



STATEWIDE CABLE & WIRING OUTSIDE PLANT WORK ORDER REQUEST FORM



Please utilize the process below to request use of the Statewide Contract for Cable and Wiring Outside Plant

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

***NOTE** - A waiver is **NOT** required for Cable & Wiring Outside Plant as MD Works does not provide this service

1. Agencies **MUST** submit Work Order (WO) request to the Office of State Procurement (OSP)
(**Note: Each WO is for one region only**)
2. WO requests **SHOULD** be submitted **AT LEAST 30** days in advance of required services;
For Category II, Emergency Response, WO requests **SHOULD** be submitted immediately.
3. Submit a Statewide Cable and Wiring Outside Plant Work Order Request Form to: [OSP Requisitions Inbox](#)
(**Please use Subject Line: Statewide Cable and Wiring Outside Plant**)
4. WO request will then be assigned to an OSP Contract Manager (CM) to inform the agency of the next awardee in line for assignment of work order.

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5. OSP Contract Manager will inform the next vendor in line for assignment of work **and** the requesting agency via email with next steps. The vendor has 2 days (48 hours) to decline or accept the work order. The agency will work directly with the vendor to obtain a fully executed work order agreement.
6. Once WO has been fully executed, the using Agency Contract Manager must forward a copy to OSP CM and also begin monthly MBE compliance reporting (Template to be provided by OSP CM).

All Regions:

15% MBE Goal

1. Western Region:

(Allegany, Garrett, and Washington Counties)

2. Capital Region:

(Frederick, Montgomery, and Prince George's Counties)

3. Southern Region:

(Calvert, Charles, and St. Mary's Counties)

4. Central Region:

(Baltimore City, Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties)

5. Upper Eastern

Shore Region:

(Caroline, Cecil, Kent, Talbot, and Queen Anne's Counties)

6. Lower Eastern

Shore Region:

(Dorchester, Somerset, Wicomico, and Worcester Counties)

***Agency Contract Manager:** Is the agency representative who will be primarily responsible for monitoring the following Contract Administration functions, to include but not limited to: issuing written direction, approving invoices, monitoring MBE/VSBE compliance, achieving timely completion of the work order on budget, and staying within scope.



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WORK ORDER REQUEST FORM**



Agency Name: _____ Requesting Staff: _____

E-Mail Address: _____ Phone Number: _____

- ☐ - New Request
☐ - Modification Request

Statement of Work

1. PLEASE DESCRIBE THE SERVICE BEING REQUESTED:

- ☐ - * Category I Services ☐ - * Category II Services
☐ - * Category III Services ☐ - Combination of Categories I & III Services

2. AGENCY SITES AND REGION (All Regions 15% MBE goals):

- a. _____ Region: _____
b. _____
c. _____
d. _____
e. _____

*if more sites required, please attach additional documentation

3. JOB CLASSIFICATION & NO. OF TOTAL HOURS NEEDED:

Service Type	Materials	Total Hours Required	Warranty (#of Years)
Category I			
Category II			
Category III			

if more materials are required, please attach additional documentation

4. WORK ORDER TERM: From _____ To _____ (Total WO term cannot exceed 4 years)

5. ESTIMATED WORK ORDER AMOUNT? _____

6. *AGENCY CONTRACT MANAGER: _____

PHONE NUMBER: _____ EMAIL: _____

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RFP No: BPM036949

*Category I – Preventative Maintenance: preventive maintenance of existing fiber paths, cable locating services, fiber marker replacement, and manhole maintenance services

Description: Communications Maintenance services to ensure that outside plant fibers paths and communications cables are available and maintained to meet the needs of the State's crucial communications. The work is primarily performed during Normal Business Hours, unless specified in the RFP. The work under this Category includes all labor, equipment, materials, and documentation as specified in the RFP. (Reference RFP for details)

*Category II – Emergency Response: Emergency response services such as restoration of existing fiber paths in the event of unplanned events resulting in damage to State communications cables.

Description: Complete Emergency Response services to ensure that outside plant fiber paths and communications cables are restored to service in a timely manner in the event of natural disaster, construction accident, or other service interruption. The State may require that the work be performed at any time of the day. The restoration work may include, by example only, the replacement of aerial fiber cable, temporary relocation of underground conduit and fiber cable, and the installation of fiber splice cases for fiber counts of 12, 24, 48, 96, 144, and higher. The communications cable may be single or multi-mode fiber cable or copper cable. Tasks under this Category include all labor, equipment, materials, and documentation. . (Reference RFP for details)

*Category III – Installation and Relocation Services: Encompasses the construction of aerial and underground outside plant fiber optic and communications cables utilizing various installation techniques

Description: Construction new fiber pathways and relocate existing fiber optic cable paths while providing project management, scheduling, oversight, labor, materials, and installation documentation. (Reference RFP for details)