

**Template Instructions  
Purchase Order Request for Proposals (PORFP)  
Cable and Wiring Materials and Services – Outside Plant  
Master Contract**

<b>Section 1 – General Information</b>			
<b>PORFP Number: (ADPICS PO Number)</b>	<i>Enter the ADPICS Purchase Order (PO) number released against the Cable and Wiring Master Contract Blanket Purchase Order # 060B6400046 in ADPICS.</i>		
<b>PORFP Type: (Select one category from drop down list)</b>	<i>Select the applicable PORFP type from the drop-down list. Only one type can be selected from the following:</i> - Fixed Price - Time & Materials (FA II only) - Both		
<b>Functional Area/s (FA) for this PORFP: (Check all that apply)</b>	<i>Check the applicable FA or FA combination for this PORFP. Check all that apply:</i> <input type="checkbox"/> FA I (Structured Cable Wiring) <input type="checkbox"/> FA II (Installation, Relocation, Preventive and Routine Maintenance of Outside Plant Fiber Optic and Communications Cables)  <i>For detailed descriptions of each FA under the Cable and Wiring Master Contract, see "Functional Areas: Descriptions/Examples" under "quick links" on the Cable and Wiring Master Contract web site.</i>		
<b>Designated Small Business Reserve?(SBR): (Select "Yes" or "No" from drop down list)</b>	<i>Select "Yes" from the drop-down list to designate the PORFP for SBR only. Select "No" if the PORFP is not designated for SBR.</i> - No - Yes		
<b>PORFP Issue Date: mm/dd/yyyy</b>	<i>Enter date the PORFP is issued to Contractors</i>	<b>PROPOSAL DUE DATE and TIME:</b>	<i>Enter due date and time for Master Contractor proposals or feedback</i>
<b>Special Instructions:</b>	<i>Describe any special instructions for the Master Contractor regarding delivery of equipment / performance of services. For example, personnel must notify the POC upon arrival.</i>		
<b>Invoicing Instructions:</b>	<i>Describe any special invoicing instructions beyond those described in Section 2.18 of the Cable and Wiring RFP (See "Contract Information" under "quick links" on the Cable and Wiring Master Contract web site).</i>		
<b>Section 2 – Agency Point of Contact (POC) Information</b>			
<b>Agency / Division Name:</b>	<i>Enter the agency and agency division name where the PORFP was originated.</i>		
<b>Agency POC Name:</b>	<i>Enter the name of the POC or the PORFP.</i>	<b>Agency POC Phone Number :</b>	<i>Enter POC's phone number.</i>
<b>Agency POC Email Address:</b>	<i>Enter POC's email address</i>	<b>Agency POC Fax:</b>	<i>Enter POC's fax number.</i>

**Template Instructions**  
**Purchase Order Request for Proposals (PORFP)**  
**Cable and Wiring Materials and Services – Outside Plant**  
**Master Contract**

<b>Agency POC Mailing Address:</b>	<i>Enter POC's mailing address if different from "Place of Performance" in Section 1 above. Otherwise, enter "same as</i>
------------------------------------	---

**Template Instructions  
Purchase Order Request for Proposals (PORFP)  
Cable and Wiring Materials and Services – Outside Plant  
Master Contract**

	<i>above."</i>		
<b>Section 3 – Delivery Address / Work Site POC Information (if different from above)</b>			
<b>Agency On-site Contact Name:</b>	<i>Enter the delivery / work site POC's name if different from the "Agency POC Name" in Section 2 above. Otherwise, enter "same as above."</i>	<b>Agency On-site Phone Number:</b>	<i>Enter the delivery / work site phone number if different from the "Agency POC Phone Number" above.</i>
<b>Agency On-site Email Address:</b>	<i>Enter the delivery / work site POC's email address if different from the "Agency POC Email Address" above.</i>	<b>Agency On-site Fax:</b>	<i>Enter the delivery / work site POC's fax number if different from the "Agency POC Fax Number" above.</i>
<b>Agency On-site Address:</b>	<i>Enter the delivery / work site address if different from "Place of Performance" in Section 1 above.</i>		
<b>Section 4 – Scope of Work</b>			
<b>FA I – Structured Cable and Wiring (Provide itemized list of required information and model number/s. If type of equipment is unknown, describe required functionality):</b>			
<b>List Required Cable and Wiring Materials, Equipment and Model Number/s</b>			<b>Quantity</b>
1. Enter product name; Enter product description; Enter model number 2. Same as above. 3. Same as above. (Insert additional rows as needed)			ntity.
<b>Due Date for Delivery:</b> (mm/dd/yyyy)			Enter Date r
<b>FA II – Installation, Relocation, Preventive and Routine Maintenance of Outside Plant Fiber Optic and Communications Cables (Provide itemized list of required installation services. If type of equipment is unknown, describe required functionality):</b>			
<b>List Cable and Wiring Installation</b>		<b>List</b>	<b>ables</b>

**Template Instructions**  
**Purchase Order Request for Proposals (PORFP)**  
**Cable and Wiring Materials and Services – Outside Plant**  
**Master Contract**

<ol style="list-style-type: none"> <li>1. Enter a detailed description of the required installation services to be purchased.</li> <li>2. Same as above.</li> <li>3. Same as above. (Insert additional rows as needed)</li> </ol>	<p><i>Describe any required deliverables associated with the maintenance services.</i></p>
<p><b>Work Start Date:</b>  <b>Mm/dd/yyyy</b></p>	<p><i>Enter work start date</i></p>
<p><b>Work End Date:</b>  <b>mm/dd/yyyy</b></p>	<p><i>Enter work end date</i></p>
<p><b>Section 5 – Evaluation Criteria – Technical Proposal</b>  <b>(Provide a list of evaluation criteria in descending order of importance)</b></p>	
<p>1. <i>Enter a list of criteria by which technical proposals will be evaluated. List the most important criteria first followed by other criteria in descending order of importance.</i></p>	
<p>2. Same as above.</p>	
<p>3. Same as above.          (Insert additional rows as needed)</p>	
<p style="text-align: center;"><b>Basis for Award Recommendation</b></p> <p>Evaluation criteria for award will be established at the PORFP level. 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>	