

**BEST PRACTICES CHECKLIST**  
**Guide for Requesting Cabling Quotes and Scoring**

<b>BEST PRACTICES CHECKLIST: Guide for Requesting Cabling Quotes and Scoring</b>		
		Check <input checked="" type="checkbox"/>
<b>Statement of Work (SOW)</b>		
	Customer issues a clearly written statement of work to Vendors in pool	
	This Guide provides examples and forms but the quotation format may be flexible based upon customer needs	
	Attached is sample format for Vendors to use in returning quotes: "Cabling EPL 4342 Quotation Form"	
<b>Define Customer Requirements in SOW</b>		
<b>Contact Information</b>		
	Agency or School District Name, mailing and physical address, office phone	
	Contact Person, e-mail, telephone number	
	Location of project: name buildings, location, directions	
	Best time for return calls and site visit	
<b>Timelines</b>		
	Due date and time for quotations	
	Expected time for project start and completion	
	Available hours for building access	
	Phone numbers for after-hours access if awarded	
	Indicate if project is requesting E-Rate funding and expected timeline for E-Rate approval	
<b>Technical Requirements for Inside Plant</b>		
	Decide if there will be a mandatory walk-through or an optional site visit	
	Furnish diagram of area and floor plans with mark ups with SOW	
	Describe building construction	
	Brick, metal, etc.	
	ceiling access (sheetrock, drop ceiling, high ceiling, etc.	
	type of walls (sheetrock, wood paneling, insulated, etc.)	
	Will cabling be installed for voice, data or both	
	Describe current cabling	
	Describe any requirements to re-terminate, re-pull, test, label, remove or upgrade existing drops	
	Describe new drops – CAT 6, CAT 6a, or Fiber Optic	
	Include type cable, if single, dual, triple, quad, etc.	
	Plenum or non-plenum	
	Faceplate requirements, color, or stainless	
	Describe raceway or conduit requirements	
	Are there any existing conduits available or raceways	

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	Will surface mounted raceways be necessary	
	Is there a preferred type of surface mounted raceway, EMT, Panduit, etc.	
	Describe fiber runs	
	include if single mode or multi-mode (OM1, OM2, or OM3), # of strands, etc.	
	type of fiber connectors: ST, SC, LC, etc.	
	Innerduct requirements	
	Describe LIU requirements	
	Describe patch panel, patch cables, jumpers, mounting boxes, etc.	
	include location	
<b>Technical Requirements for Outside Plant</b>		
	Will trenching or boring be required?	
	Ensure all buried utilities will be clearly marked	
	Describe materials and connection locations	
<b>Materials</b>		
	Describe Customer <b>preferred</b> connectivity materials and cable manufacturer, if any	
	Describe any <b>required</b> standards or practices for your buildings/campus (ex. Mfg standard for cable, jacks, faceplates; standard for no exposed raceway; etc.)	
	Describe Racks and mounting requirements: cabinets or enclosures or open racks	
<b>Requirements for sending and receiving the quotations</b>		
	<b>Determine method for sending the request for quotes to vendors: Recommended – E-mail</b>	
	Hint - ask Vendors to respond by e-mail to indicate that they received your request for quote or notification of walk through	
	<b>Determine the method for vendors sending quotes to customer: recommend accept E-mail, FAX, mail, overnight, hand delivery</b>	
	<b>Determine minimum number of business days from time of notification of the site visit/vendor's conference to the actual event</b>	
	suggested minimum is 5 business days	
	<b>Give Vendors a minimum number of business days after site visit/vendor's conference to submit their proposal</b>	
	suggested minimum 5-10 business days	
	<b>Provide all vendors with a compiled list of Vendor questions and your answers prior to the proposal due date</b>	
	suggest Q & A sent to Vendors minimum of 3 days before proposal due date	

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<b>Walk-through Requirements/Site Visit/Vendor's Conference</b>		
	<b><i>Mandatory Vendor's conference or Walk-throughs are recommended</i></b>	
	Walk-throughs should be at the same time, so all vendors see and hear the same thing	
	<b><i>Small projects may not need a walk-through</i></b>	
	<b><i>If a site visit is not mandatory, customer must still allow access for optional site visit</i></b>	
<b>Scoring</b>		
	<b><i>ITS HAS REQUIRED THAT COST IS AT LEAST 51% OF THE SCORING</i></b>	
	Note: ITS has chosen the EPL Vendor pool based on their technical qualifications, references, and past experience.	
	<b><i>Other possible scoring factors</i></b>	
	Customer's past experience with Vendor	
	Geographical location	
	Technical requirements including materials standards	
	Warranty	
	Other factors determined by Customer	
	<b><i>Notice of Award - please do the vendors the courtesy of announcing the award to all who submitted quotes</i></b>	
<p>For cabling project sample documents managed by ITS, including Letter of Configuration, amendments, register of proposals, and notification of award, see the ITS "LOC Website" - <a href="http://dsitspe01.its.ms.gov/its/loc.nsf/LOCPage2?OpenPage">http://dsitspe01.its.ms.gov/its/loc.nsf/LOCPage2?OpenPage</a> . Search by RFP Number 3766. Two suggested projects are both Department of Finance &amp; Admin: Communication Cabling for UMMC School of Medicine and Fiber Ring Expansion-Cabling for ITS.</p>		