

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

Section 1 – General Information			
<b>PORFP Number: (ADPICS PO Number)</b>	F50B2400000		
<b>PORFP Type:</b>  (Select one category from drop down list)	Fixed Price		
<b>Functional Area/s (FA) For this PORFP:</b>  (Check all that apply)	<i>Check the applicable FA or FA combination for this PORFP. Check all that apply:</i>  <input checked="" 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)		
<b>Designated Small Business Reserve? (SBR):</b> (Select “Yes” or “No” from drop down list)	No		
<b>PORFP Issue Date: mm/dd/yyyy</b>	10/20/2016	<b>PROPOSAL DUE DATE and TIME:</b>	11/20/2016 2:00PM EST
<b>Special Instructions:</b>	Deliver between 9AM and 5PM on Monday thru Friday. Contact Denis McElligott (410-260-XXXX) prior to delivery.		
<b>Invoicing Instructions:</b>	Send invoice to Lynn Buehler, Department of Information Technology, Room XXX, 100 Community Place, Crownsville, MD 21032		
Section 2 – Agency Point of Contact (POC) Information			
<b>Agency / Division Name:</b>	Department of Information Technology		
<b>Agency POC Name:</b>	Denis McElligott	<b>Agency POC Phone Number:</b>	
<b>Agency POC Email Address:</b>		<b>Agency POC Fax:</b>	
<b>Agency POC Mailing Address:</b>	Department of Information Technology, Room XXX, 100 Community Place, Crownsville, MD 21032		

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<b>Section 3 – Delivery Address / Work Site POC Information (if different from above)</b>			
<b>Agency On-site Contact Name:</b>	Same as above	<b>Agency On-site Phone Number:</b>	
<b>Agency On-Site Email Address:</b>		<b>Agency On-Site Fax:</b>	
<b>Agency On-Site Address:</b>			
<b>Section 4 – Scope of Work</b>			
<b>FA I – Structured Cable &amp; Wiring</b> (Provide itemized list of required information and model number/s. If type of equipment is unknown, describe required functionality):			
<b>List Required Cable and Wiring Materials, Equipment and Model Number/s</b>			<b>Quantity</b>
1. 2-inch HDPE conduit.			1. 50,500ft.
2. 24x36x36 hand holes.			2. 150
3. 5/8"x8' ground rods with installation hardware			3. 150
<b>Due Date for Delivery : (mm/dd/yyyy)</b>			12/15/2016
<b>FA II – Installation, Relocation, Preventive and Routine Maintenance of Outside Plant Fiber Optic and Communications Cables</b> (Provide itemized list of required installation services. If type of equipment is unknown, describe required functionality):			
<b>List Cable and Wiring Installation</b>		<b>List Deliverables</b>	
1. N/A			
<b>Work Start Date: Mm/dd/yyyy</b>			
<b>Work End Date: Mm/dd/yyyy</b>			

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<b>Section 5 – Evaluation Criteria – Technical Proposal (Provide a list of evaluation criteria in descending order of importance)</b>
1. For HDPE conduit: HDPE ROLL DUCT. MEETING ASTM D-3350 SPECIFICATIONS, SMOOTH INNER WALL, SMOOTH OUTER WALL, PRE-LUBRICATED DUCT, PRE-INSTALLED 1100LBS. POLYESTER PULL TAPE.
2. For 24x36x36 hand holes: HANDHOLE TIER 22 RATED. (22.5 KLBS. DESIGN LOAD, 33.75 KLBS. TEST LOAD), COMPOSITE CONSTRUCTION, ANSI 77 2010, (W X L X D), RUS LISTED, STRAIGHT-WALLED, OPEN BOTTOM.
3. For Ground Rods and installation hardware: ROD, 10 MIL COPPER-CLAD STEEL, 5/8” DIAMETER, 8’ LENGTH, SOUTHERN GROUNDING C58813, OR ERICO 615880 OR APPROVED EQUIVALENT.
4. 4.2 GROUND ROD CLAMP, 5/8”, HIGH STRENGTH BRONZE ALLOY, CORROSION RESISTANT, ACCOMMODATES #12 – 1/0 AWG, SUITABLE FOR DIRECT BURIAL. ELECTRIC MOTION EM2DB- 01 OR APPROVED EQUIVALENT.
<b>Basis for Award Recommendation</b>
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.