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. A guarantee that any operating software provided with the hardware is virus free.
3. Master Contractors shall include with a response a letter of authorization (LOA) indicating that the Master Contractor is authorized by the Manufacturer or Distributor to provide the MJUD software and/or services as of the date of the response
4. Master Contractors shall include a screenshot of the MSRP for each item requested in the PORFRP below.
5. 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.
6. 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.

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| **Section 1 –General Information** | | | | | |
| **PORFP Number** |  | | | | |
| **PORFP Type:** |  | | | | |
| **Functional Area/s (FA) for this PORFP:** | FA I (COTS Software)  FA II (Installation and Training Services)  FA III (Manufacturer’s Software Maintenance) | | | | |
| **Manufacturer Name** |  | | | | |
| **Minority Business Enterprise (MBE) Goal for FA II Below**  **(See “COTS Software Master Contract MBE Participation Worksheet”):** | | | | 0 % | |
| **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 – Delivery Address / Work Site POC Information** | | | | | |
| **On-site Contact Name:** |  | | **On-site Phone Number:** | |  |
| **On-site Email Address:** |  | | **On-site Fax:** | |  |
| **On-site Mailing Address:** |  | |  | |  |

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| **Section 4 – Scope of Work** | | | | | | | | |
| **FA I – COTS Software** | | | | | | | | |
| **Product Name** | **Product Description** | | | **Version** | | **Qty** | | **Due Date**  mm/dd/yyyy |
| 1. Add more lines as needed |  | | |  | |  | |  |
| **FA II – Installation and Training Services** | | | | | | | | |
| **Installation / Training Services** | | **Deliverables** | | **Start Date**  mm/dd/yyyy | | | **End Date**  mm/dd/yyyy | |
| 1. Add more lines as needed | |  | |  | | |  | |
| **FA III - Manufacturer’s Software Maintenance** | | | | | | | | |
| **Maintenance Requirements** | | | **Deliverables** | | **Start Date**  mm/dd/yyyy | | **End Date**  mm/dd/yyyy | |
| 1. Add more lines as needed | | |  | |  | |  | |
| **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. | | | | | | | | |