

Standard Operating Procedure (SOP): How to Request Use of Statewide Cable and Wiring Outside Plant Services

001B5600110/ BPM036949

1. Purpose

This Standard Operating Procedure (SOP) outlines the process for requesting the use of the Statewide Contract for Cable and Wiring Outside Plant. It provides guidelines for agencies to follow when submitting work order requests to the Office of State Procurement (OSP).

2. Scope

This SOP applies to all agencies seeking to utilize the Statewide Contract for Cable and Wiring Outside Plant.

3. Definitions

WAIVER: A waiver is not required for the Wiring Outside Plant Service MD Works does not provide this service, so no waiver is required.

CM: Contract Manager

WO: Work Order

WOA: Work Order Agreement

OSP: Office of State Procurement

CM: Contract Manager

MBE: Minority Business Enterprise

SBR: Small Business Reserve

SOW: Scope of Work

4. Process

4.1 Submitting Work Order (WO) Requests

WO requests must be submitted at least 60 days in advance of the required services.

Contact Contract Manager Johnny Harris at johnny.harris1@maryland.gov to request a WO request form.

Submit a Statewide Cable and Wiring Outside Plant Work Order Request Form to the OSP Requisitions Inbox @ dgs.osp-requisitions@maryland.gov

Use the Subject Line: Statewide Cable and Wiring Outside Plant Services Request.

4.2 Assignment of Work Order

The WO request will be assigned to an OSP Contract Manager (CM).

The CM will inform the agency of the next Contractor for work order assignment.

4.3 Contractor Acceptance or Decline

The OSP Contract Manager will email the next Contractor to assign the work order and the requesting agency.

The Contractor has forty-eight hours (two days) to decline or accept the work order.

The agency will work directly with the Contractor to obtain a fully executed work order agreement (WOA).

4.4 Fully Executed Work Order Agreement (WOA)

Once the work order agreement has been fully executed, the agency's Contract Manager must forward a copy to the OSP Contract Manager.

The agency's Contract Manager/MBE Liaison must also begin monthly MBE compliance reporting using the template provided by the OSP Contract Manager.

5. MBE Compliance Reporting by Region

Western Region: (Allegany County, Garrett County, and Washington County) **MBE Goal: 15%**

Capital Region: (Frederick County, Montgomery County, and Prince George's County) **MBE Goal: 15%**

Southern Region: (Calvert County, Charles County, and St. Mary's County) **MBE Goal: 15%**

Central Region: (Anne Arundel County, Baltimore County, Baltimore City, Carroll County, Harford County, and Howard County) **MBE Goal: 15%,**

Upper Eastern Shore Region: (Caroline County, Cecil County, Kent County, Talbot County, and Queen Anne's County) **MBE Goal: 15%**

Upper Eastern Shore Region: (Dorchester County, Somerset County, Wicomico County, and Worcester County) **MBE Goal: 15%**

6. Agency Contract Manager Responsibilities

The Agency Contract Manager is responsible for the following Contract Administration functions:

- Issuing written direction
- Approving invoices

- Monitoring MBE/VSBE compliance
- Ensuring timely completion of the work order within the budget
- Staying within the scope of the contract

Note: This SOP is subject to change per the guidelines and updates provided by the Office of State Procurement (OSP).

**Statewide Cable and Wiring Outside Services
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Contracts:

ADPICS BPO No (15% MBE Goal):

001B5600110 - BLUESTAR TECHNOLOGIES, SKYLINE TECHNOLOGY SOLUTION, AND LAYERONE TECHNOLOGY SOLUTION

eMMA Contract Numbers (15% MBE Goal):

Western Region:

CTR018173 - SKYLINE TECHNOLOGY SOLUTION – RIGHT OF FIRST REFUSAL
CTR018153 - LAYER ONE TECHNOLOGY SOLUTION

Capital Region:

BLUESTAR TECHNOLOGIES - CTR018166 - RIGHT OF FIRST REFUSAL
SKYLINE TECHNOLOGY SOLUTION - CTR018177

Southern Region:

BLUESTAR TECHNOLOGIES - CTR018167 - RIGHT OF FIRST REFUSAL
SKYLINE TECHNOLOGY SOLUTION - CTR018178

Central Region:

