Information Builders, Inc. (IBI) Master Contract
Blanket Purchase Order (BPO) Number: 060B4400007

The Department of Information Technology (DoIT) has established this Master Contract to procure IBI Software, products and services.

APPLICATIONS
The following categories of products & services are available under this contract:

- Micro-Products – IBI products that are designed for personal computers or network workstations including Power FMIS Reporting Packs.

- One Time License – A 99-year software license for which the Licensee pays a lump sum fee.

- Rental License – The right to use IBI software and receive software maintenance upon payment of an annual or monthly fee.

- Software Maintenance – Technical support, software fixes and regularly scheduled software upgrades.

PROCEDURES

- Price quotes may be requested only for those products and services included on the contract. For example, only those products that are listed in the current IBI Product Fee Schedule may be purchased via this contract.

- Prices must be verified for each product or service. Pricing for products in this contract is stated either as a fixed price in the current fee schedule, or as a percentage of the current list price. Agencies must obtain a copy of the applicable pricing information from IBI and maintain a copy in the agency's procurement file.

- The following information must be provided to DoIT Procurement :

  o A copy of the price quote received from IBI;

  o A copy of the applicable product fee schedule.

- All agencies that purchase any products or services via this contract, regardless of whether the agency processes a PO through APICS, must follow these procedures.
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Purchase Order (PO) Process

- The PO must be a release against the DoIT IBI Master Contract Blanket Purchase Order # **060B4400007**.

- The agency may change the DOC type or use the default. A specific DOC type is not required for the PO.

- The PO will automatically be routed via commodity approval processing to DoIT for review and approval in ADPICS mailbox 060P1.

- The agency can monitor the status of the PO through ADPICS via the active document screen (PCHL 9220) or archive screen (PCHL 9230) for the PO.

- After the PO is approved and posted by DoIT, the agency will fax the PO to IBI.

- The agency shall follow-up with the IBI directly concerning the status of the initial purchase as well as subsequent invoice and service concerns.

Any questions or concerns about this Master Contract should be directed to ITPO.DOIT@maryland.gov

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