

**Purchase Order Request for Proposals (PORFP)
PBX III- Telecommunications Equipment and Services
Master Contract**

Section 1 – General Information			
PORFP Number: (ADPICS PO Number)			
PORFP Type: (Select one category from drop down list)	Fixed Price		
Functional Area/s (FA) for this PORFP: (Check all that apply)	<input type="checkbox"/> FA I (Hardware, Software, and Licenses) <input type="checkbox"/> FA II (Maintenance Services) <input type="checkbox"/> FA III (Time and Material Labor)		
Manufacturer Name:	<p>Agencies must <u>enter only one</u> manufacturer when the manufacturer is known and direct the PORFP only to those PBX III- Telecommunications Master Contractors authorized for that manufacturer. If the PORFP is generic or the manufacturer is unknown, agencies must direct the PORFP to all PBX III- Telecommunications Master Contractors.</p>		
Designated Small Business Reserve?(SBR): (Select "Yes" or "No" from drop down list)	No		
Minority Business Enterprise (MBE) Goal for FA II & III Below (See "PBX III- Telecommunications Equipment and Services Master Contract MBE Participation Worksheet"):			25 %
PORFP Issue Date: (mm/dd/yyyy)		PROPOSAL DUE DATE and TIME:	
Place of Performance:			
Special Instructions:			
Security Requirements (if applicable):			
Invoicing Instructions:			
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:			
Agency POC Name:		Agency POC Phone Number:	
Agency POC Email Address:		Agency POC Fax:	
Agency POC Mailing Address:			
Section 3 – Delivery Address / Work Site POC Information (if different from above)			
Agency On-site Contact Name:		Agency On-site Phone Number:	
Agency On-site Email Address:		Agency On-site Fax:	

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Agency On-site Address:	
Section 4 – Scope of Work	
FA I – Hardware, Software, and Licenses (Provide itemized list of required equipment and model number/s. If type of equipment is unknown, describe required functionality):	
List Required PBX III- Telecommunications Equipment and Model Number/s	Quantity
1. <insert item> 2. <insert item> 3. <add / delete bullets as needed>	1. <insert item> 2. <insert item> 3. <add / delete bullets>
Due Date for Delivery: (mm/dd/yyyy)	
FA II – Maintenance Services (Provide itemized list of required services and deliverables and include MBE goal listed above. MBE goal should be calculated only on FA II & III value.)	
List Required Maintenance Services	List deliverables
1. <insert item> 2. <insert item> 3. <add / delete bullets as needed>	1. <insert item> 2. <insert item> 3. <add / delete bullets>
FA III – Time and Material Labor (Provide itemized list of required services and deliverables and include MBE goal listed above. MBE goal should be calculated only on FA II & III value.)	
List Required Time and Material Labor	List deliverables
1. <insert item> 2. <insert item> 3. <add / delete bullets as needed>	1. <insert item> 2. <insert item> 3. <add / delete bullets>
Est. Work Start Date: (mm/dd/yyyy)	
Est. Work End Date: (mm/dd/yyyy)	
Section 5 – Evaluation Criteria – Technical Proposal (Provide a list of evaluation criteria in descending order of importance)	
1.	
Basis for Award Recommendation	
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.	