

**Template Instructions
Purchase Order Request for Proposals (PORFP)
Hardware 2012 Master Contract**

Section 1 – General Information			
PORFP Number: (ADPICS PO Number)	<i>Enter the ADPICS Purchase Order (PO) number released against the Hardware Master Contract Blanket Purchase Order # 060B2490022 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 IV 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 (Servers / Associated Peripherals) <input type="checkbox"/> FA II (Printers / Associated Peripherals) <input type="checkbox"/> FA III (Network Communication Equipment) <input type="checkbox"/> FA IV (Installation / Training) + FA I <input type="checkbox"/> FA IV + FA II <input type="checkbox"/> FA IV + FA III <input type="checkbox"/> FA IV + FA V (Manufacturer's Extended Warranty) <input type="checkbox"/> FA V <i>For detailed descriptions of each FA under the Hardware 2012 Master Contract, see "Functional Areas: Descriptions/Examples" under "quick links" on the Hardware 2012 Master Contract web site.</i>		
Manufacturer Name	<i>Enter the name of the manufacturer of the product to be purchased.</i> Agencies must <u>enter only one</u> manufacturer when the manufacturer is known and direct the PORFP only to those Hardware 2012 Master Contractors authorized for that manufacturer. If the PORFP is generic or manufacturer(s) are unknown, agencies must direct the PORFP to all Hardware 2012 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		
Minority Business Enterprise (MBE) Goal for FA IV Below (See "Hardware 2012 Master Contract MBE Participation Worksheet"):			%
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</i>

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			<i>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 2.13 of the Hardware RFP (See "Contract Information" under "quick links" on the Hardware Master Contract web site).</i>		
Section 2 – Agency Point of Contact (POC) Information			
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 – Microcomputers, PCs, Servers, 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			

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Business Need / Required Functionality field*)				
*Business Need / Required Functionality		<i>Provide a detailed description of the business need and/or required functionality for the product to be purchased.</i>		
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
1. Enter product name.	Enter product description.	Enter model number.	Enter quantity.	Enter delivery due date.
2. Same as above.				
3. Same as above. (Insert additional rows as needed)				
FA II - Printers 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*)				
*Business Need / Required Functionality		<i>Provide a detailed description of the business need and/or required functionality for the product to be purchased.</i>		
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
1. Enter product name.	Enter product description.	Enter model number.	Enter quantity.	Enter delivery due date.
2. Same as above.				
3. Same as above. (Insert additional rows as needed)				
FA III - Network Communication Equipment (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*)				
*Business Need / Required Functionality		<i>Provide a detailed description of the business need and/or required functionality for the product to be purchased.</i>		
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
1. Enter product name.	Enter product description.	Enter model number.	Enter quantity.	Enter delivery due date.
2. Same as above.				
3. Same as above. (Insert additional rows as needed)				
FA IV – Installation and Training Services (Provide a detailed description of required services and deliverables and include MBE goal listed above. MBE goal should be calculated only on FA IV value.)				
Installation / Training Services	Deliverables	Start Date mm/dd/yyyy	End Date mm/dd/yyyy	

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1. Enter a detailed description of the required installation and/or training services to be purchased in association with a required purchase under FA I, and/or FA II, and/or FA III, and/or FA IV.	Describe any required deliverables associated with the installation and/or training services.	Enter the estimated work start date.	Enter the estimated work end date.
2. Same as above.			
3. Same as above. (Insert additional rows as needed)			
FA V - Manufacturer's Extended Warranty (Provide a detailed description of warranty requirements and deliverables)			
Warranty Requirements	Deliverables	Start Date mm/dd/yyyy	End Date mm/dd/yyyy
Enter a detailed description of the manufacturer's extended warranty to be purchased. Extended warranties may be purchased separately or in conjunction with FA I, and/or FA II, and/or FA III, and/or FA IV.	Describe any required deliverables associated with the manufacturer's extended warranty.	Enter the estimated warranty start date.	Enter the estimated warranty end date.
2. Same as above.			
3. Same as above. (Insert additional rows as needed)			
Section 5 – Evaluation Criteria – Technical Proposal (Provide a list of evaluation criteria in descending order of importance)			
Evaluation Criteria			
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.			