

**Purchase Order Request for Proposals (PORFP)**  
**MJUD Network Cable and Wiring Services**  
**Master Contract Number K14-0062-29**

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 MJUD MBE FORM A (Certified MBE Utilization and Fair Solicitation Affidavit), the MJUD MBE FORM B (MBE Participation Schedule) and the MJUD MBE FORM D (MBE Subcontractor Project Participation Affidavit). **Failure of the Master Contractor to complete, sign, and submit all required MBE documentation at the time it submits its response to the PORFP will result in the AOC's rejection of the Master Contractor's response to the PORFP;**
3. The Price Proposal the Master Contractor submits shall contain the following:
  - A) Explanation of how the Master Contractor intends to meet the requirements of the PORFP;
  - B) Proposed performance schedule in GANTT chart format;
  - C) Proposed number of personnel;
  - D) Proposed number of hours to complete project;
  - E) Proposed number of days to complete project;
  - F) Subcontractors name(s) and addresses, if any;
  - G) Detailed written description of any work to be subcontracted, if any;
  - H) An estimate of staff time to be required of Judiciary employees associated with each project;
  - I) Proposed personnel with resumes, if applicable.
  - J) Proposed price;
4. If a Master Contractor does not intend to respond, the Master Contractor shall email the AOC's Contract / Project Manager 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 Network Cable and Wiring Services**

**Master Contract Number K14-0062-29**

<b>Section 1 – General Information</b>			
<b>PORFP Number:</b>	<i>Enter the Purchase Order (PO) number released against the Cable and Wiring Master Contract Blanket Purchase plus date of issuance of PORFP (Kxx-xxxx-xx / mm/dd/yyyy)</i>		
<b>PORFP Type:</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 -Emergency (business interruption)		
<b>Functional Area/s for this PORFP: (Check all that apply)</b>	<i>Check the applicable type of work combination for this PORFP. Check all that apply:</i>  - (Materials and Equipment) - (Installation) - (Testing and Maintenance)		
<b>Business Reason / Project</b>	State business reason work is required. Identify original requestor of the work described in this PORFP		
<b>Minority Business Enterprise (MBE) Goal</b>			_____ %
<b>PORFP Issue Date:</b> mm/dd/yyyy	Date of issue to Contractors	<b>PROPOSAL DUE DATE and TIME:</b>	Date Proposals are Due to MJUD
<b>Place of Performance:</b>	Detail regarding location work is to be performed. Example: District Court of Maryland, Washington County 36 West Antietam Street Hagerstown, Maryland 21740		
<b>Pre-proposal Conference:</b>	Detail regarding location of proposal conference. Example: Tuesday, April 15, 2014 at 11:00 A.M. Meet in Main Entrance waiting area at 10:45 A.M. The pre-proposal conference will begin at 11:00 A.M.		

<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>Security Requirements(if applicable):</b>	Describe as required		
<b>Quote Instructions:</b>	Pricing to be provided in three major categories: Labor, Materials, travel.		
<b>Invoicing Instructions:</b>	Invoicing to include: location, date of work, business reason, cost breakdown by labor, materials, and travel. Include address the invoice is to be sent upon completion of work.		
<b>Section 2 –Agency Point of Contact (POC) Information</b>			
<b>Agency / Division Name:</b>			
<b>POC Name:</b>	Jane Doe	<b>POC Phone Number:</b>	410-260-xxxx
<b>POC Email Address:</b>	Jane.Doe@mdcourts.gov		
<b>POC Mailing Address: (If different than invoicing address)</b>	Maryland Judiciary, Xxxx, xxxxxxxxxx Annapolis, Maryland 21041		
<b>Section 3 –Project Site POC Information / Project Address</b>			
<b>Project POC Name:</b>	John Doe	<b>POC Phone Number:</b>	
<b>POC Email Address:</b>	John.doe@mdcourts.gov		
<b>Project Address:</b>	District Court of Maryland, Washington County 36 West Antietam Street Hagerstown, Maryland 21740		

**Section 4 – Scope of Work**

**Cable and Wiring Material & Equipment (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. 3.	1. 2. 3.
<b>Due Date for Delivery:</b> (mm/dd/yyyy)	

**Cable and Wiring Installation  
(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.	

**Cable and Wiring Testing and Maintenance  
(Provide itemized list of required services and deliverables)**

<b>List Required Cable and Wiring Testing and Maintenance</b>	<b>List Deliverables</b>
1.	

**Special Projects  
(Describe Nature of Work to include deliverables and material requirements)**

1.
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<b>Hours and Days Project is to be Performed</b>	
<b>Work Start Date:</b> Mm/dd/yyyy	Estimate is not available prior to PORFP submittal date
<b>Work End Date:</b> Mm/dd/yyyy	Estimate is not available prior to PORFP submittal date
<b>Regular Business Hours</b>	
<b>After Business Hours on Nights and Weekends</b>	All work must be performed after business hours; on nights and weekends.
<b>Holiday Hours</b>	
<b>Travel Reimbursement, if applicable</b> <b>(Non-routine travel is travel beyond the 50-mile radius of Annapolis, Maryland facility)</b>	
1.	
<b>Section 5 – Evaluation Criteria</b> <b>(Provide a list of evaluation criteria in descending order of importance)</b>	
1. Price.	
2. Response to PORFP requirements. (Solution Proposed)	
<b>Basis for Award Recommendation</b>	
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.	