BLUESTAR TECHNOLOGIES - CTR018168 - RIGHT OF FIRST REFUSAL
SKYLINE TECHNOLOGY SOLUTION - CTR018181

Upper Eastern Region:

BLUESTAR TECHNOLOGIES - CTR018170 - RIGHT OF FIRST REFUSAL
SKYLINE TECHNOLOGY SOLUTION - CTR018184

Lower Eastern Region:

BLUESTAR TECHNOLOGIES - CTR018171 - RIGHT OF FIRST REFUSAL
SKYLINE TECHNOLOGY SOLUTION - CTR018185

Statewide Regions:

Region 1: (Allegany County, Garrett County, and Washington County)

Region 2: (Frederick County, Montgomery County, and Prince George’s County)

Region 3: (Calvert County, Charles County, and St. Mary’s County)

Region 4: (Anne Arundel County, Baltimore County, Baltimore City, Carroll County, Harford County, and Howard County)

Region 5: (Caroline County, Cecil County, Kent County, Talbot County, and Queen Anne’s County)

Region 6: (Dorchester County, Somerset County, Wicomico County, and Worcester County)

How to Submit a Statewide Cable and Wiring Outside Plant Services Request:

1. Agencies wanting to use this contract must submit a Work Order (WO) request using the Statewide Cable and Wiring Outside Plant Services Work Order Request Form to the Office of State Procurement (OSP).
2. The WO **SHOULD** be received **AT LEAST 30 days** before required services.
3. Each WO is for one region only
4. Once the agency is ready to request Cable and Wiring Services, they can download the WO request form at **procurement.maryland.gov**.
5. The agency will complete the WO request form to the **[OSP Requisitions Inbox](#)** **(Please use the Subject Line: Statewide Cable and Wiring Outside Plant Services Request)**.
6. The Statewide Cable and Wiring Outside Plant Services Contract Manager (currently Johnny Harris) will determine this using the Statewide Cable and Wiring Outside Plant Services Work Order Tracker.
7. An email confirmation (**using a standardized format**) from the Contract Manager will be sent to the Contractor’s contact, and the agency’s contact will be copied. This email will authorize the Contractor and agency to initiate communication.
8. Included in the email sent to the Contractor and agency are the following:
 - The Contractor’s price sheet
 - Statewide Cable and Wiring Outside Plant Services Work Order Agreement
 - MBE D-3A form (for all regions)
9. Once the Contractor and agency have reviewed the Scope of Work and agree, **the agency** will:

- Complete the Work Order Agreement, ensuring the detailed Scope of Work is included.
 - Complete the total contract amount.
 - Send the completed Work Order Agreement to the Contractor for their signature.
10. The Contractor will sign and return the Work Order Agreement to the agency. In addition, the Contractor **MUST** complete the MBE D-3A form and include it with the Work Order Agreement.
11. Once the agency receives the signed Work Order Agreement and MBE D3-A form, the agency will sign the Work Order Agreement and send a fully executed copy and MBE D3-A form to the Contract Manager.

Once the Contract Manager has received a copy of the fully executed Work Order Agreement, the requested Cable and Wiring Outside Plant services can begin (**Note: services for the agency cannot begin unless the Contract Manager receives a signed copy of the Statewide Work Order Agreement**).

Agency Contract Manager:

The agency contract manager is the representative who will be primarily responsible for monitoring the following Contract Administration functions, including but not limited to issuing the written direction, approving invoices, **monitoring MBE compliance**, achieving timely completion of the work order on budget, and staying within scope, and **completing and reviewing the quarterly Contractor performance report with the Contractor**.

Agency Procurement File:

The agency procurement file should include, at a minimum, the fully executed Work Order Agreement to include the agency Scope of Work, fund cert, MBE D3-A, Hiring Agreement (if applicable for any Work Order Agreement over \$200K), Contractor performance reports and any other essential items (i.e., email correspondences, etc.) as necessary.

Contractor Personnel Site Visits:

Any Contractor personnel wanting to visit a site that is not assigned Cable and Wiring Outside Plants at that location and has not had a background check (project manager, etc.) must notify the agency contract monitor of their site visit request at least 24 hours before and be escorted during their visit.

Best Practice:

A Contractor should request permission from the agency contract monitor before they can contact the incumbent's staff for employment possibilities.

Statewide Contract Manager:

Johnny Harris, johnny.harris2@maryland.gov, 410-767-6431