

Purchase Order Request for Proposals (PORFP) Hardware Master Contract

Section 1 –General Information			
PORFP Number:	#E20P4600040 eMMA Project Number: BPM044557		
PORFP Type:	Fixed Price		
Functional Area/s (FA) for this PORFP:	<input checked="" type="checkbox"/> FA I (Printers and Associated Peripherals) <input checked="" type="checkbox"/> FA V (Manufacturer’s Extended Warranty)		
Manufacturer Name	Dell		
Designated Small Business Reserve?(SBR):	Yes		
Minority Business Enterprise (MBE) Goal for FA IV Below (See “Hardware Master Contract MBE Participation Worksheet”):			0 %
PORFP Issue Date: mm/dd/yyyy	05/24/2024	PROPOSAL DUE DATE and TIME:	06/10/2024
Place of Performance:	MD State Treasurer's Office 80 Clavert Street Annapolis MD 21401		
Special Instructions:	<p><u>LIMITED TO MASTER CONTRACTORS</u> Only Master Contractors that are awarded a contract under the <u>Desktop, Laptop and Tablet 2015 Master Contract, 060B5400007,</u> are eligible to submit a bid in response to this secondary competition Purchase Order Request for Proposal (PORFP).</p> <p><u>SMALL BUSINESS RESERVE (SBR) PROCUREMENT</u> This is a Small Business Reserve Procurement for which award will be limited to certified small business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§14-501—14-505, Annotated Code of Maryland, and that are certified by GOSBA Small Business Reserve Program are eligible for award of a contract.</p> <p><u>BID SUBMISSION INSTRUCTIONS</u> Purchase Order Request for Proposal (PORFP) responses will only be accepted through the State's eMaryland Marketplace Advantage (eMMA) e-Procurement system. Bids will not be accepted by email, fax, U.S. Mail, or hand delivery. You must be registered and Logged in to submit a bid on eMMA.</p> <p>Instructions on how to submit proposals electronically can be found at: https://procurement.maryland.gov/emma-qrgs/ Refer to Vendor QRG 4 – eMMA QRG Responding to Solicitations (IFB)</p>		

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	<p>Questions Due (Closing) Date and Time: 06/01/2024 at 2:00 PM EDT</p> <p>Questions must be submitted in writing to thawkins@treasurer.state.md.us with the subject line, "QUESTION for Dell Laptop #E20P4600040", and be submitted in writing via e-mail to the Procurement Officer no later than the date and time specified.</p>
Security Requirements (if applicable):	<ol style="list-style-type: none"> 1. The Department reserves the right to purchase more or less than the specified quantity to the extent limited by funding. 2. The Master Contractor must provide the estimated ship date/lead time for each item listed in the PORFP FA I 3. Please allow proposals/quotes provided in response to this PORFP to be valid for at least 90 days after the set due date above. 4. The Master Contractor must be an authorized reseller for Dell. The state reserves the right to request a Letter of Authorization (LOA) from the Manufacturer or Distributor. 5. Purchase new and unused equipment. 6. The Master Contractor shall not impose a restocking fee if an item is returned due to damage or incorrect product shipped. 7. ENERGY STAR certified product 8. The Master Contractor must provide a Mercury Affidavit: https://doit.maryland.gov/contracts/Documents/hardware_contract/hwmercury_affidavit.pdf 9. Delivery within 45 days of Award.
Invoicing Instructions:	<ol style="list-style-type: none"> 1. Email invoices to: STOaccountspayable@treasurer.state.md.us 2. Invoice(s) shall be submitted within 10 days of delivering the equipment and shall include at a minimum the following: <ul style="list-style-type: none"> • Contractor name, mailing address, social security number or Federal Tax ID number, and phone number. • Reference the States assigned PORFP number. • Date, invoice number and amount due. 3. Proof of delivery including packing slip or delivery confirmation, and equipment serial numbers.
Section 2 – Agency Point of Contact (POC) Information	
Agency / Division Name:	State Treasurer's Office/ Information Technology

Purchase Order Request for Proposals (PORFP) Hardware Master Contract

Agency POC Name:	Tamaira Hawkins	Agency POC Phone Number:	410-260-7533
Agency POC Email Address:	thawkins@treasurer.state.md.us	Agency POC Fax:	N/A
Agency POC Mailing Address:	MD State Treasurer's Office 80 Calvert Street, Room 109 Annapolis, MD 21401		

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

Agency On-site Contact Name:	James Simpson	Agency On-site Phone Number:	410-260-6063
Agency On-site Email Address:	jsimpson@treasurer.state.md.us	Agency On-site Fax:	
Agency On-site Address:	80 Calvert Street, Room 109 Annapolis, MD 21401		

Section 4 – Scope of Work

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	Office is in need of a refresh of laptops and must acquire enough laptops to accommodate MD529 employees who have been included in our staff as of June 1, 2023.			
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
1. SI# CC7802 Dell Latitude 5550	SI# CC7802 Dell Latitude 5550 *Laptops must be Microsoft Copilot ready*	SI# CC7802	30	06/10/2024
2. Dell Thunderbolt 4 Dock – WD22TB4	Dell Thunderbolt 4 Dock – WD22TB4	WD22TB4	30	06/10/2024

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
1. Dell Limited Hardware Warranty Extended for all machines purchased - 3 Years	Warranty certificate or Affidavit to be presented upon award	Date of Delivery	3 years following the date of delivery

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

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Evaluation Criteria	
1. Accuracy of Bid (Meets All Requirements)	
2. Price	
Basis for Award Recommendation	
Evaluation criteria for award will be established at the PORFP level. PORFPs will be awarded in accordance with the competitive Sealed Proposals process under COMAR 21.05.03. 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 intends to make an award to one vendor for both Functional Area requirements. The agency POC will initiate and deliver a PO to the selected Master Contractor.	