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| **1.0** | **General Information** |
| Complete one intake form per location. Responses are required for all fields in this table. |
| 1.1 | Organization Name |  |
| 1.2 | Why is the service request needed?*(Example: New site, staff relocation, building renovations, adding new staff, in-building expansion to new floor or suite, service upgrade(s), etc.)* |  |
| 1.3 | Service Address Location*(Include street address, suite, city, state, and zip.)* |  |
| 1.4 | Is the state of the service address pre-construction, under construction or post construction? If pre-construction or under construction, please let us know when it will be ready for survey. |  |
| 1.5 | Are you moving from an existing location?*(If yes, provide street address, suite, city, state, and zip.)* |  |
| 1.6 | **Point of Contact (POC) Role** | **POC Name** | **Phone** | **Email** |
| Customer POC |  |  |  |
| Agency Telecom Coordinator |  |  |  |
| Building Manager |  |  |  |
| DGS Point of Contact |  |  |  |
| 1.7 | When does your organization desire a price quote for the service(s) requested?*(Example: 60 days from substantial intake submission.)* |  |
| 1.8 | When does your organization require service(s) activation?*(Example: 90 days from payment, specific date, 30 days before specific event, FY2#Q#, etc.)* |  |
| 1.9 | Description and scope of services requested. |  |

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| **2.0** | **Funding Source Details** |
| *Please note:* * *If funding is required, include the source and funding vehicle.*
	+ *Example Sources: Capital funds, Local Funds, Landlord Funds*
	+ *Example Vehicles: RTS, MOU, Tenant Improvement Agreements*
* *If your agency is acquiring or contributing materials and/or services to this effort, please include source, quantities, and model numbers.*
 |
| 2.1 | What fiscal year and quarter will funding be available? (Example: FY2#Q#) |  |
| 2.2 | How will most equipment such as switches, access points and desk phones be funded and who is providing? |  |
| 2.3 | How will trade services such as electrical, HVAC and low voltage cabling to desk and access points be funded? |  |
| 2.4 | How will OCTO professional services such as fiber, rack and equipment installations be funded? |  |
| 2.5 | Will your organization be paying for the monthly fees for any new services provided? *(If no, please list organization name who will fund monthly recurring costs for new services.)* |  |

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| **3.0** | **Data and Wireless Services** |
| *If services are not required, mark answers as N/A.* |
| 3.1 | What data/bandwidth speed is needed?*(None, 50 Mbps, 100 Mbps, 1 Gbps, etc.)* |  |
| 3.2 | Will there be a private and public networks at the new location? If yes, explain.*(Note: Some sites have public and staff-only circuits.)* |  |
| 3.3 | What remote network resources do you require?*(Example: Route requests, access to a 3rd party vendor service, etc.)* |  |
| 3.4 | Does your network require encryption? If yes, please answer the following questions to the best of your ability.* Is there an encryption requirement for internal agency locations (e.g,. branch-to-HQ, branch X to branch Y)?
* Is there an encryption requirement for internal agency to data centers and/or agency to unified communication center (UCC)?
* Is there an encryption requirement for internal agency to external locations?
* Is there an encryption in transit requirement and/or encryption at rest requirement?
 |  |
| 3.5 | Are DGS Protective Services Division (PSD) security circuits required for access card readers or cameras? If yes, explain. |  |
| 3.6 | Is indoor Wi-Fi service required? |  |
| 3.7 | Is outdoor Wi-Fi service required? If yes, please provide a coverage map of the area. |  |
| 3.8 | Number of data users/drops per floor/suite. | Floor/Suite | Users/Drops |
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| **4.0** | **Voice Products and Services** |
| *Provide voice information for requested location only.**If any services are required from this section a cutsheet will be required.**If services are not required, mark answers as N/A.* |
| 4.1 | Voice Details | Existing Quantity | New Quantity |
|  | 1. Desktop phone sets
 |  |  |
|  | 1. Conference phone sets
 |  |  |
|  | 1. Analog lines
 |  |  |
|  | 1. Verizon Lines

*(Note: New lines must be for life safety and alarms only.)* |  |  |
| 4.2 | Is call tree/routing required? If yes, provide script and telephone numbers. |  |
| 4.3 | Are Call Center Services required? If yes, please explain. |  |

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| **5.0** | **Miscellaneous Services**  |
| *If services are not required, mark answers as N/A.* |
| 5.1 | Are video teleconferencing systems required? If yes, explain. |  |
| 5.2 | Are third-party Internet of Things (IoT) circuits required? If yes, explain.*(Example: Building Automation Systems, HVAC units, air quality sensors, etc. that need static IPs and direct internet connection.)* |   |
| **5.3** | Will your organization have a need to access other organizations (i.e. Agency) data or services from this location? If yes, explain. |  |

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| **6.0** | **Equipment Environment** |
| *Please provide available details about existing or future equipment locations, space, power, and cooling needs throughout the building.* |
| 6.1 | Please share the floor and room number of each associated telecom room for this location.What are the dimensions of each room?*(Note: DC-Net requires at least 8’ x 10,’ but may require more space depending on the network requirements.)* |   |
| 6.2 | Each telecom room requires a ground/bus bar. Does each proposed room have an existing ground/bus bar? |  |
| 6.3 | Is there an emergency generator on the premises that can accommodate DC-Net equipment? If yes, does it have spare 30A or 50A breakers? |  |
| 6.4 | Is our standard battery uptime of 1 hour sufficient? If no, explain. |   |
| 6.5 | Each telecom room requires an HVAC system. Does each proposed room have existing HVAC?*(Note: Customer is responsible to providing sufficient cooling for DC-Net network equipment.)* |  |

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| **7.0** | **Cabling Responsibilities** |
| *Please provide details about who is responsible for various cabling requirements.**If services are not required, mark answers as N/A.* |
| 7.1 | Is there an existing or predetermined cable pathway between the main telecom room and the other associated telecom rooms in the building? If no, who will be providing this? |   |
| 7.2 | Who is responsible for the fiber runs (riser) connecting each telecom closet to the main telecom room? |  |
| 7.3 | Is cable vendor responsible for all horizontal copper/ethernet runs? |   |
| 7.4 | Who is responsible for supplying and patching ethernet cables in telecom closets? |   |
| 7.5 | Is cable vendor responsible for 25-pair (cat-3) riser from each telecom closet to the main telecom room and terminating to a RJ-45 Panels on each end (analog voice services)? |   |
| 7.6 | Is cable vendor responsible for Wireless Access Point cable runs? |   |
| 7.7 | Is cable vendor responsible for Wireless Access Point installations? |   |

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| **8.0** | **Additional Notes** |
| *Do you have additional information you want to share about your service request?* |
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