unknown, describe required functionality):			
List Required Two-Way Radio Equipment and Model Number/s			Quantity
1. Acme Two Way Radio (Model # ML 350 G5)			2
2. n/a			
3. n/a (Insert additional rows as needed)			
Due Date for Delivery: (mm/dd/yyyy)			5/18/2018
FA II – Communications Consoles and Associated Equipment (Provide itemized list of required consoles / equipment and model number/s. If type of equipment is unknown, describe required functionality):			
List Required Communications Consoles and Associated Equipment and Model Number/s			Quantity
1. Acme Communication Console (Model # N8460)			4
2. n/a			
3. n/a (Insert additional rows as needed)			
Due Date for Delivery: (mm/dd/yyyy)			5/18/2018

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FA III – Installation, Repair and Preventive Maintenance Services (Provide itemized list of required consoles / equipment and model number/s. If type of equipment is unknown, describe required functionality)	
List Required Installation, Repair & Preventive Maintenance Services	Deliverables
10. Installation of Acme Communication Console (Model # N8460)	10 Hours
2. n/a	
4. n/a (Insert additional rows as needed)	
Est. Work Start Date: (mm/dd/yyyy)	5/18/2018
Est. Work End Date: (mm/dd/yyyy)	5/20/2018
Minority Business Enterprise (MBE) Goal for FA III Below (See "Two Way Radio 2013 Master Contract MBE / SBR Participation Worksheet"):	25%
Section 5 – Evaluation Criteria – Technical Proposal (Provide a list of evaluation criteria in descending order of importance)	
Evaluation Criteria	
1. Conformance with scope of work.	
2. Delivery and installation schedule	
3. Warranty features.	
4. Price. (Insert additional rows as needed)	
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.	