

**Template Instructions
Purchase Order Request for Proposals (PORFP)
Commercial Off-the-Shelf Software 2012 Master Contract**

Section 1 – General Information			
PORFP Number: (ADPICS PO Number)	<i>Enter the ADPICS Purchase Order (PO) number released against the COTS 2012 Master Contract Blanket Purchase Order # 060B2490021 in ADPICS.</i>		
PORFP Type: (Select one category from drop down list)	<i>Select the applicable PORFP type from the drop-down list. Only one type can be selected from the following:</i> -Fixed Price -Time & Materials (FA II or III only) -Both		
Functional Area/s (FA) for this PORFP: (Check all that apply)	<i>Check the applicable FA or FA combination for this PORFP. Check all that apply:</i> <input type="checkbox"/> FA I (COTS Software) <input type="checkbox"/> FA II (Installation and Training Services) <input type="checkbox"/> FA III (Manufacturer's Software Maintenance) <i>For detailed descriptions of each FA under the COTS 2012 Master Contract, see "Functional Areas: Descriptions/Examples" under "quick links" on the COTS 2012 Master Contract web site.</i>		
Manufacturer Name (Enter one manufacturer only per PORFP)	<i>Enter Manufacturer Name</i> Agencies must enter only one manufacturer and direct the PORFP only to those COTS Software Master Contractors authorized for that manufacturer. If the manufacturer is unknown, agencies may direct the PORFP to all Master Contractors.		
Designated Small Business Reserve?(SBR): (Select "Yes" or "No" from drop down list)	<i>Select "Yes" from the drop-down list to designate the PORFP for SBR only. Select "No" if the PORFP is not designated for SBR.</i> -No -Yes		
PORFP Issue Date: mm/dd/yyyy	<i>Enter date the PORFP is issued to Master Contractors</i>	PROPOSAL DUE DATE and TIME:	<i>Enter due date and time for Master Contractor proposals or feedback</i>
Place of Performance:	<i>Enter receiving organization's name and address where equipment must be delivered / services must be performed.</i>		
Special Instructions:	<i>Describe any special instructions for the Master Contractor regarding delivery of equipment / performance of services. For example, personnel must notify the POC upon arrival.</i>		
Security Requirements (if applicable):	<i>Describe any organizational security requirements concerning the delivery of equipment / performance of services. For example, ID badges for personnel.</i>		
Invoicing Instructions:	<i>Describe any special invoicing instructions beyond those described in Section 2.11 of the COTS 2012 RFP (See "Contract Information" under "quick links" on the COTS 2012 Master Contract web site).</i>		
Section 2 – Agency Point of Contact (POC) Information			

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Agency / Division Name:	<i>Enter the agency and agency division name where the PORFP was originated.</i>		
Agency POC Name:	<i>Enter the name of the POC for the PORFP.</i>	Agency POC Phone Number:	<i>Enter POC's phone number.</i>
Agency POC Email Address:	<i>Enter POC's email address.</i>	Agency POC Fax:	<i>Enter POC's fax number.</i>
Agency POC Mailing Address:	<i>Enter POC's mailing address if different from "Place of Performance" in Section 1 above. Otherwise, enter "same as above."</i>		

Section 3 – Delivery Address / Work Site POC Information (if different from above)

Agency On-site Contact Name:	<i>Enter the delivery / work site POC's name if different from the "Agency POC Name" in Section 2 above. Otherwise, enter "same as above."</i>	Agency On-site Phone Number:	<i>Enter the delivery / work site phone number if different from the "Agency POC Phone Number" above.</i>
Agency On-site Email Address:	<i>Enter the delivery / work site POC's email address if different from the "Agency POC Email Address" above.</i>	Agency On-site Fax:	<i>Enter the delivery / work site POC's fax number if different from the "Agency POC Fax Number" above.</i>
Agency On-site Address:	<i>Enter the delivery / work site address if different from "Place of Performance" in Section 1 above.</i>		

Section 4 – Scope of Work

FA I – COTS Software
(Provide product specifications below. If some or all of the specifications are unknown, Master Contractors may propose products based on a detailed description in the Business Need / Required Functionality field*):

*Business Need / Required Functionality					
Product Name	Product Description	Version #	Release #	Quantity of Licenses	Due Date mm/dd/yyyy
1.					
2.					
3. (Insert additional rows as needed)					

FA II – Installation and Training Services
(Provide a detailed description of required services and deliverables):

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Installation / Training Services	Deliverables	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
1.			
2.			
3. (Insert additional rows as needed)			

**FA III – Manufacturer’s Software Warranty / Maintenance
(Provide detailed description of warranty / maintenance requirements and deliverables)**

Warranty / Maintenance Requirements	Deliverables	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
1.			
2.			
3. (Insert additional rows as needed)			

**Section 5 – Evaluation Criteria – Technical Proposal
(Provide a list of evaluation criteria in descending order of importance)**

1. *Enter a list of criteria by which technical proposals will be evaluated. List the most important criteria first followed by other criteria in descending order of importance.*
2. Same as above.
3. Same as above.
(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.