

SAMPLE PORFP INSTRUCTIONS

Purchase Order Request for Proposals (PORFP) MJUD Painting Services Master Contract

Master Contract Number K13-0048-40

Master Contractor Instructions:

1. Master Contractors if submitting a response, shall do so no later than the due date and time listed on the PORFP below.
2. The Master Contractor when submitting a PORFP with an MBE participation goal must complete, sign and submit Attachment F-1 (Schedule for Participation of Minority Business Enterprises) and Attachment G-2 (Minority Contractor Project Disclosure and Participation Statement).
3. The quotation the Master Contractor submits shall contain the following:
 - a. Explanation of how the Master Contractor intends to meet the requirements of the PORFP;
 - b. Description of the proposed paint manufacturer;
 - c. Proposed performance schedule;
 - d. Proposed number of personnel;
 - e. Proposed number of hours to complete project;
 - f. Proposed number of days to complete project;
 - g. Subcontractors, if any;
 - h. Proposed price;
4. If a Master Contractor does not intend to respond, the Master Contractor shall email the Procurement Officer no later than the due date and time listed on the PORFP indicating that a response will not be submitted. Please include in the email the reason why a response will not be submitted.
5. Master Contractors are specifically directed NOT to contact any Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this PORFP at any time prior to any award. Unauthorized contact with any Judiciary personnel or the Judiciary's contracted consultants may be cause for rejection of the Master Contractor's proposal.

**Purchase Order Request for Proposals (PORFP)
MJUD Painting Services Master Contract**

Master Contract Number K13-0048-40

Section 1 –General Information			
PORFP Number:			
PORFP Type:			
Paint Manufacturer Name:			
Minority Business Enterprise (MBE) Goal			%
PORFP Issue Date: mm/dd/yyyy		PROPOSAL DUE DATE and TIME:	
Place of Performance:			
Special Instructions:			
Security Requirements (if applicable):			
Invoicing Instructions:			
Section 2 – Procurement Officer - Point of Contact (POC) Information			
POC Name:		POC Phone Number:	
POC Email Address:			
POC Mailing Address:			
Section 3 – Project Address / Project Site POC Information			
On-site Contact Name:		On-site Phone Number:	
On-site Email Address:		On-site Fax:	
On-site Mailing Address:			

Section 4 – Scope of Work			
Project Name	Project Description	Start Date mm/dd/yyyy	End Date mm/dd/yyyy y
Hours and Days Project is to be Performed			
Regular Business Hours			
After Business Hours on Nights and Weekends			
Holiday Hours			
Section 5 – Evaluation Criteria (Provide a list of evaluation criteria in descending order of importance)			
Evaluation Criteria			
1.			
2.			
Basis for Award Recommendation			
The Judiciary will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the Judiciary, considering price and the evaluation factors set forth in the PORFP.			