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Memorandum

To: ITS Customers Requesting the Cabling Express Procurement Option (EPO) 4733

From: Craig P. Orgeron, CPM, Ph.D.

Date: August 13, 2026

Re: Instructions for Use: ITS Cabling EPO 4733

CC: ITS Project File Number 48786

1. Introduction

1.1 ITS Express Products Lists (EPOs) are multi-vendor awards that meet Mississippi requirements for legal purchases.

1.2 The Cabling EPO is the result of a competitive procurement. Request for Proposal (RFP) No. 4733 was issued to create a Cabling EPO to be used in the acquisition of inside and outside communications cabling projects involving both labor and materials.

1.3 Cabling procurements made in accordance with this Instructions for Use Memorandum meet all Mississippi purchasing laws and requirements.

1.4 The Cabling EPO uses a Vendor Pool model. Vendors join the pool by responding to RFP No. 4733, which involves providing ITS information about their company and signing the EPO Purchase Agreement. Vendors are organized by category of products, and Customers solicit the Vendor Pool by category for product and pricing information using the process described in this Instructions for Use document.

2. Scope

2.1 Cabling EPO 4733 Categories:

2.1.1 Installation

2.1.2 Materials

2.2 Below are important links you may need when using the Cabling EPO.

Board Members: Bill Cook, Chair • J. Keith Van Camp, Vice-Chair • Thomas A. Wicker • Mark E. Henderson • Christa L. Alexander
Legislative Advisors: Senator Bart Williams • Representative Jill Ford

EPO Main Page	ITS > Procurement > Express Procurement Options
Cabling EPO Page	ITS > Procurement > Express Procurement Options > Cabling EPO 4733
Procurement Handbook	ITS > Procurement > ITS Procurement Handbook
RFP 4733	ITS > Procurement > RFPs and Sole Sources > RFPs and Sole Sources Advertised (Enter “4733” in the search box)

2.3 ITS houses the following information on the Cabling EPO webpage (see table of links):

2.3.1 A list of approved vendors for each category, including the contact information for each vendor.

2.3.2 This “Instructions for Use” memorandum, Solicitation Templates, and Additional Solicitation Considerations.

2.3.3 A copy of Attachment A: Technical Specifications, which details the scope of the categories.

3. EPO Effective Dates

The Cabling EPO 4733 will be valid from the published date of this memo through November 30, 2031.

4. Who May Use

4.1 This EPO may be used by Mississippi agencies (except for project involving buildings within the capitol complex, see below), universities, community/junior colleges and governing authorities (cities, counties, school districts, etc.), collectively referred to as “Customer(s)”.

4.1.1 The ITS Telecom Services Division is responsible for all cabling projects, even single drops, for state buildings in the capitol complex. There is zero delegation for agencies with offices in these buildings to use the Cabling EPO or work with any vendor directly on cabling projects. These projects will be handled by the ITS Telecom Services Division. The list of buildings is provided on the main Cabling EPO page.

4.2 Any entity using this EPO must abide by the instructions in this Memorandum even if that entity is not under ITS purview.

4.3 Local governmental entities are able to use the EPO in lieu of conducting their own procurements, based on MS Code 31-7-13(m)(xi) that allows ‘governing authorities’ to do so as an exception to the bidding requirements found in Public Purchasing Code.

5. Dollar Limitations of Use and Quote Requirements

5.1 Customers must determine the total lifecycle cost of their project during the planning process. Any additional purchases items and/or services must be calculated as part of the total lifecycle of the project when determining Dollar Limitations or ITS approval thresholds.

5.1.1 If Customers wish to purchase additional items after the initial solicitation and purchase is complete, they may do so if all the following conditions are met:

5.1.1.1 The additional items are the same as the items requested in the original solicitation;

5.1.1.2 The price is the same as the price proposed in the Vendor's original proposal; and

5.1.1.3 The total lifecycle cost (the original purchase and any additional purchases) are below any Dollar Limitations or ITS approval threshold. Additional purchases that cause the total lifecycle cost to reach any threshold are not permitted without prior approval by ITS through a planned purchase.

