

# PROCEDURES FOR USING THE MJUD HARDWARE MASTER CONTRACT

These guidelines outline the procedures for initiating and executing a Purchase Order Request for Proposals (PORFP) under the MJUD Hardware Master Contract.

All Offerors awarded a Master Contract and listed under a specific functional area will be invited to compete for a PORFP.

There is no Master Contractor Manufacturer Product Line matrix for the Hardware Contract (per Amendment #4).

Based upon PORFPs, a Master Contractor shall be selected to provide the requested Hardware, Installation and/or Training Services and/or Maintenance. The Master Contractor shall provide documentation that it is authorized by the Manufacturer to sell/maintain the product line at the time the PORFP response is submitted.

## **PORFP Procedures**

1. Determine the appropriate Hardware Master Contract Functional Area(s).
2. Complete the PORFP template as follows:
  - a. **Section 1 - General Information:** Enter PORFP Number, PORFP Type, (i.e. Fixed Price, Time and Materials (FA 2 only) or both), Manufacturer\*, FA selections, Minority Business Enterprise (MBE) goal for FA 2 if applicable, proposal due date, and instructions governing the provision of products/services.  
  
\*Only one manufacturer is allowed per PORFP. If product specifics are unknown, Master Contractors may propose products based on a detailed description of the business need / required functionality.
  - b. **Section 2 – Procurement Officer Information:** Enter the contact information of the AOC procurement officer responsible for the PORFP.
  - c. **Section 3 - Delivery Address / Worksite POC Information:** Enter the information of the on-site contact and delivery address.
  - d. **Section 4 – Scope of Work:** The scope of work should include the following information by selected FA:
    - i. FA 1A, FA 1B, FA 1C FA 2 and FA 3 - Product name and description, model numbers, quantity, and due date for delivery
    - ii. FA 2 – Description of required installation and training services. Include any unique requirements, for example restrictions on the time of day work can be performed. Purchases under FA 2 must be in conjunction with purchases under FA 1A, FA 1B, FA 1C, and/or FA 2. A purchase under FA 2 is only allowed in conjunction with a purchase under any combination of FA 1A, FA 1B, FA 1C, and/or FA 3.
    - iii. FA 3 – Description of required Manufacturer’s Hardware Warranty / Maintenance and any associated deliverables. Include any unique requirements, for example restrictions on the time of day work can be performed. Indicate the start and end dates for services.

- e. **Section 5 – Evaluation Criteria:** Communicates to the Master Contractors how their proposals will be evaluated. Criteria should be objective and aligned to the SOW, prioritized in order of importance in order to identify the best value proposal.
3. Once PORFP is drafted, save file (do a save as & rename to keep a clean copy of the template for future use).
4. Go to Maryland Judiciary website: <http://www.mdcourts.gov/procurement/awards.html>
5. Open Master Contractor Contact List using the Excel Spreadsheet.
6. Select (sort by) Functional Area.
7. Copy email addresses of Master Contractors in the applicable Functional Area(s).
8. Paste email addresses in the ‘To’ section of the email.
9. Send email containing PORFP to all Master Contractors in the applicable Functional Area(s).
10. Print and maintain copy of the sent email to the Master Contractor list.
11. Upon receipt of the PORFP, the Master Contractors prepare and submit proposals to the procurement officer or, if not proposing, should provide notification to the procurement officer that they will not be submitting a proposal and why.
12. The procurement officer establishes a process to evaluate the proposals based on the evaluation criteria in the PORFP.
13. Upon completion of proposal(s) review for FA 1A, FA 1B, FA 1C and FA 3, the procurement officer will ensure the proposed pricing for the recommended proposal is at or below MSRP. For a FA 2 time and material PORFP, the procurement officer compares the financial proposal for the recommended proposal to the labor rates published by that Master Contractor.
14. The award shall be based on best value, considering evaluation criteria.
15. The procurement officer shall prepare award recommendation.
16. Procurement officer submits the award recommendation, PORFP, proposal(s), and cover sheet, to the Executive or Deputy Executive Director for approval.
17. Once approval is received from the Executive or Deputy Executive Director, if greater than \$100,000.00, the package is submitted for approval by the State Court or Deputy State Court Administrator.
18. After all signatures and necessary approvals are received, procurement officer generates PO.
19. After Procurement Manager approves and signs PO, procurement officer sends PO to the Master Contractor.