

**Purchase Order Request for Proposals (PORFP)
Hardware Master Contract Blanket Purchase Order (BPO)
060B2490022**

Section 1 –General Information			
PORFP Number: (ADPICS PO Number)	W00P7600047		
PORFP Type: (Select one category from drop down list)	Fixed Price		
Functional Area/s (FA) for this PORFP: (Check all that apply)	<input type="checkbox"/> FA I (Microcomputers / PCs / 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 VI (Security / Cameras / Associated Peripherals) <input type="checkbox"/> FA IV + FA II <input type="checkbox"/> FA IV + FA III <input checked="" type="checkbox"/> FA IV + FA V (Manufacturer's Extended Warranty) <input type="checkbox"/> FA IV + FA VI <input checked="" type="checkbox"/> FA V <input type="checkbox"/> FA VI (Security / Cameras / Associated Peripherals)		
Manufacturer Name	Dell		
Designated Small Business Reserve?(SBR): (Select "Yes" or "No" from drop down list)	<p>Yes</p> <p>This is a Small Business Reserve Procurement for which the 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 the award of a contract.</p> <p>Information on eligibility for the SBR program is available on the following website: https://gomdsmallbiz.maryland.gov/Pages/sbr-program.aspx</p> <p>Information on the SBR Vendor Registration processes is available on the following website: https://gomdsmallbiz.maryland.gov/Pages/SBR-Registration.aspx</p>		
Minority Business Enterprise (MBE) Goal for FA IV Below (See "Hardware Master Contract MBE Participation Worksheet"):			%
PORFP Issue Date: mm/dd/yyyy	06/16/2026	PROPOSAL DUE DATE and TIME:	06/26/26 2:00PM EDT
Place of Performance:	7125 Ambassador Road, Suite 130 Baltimore, MD 21244		
Special Instructions:	<u>LIMITED TO MASTER CONTRACTORS</u> Only Master Contractors that are awarded a contract under the <u>Hardware and Associated Equipment and Services 2012, 060B2490022,</u> are eligible to submit a bid in response to this		

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secondary competition Purchase Order Request for Proposal (PORFP). A current Master Contractor under the named Contract may submit an LOA with their bid to be considered for the award.

BID SUBMISSION INSTRUCTIONS

Purchase Order Request for Proposal (PORFP) responses will only be accepted through the State's eMaryland Marketplace Advantage (eMMA) e-Procurement system.

Instructions on how to submit proposals electronically can be found under **Vendor Instruction** at:

<https://mdprocurement.freshdesk.com/support/solutions>

Questions Due (Closing) Date and Time:

6/26/2026 at 1:00 PM EDT

Questions must be submitted in writing with the subject line, "Question for PORFP # **W00P7600047**," and be submitted in writing via e-mail to the Agency Point of Contact listed in Section 2 no later than the date and time specified.

SPECIAL REQUIREMENTS

1. The Department reserves the right to purchase more or less than the specified quantity to the extent limited by funding. Charges that are multiple years shall be provided at a per-year price.
2. Purchase new and unused equipment.
3. The Master Contractor shall not impose a restocking fee if an item is returned due to damage or incorrect product shipped.
4. The Master Contractor must provide the estimated ship date/lead time for each item listed in the PORFP.
5. Please allow for pricing provided in response to this PORFP to be valid for at least 90 days after the set due date above.
6. The Master Contractor must be an authorized reseller for the Manufacturer named in Section 1. The state reserves the right to request a Letter of Authorization (LOA) from the Manufacturer or Distributor.
7. The Master Contractor must include a screenshot of the Manufacturer's Suggested Retail Price (MSRP) with the bid.
8. Bids must be received by the due date and time listed in the solicitation. Bids that are not received by the due date and