5.2 The purchase limit is $150,000 per project without prior approval from ITS.

5.2.1 For K-12 Schools, the dollar limitation is interpreted by ITS to be $150,000 per project per school/campus with a maximum dollar limitation of $1,000,000 per school district per fiscal year for a project that spans multiple schools within the district.

5.3 Projects costing in excess of $150,000, are beyond the scope of this delegated process and subject to full ITS review and authorization. Authorization to exceed the EPO dollar limitation is issued pursuant to ITS rules and regulations. These rules and regulations are stated in the ITS Procurement Handbook available in the Publications section of the ITS website.

5.4 Per ITS rules and regulations, projects with a cumulative total in excess of $1,000,000 or projects for only professional services in excess of $500,000 are subject to ITS Board approval. A business case must be completed on all IT projects requiring ITS Board Approval, and the ITS Board must approve the project prior to the purchase. ITS has developed an IT Project Business Case Workbook to assist agencies in preparing the business case. Business case documentation may be found on the ITS website at: https://www.its.ms.gov/services/planning-agency-it-plans

6. Preparing the Solicitation

6.1 Review the *Solicitation Workbook* published on the ITS Website.

6.2 Select the appropriate solicitation template for your project:

6.2.1 Where price is the only consideration, use the template titled *Cabling Solicitation Template - 100% Cost.*

6.2.2 When a Lowest and Best offering is appropriate, use the template titled *Cabling Solicitation Template – Lowest and Best.*

6.3 Verify the requirements for your purchase.

6.4 Entities using this EPO must have well defined business objectives and technical requirements for the items being purchased. These objectives and requirements will be used to evaluate Vendor offerings and to determine the lowest and best solution.

6.5 Fill out the selected *Solicitation Template* with your developed specifications, project timeline, and how responses will be evaluated.

6.6 If a Customer wishes to capture pricing for optional items, meaning products or services that, at the time of Solicitation, the Customer is undecided if they will purchase or not, the Customer must include these optional items in their Solicitation and their cost evaluations. Customers must also include the cost for the optional items in their total lifecycle cost for determining Dollar Limit Thresholds, regardless of if or when these items will be purchased.

6.7 It is the Customer's responsibility to evaluate Vendor proposals and document that they are selecting the response that is "lowest and best". Customers must include in their Solicitation how this evaluation will be conducted.

7. <u>Solicit Quotations and Evaluate Vendor Offerings for Lowest and Best</u>

7.1 Once the technical specifications are developed and the Solicitation Template is complete, send your Solicitation to all vendors within the relevant categories to your project using the Vendor Pool contact information listed on the ITS website https://www.its.ms.gov/procurement/ITS-Cabling-EPO-4733

7.2 Customers must allow at least five (5) business days from the date the Solicitation is released for vendors to respond. Customers will not begin the evaluation of responses until the proposal window has closed. A longer period is recommended for Solicitations with more complex requirements. If you decide to include a vendor question and answer period, Solicitation responses should be due no less than five (5) days after the answers to questions received have been distributed to the Vendor Pool.

7.2.1 Responses to questions submitted should be sent to the entire Vendor Pool, not just to Vendors that ask questions.

7.3 It is your responsibility to evaluate and select the products and services that best meet your needs.

7.3.1 If the 100% Cost Solicitation Template is used, the lowest valid proposal must be selected.

7.3.2 If the Lowest and Best Solicitation Template is used, evaluation documentation must include sufficient justification for selection of the lowest and best proposal.

7.4 Verify that Vendor offerings meet your technical specifications. Demonstration packages may be available. If you are not familiar with the equipment, ask Vendors for a demonstration package. Confirm that your existing equipment and software will be compatible with the equipment purchased.

7.5 Ensure all proposal responses adhere to the following:

7.5.1 A reference to Cabling EPO 4733.

7.5.2 All components on the quotation must be within scope of EPO 4733. Products or services purchased in conjunction with EPO products that are not specifically described and authorized on the published EPO are “Non-EPO Items” and the authority for purchasing such items must come from public purchasing dollar limitations or other procurement tools. “Non-EPO Items” should NOT be included in the same purchase order as EPO items.

7.6 Once all proposals have been evaluated and a Vendor is selected, Customer will extend an award notification via email to all vendors who submitted a proposal. The notification should include the awarded Vendor name.

