

PROCEDURES FOR USING THE MJUD NETWORK CABLE AND WIRING MASTER CONTRACT

These guidelines outline the procedures for initiating and executing a Purchase Order Request for Proposals (PORFP) under the MJUD Network Cable and Wiring Master Contract.

All Offerors awarded a Master Contract will be invited to compete for a PORFP.

Based upon PORFPs, a Master Contractor shall be selected to provide the requested Network Cable and Wiring Services.

PORFP Procedures

1. Complete the PORFP template as follows:
 - a. **Section 1 - General Information:** Enter PORFP Number, PORFP Type, (i.e. Fixed Price, Time and Materials, Emergency (business interruption), proposal due date, and instructions governing the provision of products/services.
 - i. Minority Business Enterprise (MBE) goal shall be no more than 10% in each PORFP with an estimated value of \$50,000 or more.
 - c. **Section 2 – Procurement Officer Information:** Enter the contact information of the AOC procurement officer responsible for the PORFP.
 - d. **Section 3 – Invoicing Instructions and Project site POC Information:** Enter the information of the invoicing address and on-site contact.
 - e. **Section 4 – Scope of Work:** The scope of work should include the following information:
 - i. Cable and Wiring Material & Equipment, quantity, and due date for delivery.
 - ii. Description of required installation and any associated deliverables, include any unique requirements, for example restrictions on the time of day work can be performed.
 - iii. Description of required testing and maintenance, and any associated deliverables, include any unique requirements, for example restrictions on the time of day work can be performed. Indicate the start and end dates for services.
 - iv. Description of hours and days project is to be performed.
 - v. Travel reimbursement, if applicable.

- f. **Section 5 – Evaluation Criteria:** Communicates to the Master Contractors how their proposals will be evaluated. Criteria should be objective and aligned to the SOW, prioritized in order of importance in order to identify the best value proposal.
2. Once PORFP is drafted, save file (do a save as & rename to keep a clean copy of the template for future use).
3. Go to Maryland Judiciary website: <http://www.mdcourts.gov/procurement/awards.html>
4. Open Master Contractor Contact List using the Excel Spreadsheet.
5. Select all Master Contractors
6. Copy email addresses of Master Contractors.
7. Paste email addresses in the ‘To’ section of the email.
8. Send email containing PORFP to all Master Contractors.
9. Print and maintain copy of the sent email to the Master Contractor list.
10. Upon receipt of the PORFP, the Master Contractors prepare and submit proposals to the procurement officer or, if not proposing, should provide notification to the procurement officer that they will not be submitting a proposal and why.
11. The procurement officer establishes a process to evaluate the proposals based on the evaluation criteria in the PORFP.
12. The award shall be based on best value, considering evaluation criteria.
13. The procurement officer shall prepare award recommendation.
14. Procurement officer submits the award recommendation, PORFP, proposal(s), and cover sheet, to the Director or Deputy Director for approval.
15. Once approval is received from the Director or Deputy Director, if greater than \$25,000.00, the package is submitted for approval by the State Court Administrator.
16. After all signatures and necessary approvals are received, procurement officer generates purchase order.
17. After Procurement Manager approves and signs PO, procurement officer sends PO to the Master Contractor.