

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

Section 1 – General Information			
<b>PORFP Number: (ADPICS PO Number)</b>	F50P0400000		
<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)	<p><i>Check the applicable FA or FA combination for this PORFP. Check all that apply:</i></p> <input checked="" type="checkbox"/> FA I (Hardware, Software, and Licenses) <input checked="" type="checkbox"/> FA II (Maintenance Services) <input checked="" type="checkbox"/> FA III (Time and Material Labor)		
	<p><i>For detailed descriptions of each FA under the PBX III Master Contract, see "Functional Areas: Descriptions/Examples" under "quick links" on the PBX III Master Contract web site.</i></p>		
<b>Manufacturer Name:</b>	Unknown		
	<p>Agencies must enter only one 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>		
<b>Designated Small Business Reserve?(SBR):</b> (Select "Yes" or "No" from drop down list)	No		
<b>Minority Business Enterprise Goal for FA II &amp; III Below (See PBX III – Telecommunications Equipment and Services Master Contract MBE Participation Worksheet):</b>			25%
<b>PORFP Issue Date:</b> mm/dd/yyyy	3/25/2011	<b>PROPOSAL DUE DATE and TIME:</b>	4/10/2011 by 2:00 PM
<b>Place of Performance:</b>	DoIT – 45 Calvert St. Annapolis, MD 20401		
<b>Special Instructions:</b>	Deliver to the loading dock Mon – Fri between the hours of 8:00 AM and 4:00 PM. The loading dock is closed for lunch between 12:00 PM and 1:00 PM		
<b>Security Requirements (if applicable):</b>	Contact the POC prior to delivery. The equipment cannot be delivered if the POC is not available.		
<b>Invoicing Instructions:</b>	Send the invoice to Finance, Department of XXXXXXX, at 45 Calvert St. Room XXX, Annapolis MD 21401		
Section 2 – Agency Point of Contact (POC) Information			
<b>Agency / Division Name:</b>	DoIT		
<b>Agency POC Name:</b>	John Smith	<b>Agency POC</b>	

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		<b>Phone Number:</b>	
<b>Agency POC Email Address:</b>	John.Smith@Maryland.Gov	<b>Agency POC Fax:</b>	
<b>Agency POC Mailing Address:</b>	DoIT – 45 Calvert St. Annapolis, MD 20401		
<b>Section 3 – Delivery Address / Work Site POC Information (if different from above)</b>			
<b>Agency On-site Contact Name:</b>	See 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 – Hardware, Software, and Licenses (Provide itemized list of required information and model number/s. If type of equipment is unknown, describe required functionality):</b>			
<b>List Required PBX III – Telecommunications Equipment and Model Number/s</b>		<b>Quantity</b>	
1. Replace existing PBX with NEC SV 8500 with 480 programmed telephones, 64 programmed trunk ports 2. Replace existing Voice Mail System, no manufacturer specified. Voice mail system must be integration to the PBX, and provide customized voice mail greetings. 3. Replace existing telephones		1 PBX. 2. 1 Voice Mail System with 8 Voice Mail Ports. 3. 550 multi-button phones.  Provide the following: 1. Itemized price quote for each of the line items listed. 2. MSRP documentation for all items in the quote that meet DoIT Procurement Specifications.	
<b>Due Date for Delivery:</b> (mm/dd/yyyy)		06/15/2011	
<b>FA II – Maintenance Services (Provide itemized list of required consoles / equipment and model number/s. If type of equipment is unknown, describe required functionality):</b>			
<b>List Maintenance Services</b>		<b>List Deliverables</b>	

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<p>1. 24 Months Extended Manufacturer Warranty for PBX and telephones 2. 24 Months Extended Manufacturer Warranty for Voice Mail System</p>	<p>1. Initial Warranty is for 24 months or until the expiration date of the current contract at the time the proposal is submitted, whichever is shorter. Extended warranty is to be provided at no additional cost to the state.</p>
<p><b>FA III – Time and Material Labor (Provide itemized list of required services and deliverables)</b></p>	
<p><b>List Required Time and Material Labor</b></p>	<p><b>List Deliverables</b></p>
<p>1. Configure and Install PBX. Program all class of services, features, and trunk routes. 2. Configure and Install Voice Mail System. Create mailboxes for all required phones. Program all menu trees. 3. Flash cut reusing existing telephone cabling. Install and label phones, test each phone to ensure connectivity, and program all phones to forward to voice mail. Test all phones to ensure they ring at the desk and then forward to voice mail. 4. Provide staff to support a help desk for 2 days after the cutover, and to resolve any issues that arise during the 30 day acceptance period.</p>	<p>1. Proposed configuration documents for PBX, Voice Mail System, and any peripherals to be installed, showing integration connections, trunks and circuit types. 2. As built documentation specifying identifying configuration as installed.</p>
<p><b>Est. Work Start Date:</b> (mm/dd/yyyy)</p>	<p>5/15/2011</p>
<p><b>Est. Work End Date:</b> (mm/dd/yyyy)</p>	<p>7/15/2011</p>
<p><b>Section 5 – Evaluation Criteria – Technical Proposal (Provide a list of evaluation criteria in descending order of importance)</b></p>	
<p>1. Technical Proposal (including the thoroughness of the supporting configuration documents) 2. Ability to meet the requested installation date.</p>	
<p style="text-align: center;"><b>Basis for Award Recommendation</b></p> <p>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.</p>	