8. Place Your Order

8.1 Place orders directly with awarded vendor.

8.2 Confirm your order with the vendor and issue appropriate purchase orders:

8.2.1 Reference Cabling EPO 4733 on your purchase order.

8.2.2 The purchase order and Vendor proposal response should match in terms of items purchased, quantities purchased, and total amount.

9. Mississippi’s Accountability System for Government Information and Collaboration (MAGIC)

9.1 State agency customers are required to purchase through Mississippi's Accountability System for Government Information and Collaboration (MAGIC).

9.1.1 The Contract Number and Supplier Number are provided on the ITS website: https://www.its.ms.gov/procurement/IT-Cabling-EPO-4733

ex. MAGIC Contract Number - 8500000xxx

ex. MAGIC supplier Number - 3100020xxx

9.2 State agency customers will be required to use NIGP codes when purchasing through Mississippi's Accountability System for Government Information and Collaboration (MAGIC). The following NIGP codes will be used for products purchased using the Cabling EPO 4733.

NIGP Code	EPO Category	Use For
83828	Cabling Products	Telecommunications Equipment, Cable, Copper (CAT 5E/6, etc.)
92031	Installation	Installation of Computers, Peripherals, and Related Equipment (Including Software)

9.3 For Cabling EPO purchases, the following documents must be uploaded to MAGIC as attachments to your purchase order:

9.3.1 A copy of all responses received.

9.3.2 A copy of the Solicitation.

9.3.3 Documentation demonstrating that the solicitation was sent to all vendors in the relevant pool.

9.3.4 Documentation detailing your evaluation and justifying your selection.

9.3.5 A copy of this Instructions for Use Memorandum.

9.3.6 If the purchase is related to a project that is a part of the Agency's IT Plan, a copy of the related planning form from the ITS planning system.

10. EPO Purchase Audit Integrity

10.1 It is the responsibility of every customer using the EPO to maintain proper records to reflect that all procurements from the EPO are made in accordance with ITS policies and procedures.

10.2 What Goes in Your Purchase/Audit File

Make sure you provide adequate documentation that you followed the recommendations and directives in this Instructions for Use Memorandum. At a minimum include:

10.2.1 A copy of the Solicitation.

10.2.2 A copy of the purchase order.

10.2.3 Documentation demonstrating that the solicitation was sent to all Vendors in the relevant category.

10.2.4 A copy of the approved vendor list spreadsheet concurrent with the selection of the winning Vendor.

10.2.5 A copy of all proposal responses received.

10.2.6 A copy of this Instructions for Use Memorandum.

10.2.7 If the purchase is related to a project that is a part of the Agency's IT Plan, a copy of the related planning form from the ITS planning system.

10.2.8 Documentation of the evaluation process.

10.2.9 Any additional project-related documentation or justification.

11. Contracts and Additional Considerations

11.1 The EPO has its own contract, the "Purchase Agreement," executed between each EPO Vendor and ITS. Should your purchase be large or involve special terms, you may wish to negotiate a supplemental contract specific to your situation with the vendor at the time of purchase to address any additional concerns not addressed in the EPO Purchase Agreement.

11.2 Customers should be aware that all vendors approved under Cabling RFP 4733 have furnished to ITS a copy of their Certificate of Responsibility from the Mississippi Board of Contractors as well as proof of General Liability Insurance.

11.3 Customers should be aware that ITS did not require the submission of a Performance Bond or a Payment Bond at the time of the vendor's proposal submission. The customer should work with the vendor at the project level regarding the inclusion of these bonds when needed.

12. To Report Problems or Request Assistance

12.1 If you have any problems with your EPO order, notify the vendor of the problem in writing and send a copy to ITS.

12.2 Please let us know if you have any feedback that may help us to improve this process.

12.3 You may contact us in writing by one of the following ways:

12.3.1 E-mail: isshelp@its.ms.gov

12.3.2 FAX: (601) 713-6380

12.3.3 Mail: ITS, 3771 Eastwood Drive, Jackson, MS 39211

12.4 If you have questions about using the EPO, please contact the ISS Help Desk at isshelp@its.ms.gov.