

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

Section 1 – General Information			
PORFP Number: (ADPICS PO Number)	<i>Enter the ADPICS Purchase Order (PO) number released against the PBX IV Master Contract Blanket Purchase Order #001B0600162 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 (FA I, FA II and/or FA III)		
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> ☐ FA I (Hardware, Associated Peripherals and Software) ☐ FA II (Manufacturer's Extended Warranty and Maintenance Services) ☐ FA III (Time and Material Labor) <i>For detailed descriptions of each FA under the PBX IV Master Contract, see "Functional Areas: Descriptions/Examples" under "quick links" on the PBX IV Master Contract web site.</i>		
Manufacturer Name:	<i>Enter Manufacturer Name</i> Agencies must enter only one manufacturer when the manufacturer is known and direct the PORFP only to those PBX IV – 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 IV – Telecommunications 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 II & III Below (See "PBX IV- Telecommunications Equipment and Services Master Contract MBE Participation Worksheet"):			25 %
Minority Business Enterprise (VSBE) Goal for FA II & III Below (See "PBX IV- Telecommunications Equipment and Services Master Contract VSBE Participation Worksheet"):			2 %
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>		

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

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 3.1 of the PBX IV RFP (See "Contract Information" under "quick links" on the PBX IV 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 – Hardware, Associated Peripherals and Software (Provide itemized list of required equipment and model number/s. If type of equipment is unknown, describe required functionality):			
List Required PBX IV- Telecommunications Equipment and Model Number/s		Quantity	
1. Enter product name; Enter product description; Enter model number 2. Same as above. 3. Same as above. (Insert additional rows as needed)		1. Enter Quantity i.e. Alphanumeric (numeric)	
Due Date for Delivery: (mm/dd/yyyy)		Enter Date	

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

FA II – Manufacturer’s Extended Warranty and Maintenance Services (Provide itemized list of required services and deliverables and include MBE and VSBE goals listed above. MBE and VSBE goals should be calculated only on FA II & III value.)	
List Required Maintenance Services	List deliverables
Enter a detailed description of the required manufacturer's extended warranty and maintenance services to be purchased. Add or delete bullets as appropriate. Manufacturer's Extended Warranty: 1. <insert item> 2. <insert item> 3. <add / delete bullets as needed> Maintenance: 1. <insert item> 2. <insert item> 3. <add / delete bullets as needed>	Describe any required deliverables associated with the maintenance services. i.e.: Manufacturer's Extended Warranty: 1. <insert item> 2. <insert item> 3. <add / delete bullets as needed> Maintenance: 1. <insert item> 2. <insert item> 3. <add / delete bullets as needed>
(Provide itemized list of required services and deliverables and include MBE and VSBE	
List Required Time and Material Labor	List deliverables
1. Enter a detailed description of the required maintenance services to be purchased. 2. Same as above. 3. Same as above. (Insert additional rows as needed)	Describe any required deliverables associated with the Time and Material Labor for installation of equipment specified in FA I or not covered by maintenance services. 1. <insert item> 2. <insert item> 3. <add / delete bullets>
Est. Work Start Date: (mm/dd/yyyy)	Enter Start Date
Est. Work End Date: (mm/dd/yyyy)	Enter End Date
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. (Price is not an evaluation criteria)	
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.	

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