

**Purchase Order Request for Proposals (PORFP)  
Desktop, Laptop and Tablet 2015 Master Contract**

Section 1 –General Information			
<b>PORFP Number: (ADPICS PO Number)</b>	XXXXXXXXXXXX		
<b>PORFP Type:</b>  (Select one category from drop down list)	Fixed Price		
<b>Functional Area/s (FA) for this PORFP:</b>  (Check all that apply)	<input checked="" type="checkbox"/> FA I (Desktop/Laptops/Ruggedized/Laptops/Associated Peripherals) <input type="checkbox"/> FA II (Tablets/Ruggedized Tablets/Associated Peripherals) <input type="checkbox"/> FA III (Installation) + FA I <input type="checkbox"/> FA III (Installation) + FA II <input type="checkbox"/> FA IV (Manufacturer’s Extended Warranty)		
<b>Manufacturer Name</b>	DELL  Agencies must <u>enter only one</u> manufacturer when the manufacturer is known and direct the PORFP only to those Desktop, Laptop and Tablet 2015 Master Contractors authorized for that manufacturer. If the PORFP is generic or manufacturer(s) are unknown, agencies must direct the PORFP to all Desktop, Laptop and Tablet 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 III Below (See “DESKTOP, LAPTOP AND TABLET 2015 Master Contract MBE Participation Worksheet”):</b>			0.00 %
<b>PORFP Issue Date:</b> mm/dd/yyyy	07/22/2015	<b>PROPOSAL DUE DATE and TIME:</b>	08/19/2015 4:00 PM
<b>Place of Performance:</b>	DoIT, 45 Calvert Street, 4th Floor, Annapolis, MD 21401		
<b>Special Instructions:</b>	N/A		
<b>Security Requirements (if applicable):</b>	N/A		
<b>Invoicing Instructions:</b>	Direct all invoices and related questions to the POC below.		
Section 2 – Agency Point of Contact (POC) Information			
<b>Agency / Division Name:</b>	DoIT/ Strategic Planning		
<b>Agency POC Name:</b>	Jane Doe	<b>Agency POC Phone Number:</b>	410-555-5555
<b>Agency POC Email Address:</b>	jane.doe@maryland.gov	<b>Agency POC Fax:</b>	410-555-5556
<b>Agency POC Mailing</b>	DoIT, 45 Calvert Street, Room 427, Annapolis, MD, 21401		

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<b>Address:</b>				
<b>Section 3 – Delivery Address / Work Site POC Information (if different from above)</b>				
<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>				
<b>Section 4 – Scope of Work</b>				
<b>FA I – Desktop, Laptops and Ruggedized Laptops 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>				
<b>*Business Need / Required Functionality</b>				
<b>Product Name</b>	<b>Product Description</b>	<b>Model #</b>	<b>Qty</b>	<b>Due Date mm/dd/yyyy</b>
1. Dell - Inspiron 15.8 Touch-Screen Laptop	Touch-Screen Laptop	I7548-2130SLV	2	09/1/2015
2.				
3. (insert additional rows as needed)				
<b>FA II – Tablets, Ruggedized Tablets 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>				
<b>*Business Need / Required Functionality</b>				
<b>Product Name</b>	<b>Product Description</b>	<b>Model #</b>	<b>Qty</b>	<b>Due Date mm/dd/yyyy</b>
1. Dell – Venue 11 Android Tablet	Venue 11 Tablet	VNN8444444BL K	4	9/1/2015
2.				
3. (insert additional rows as needed)				
<b>FA III – Installation Services (Provide a detailed description of required services and deliverables and include MBE goal listed above. MBE goal should be calculated only on FA III value.)</b>				
<b>Installation / Training Services</b>	<b>Deliverables</b>	<b>Start Date mm/dd/yyyy</b>	<b>End Date mm/dd/yyyy</b>	
1.				

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2.			
3. (insert additional rows as needed)			
<b>FA V - Manufacturer's Extended Warranty (Provide a detailed description of warranty requirements and deliverables)</b>			
<b>Warranty Requirements</b>	<b>Deliverables</b>	<b>Start Date mm/dd/yyyy</b>	<b>End Date mm/dd/yyyy</b>
1.			
2.			
3. (insert additional rows as needed)			
<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. Price			
3. (insert additional rows as needed)			
<b>Basis for Award Recommendation</b>			
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.			