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	<p>time will not be accepted.</p> <p>9. If applicable, the Master Contractor must provide a Mercury Affidavit: https://procurement.maryland.gov/wp-content/uploads/sites/12/2018/04/Attachment-K-MercuryAffidavit.pdf</p> <p>10. A "No Bid" form must be completed and submitted by the bid due date and time if your firm elects not to bid.</p> <p>11. Equipment must be delivered to: Maryland State Police Quartermaster Division 7745 Washington Boulevard Jessup, Maryland 20794</p>
Security Requirements (if applicable):	
Invoicing Instructions:	<p>Send invoice to 1201 Reisterstown Road Pikesville, Maryland 21208 or e-mail to Msp.accountspayable@maryland.gov</p> <p>An invoice not satisfying the requirements of a Proper Invoice (as defined at COMAR 21.06.09.01 and .02) cannot be processed for payment. To be considered a Proper Invoice, invoices must include the following information without error:</p> <ol style="list-style-type: none"> 1) Contractor name and address; 2) Remittance address; 3) Federal taxpayer identification (FEIN) number, social security number, as appropriate; 4) Invoice period (i.e., the time period during which services covered by invoice were performed); 5) Invoice date; 6) Invoice number; 7) State-assigned Contract number; 8) State-assigned (Blanket) Purchase Order number(s); 9) Goods or services provided; 10) Amount due; and 11) Any additional documentation required by regulation or the Contract. <p>For items of work for which there is one-time pricing, those items shall be billed within 30 days of acceptance.</p> <p>For items of work for which there is annual pricing, items shall be billed annually. The first year's invoice shall be billed within 30 days of contract start. Each additional year shall be billed on the anniversary of the first year's invoice.</p>

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Section 2 – Agency Point of Contact (POC) Information				
Agency / Division Name:	MSP Quartermaster Division			
Agency POC Name:	Gregory Chason	Agency POC Phone Number:	(410)379-9410	
Agency POC Email Address:	gregory.chason@maryland.gov	Agency POC Fax:	(410)799-0076	
Agency POC Mailing Address:	7745 Washington Blvd. Jessup, MD 20794			
Section 3 – Delivery Address / Work Site POC Information (if different from above)				
Agency On-site Contact Name:	7125 Ambassador Road, Suite 130 Baltimore, MD 21244	Agency On-site Phone Number:	(410)281-2361	
Agency On-site Email Address:	Brendan.gill@mcac.maryland.gov	Agency On-site Fax:		
Agency On-site Address:				
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 Business Need / Required Functionality field*)				
*Business Need / Required Functionality				
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
1.				
2.				
3. (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				
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
1.				
2.				

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3. (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				
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
1.				
2.				
3. (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
1.				
2.				
3. (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
1. Dell ProSupport		See attached	See attached	See attached
2.				
3. (insert additional rows as needed)				
FA VI – Security, Cameras 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				
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy

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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)				
Evaluation Criteria				
1. Price				
2. Conformance to Statement of Work				
3. (insert additional rows as needed)				
<p style="text-align: center;">Basis for Award Recommendation</p> <p>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 POC will initiate and deliver a PO to the selected Master Contractor.</p>				

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NO BID NOTICE/VENDOR FEEDBACK FORM

To help us improve the quality of State solicitations and to make our procurement process more responsive and business-friendly, please provide comments and suggestions regarding this solicitation. Please return your comments with your response. If you have chosen not to respond to this solicitation, please e-mail or fax this completed form to the attention of the **Agency Point of Contact listed in Section 2.**

Title: Hardware

Solicitation No: 060B2490022

PORFP: W00P7600047

1. If you have chosen not to respond to this solicitation, please indicate the reason(s) below:

- ☐ Other commitments preclude our participation at this time.
- ☐ The subject of the solicitation is not something we ordinarily provide.
- ☐ We are inexperienced in the work/commodities required.
- ☐ Specifications are unclear, too restrictive, etc. (Explain in REMARKS section)
- ☐ The scope of work is beyond our present capacity.
- ☐ Doing business with the State is simply too complicated. (Explain in REMARKS section)
- ☐ We cannot be competitive. (Explain in REMARKS section)
- ☐ Time allotted for completion of the Bid is insufficient.
- ☐ Prior State of Maryland contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section)
- ☐ Other: _____

2. If you have submitted a response to this solicitation, but wish to offer suggestions or express concerns, please use the REMARKS section below.

REMARKS: _____

Offeror Name: _____ Date: _____

Contact Person: _____ Phone (____) _____ - _____

Address: _____

E-mail Address: _____