

Sno-Isle Libraries

E-RATE BEN 145230

REQUEST FOR PROPOSALS (RFP)

Title	Bid Due Date
2025 SIL Wireless Access Points & Licensing	Friday, January 31, 2025 at 5 p.m. Pacific Time

Submit bids and direct questions to:

Contact: Claire Christnacht, Consultant, E-Rate Expertise, Inc.
Phone: (253) 320-0664
Email: claire@erateexpertise.com

SCOPE:

Sno-Isle Libraries seeks a multi-year contract for both indoor and outdoor Wireless Access Points (WAPs), including licensing and installation. The Library requests quotes for installation services at this time, but may choose to self-install the WAPs, depending on the size of the individual projects. Initially, the purchases will be to add new units required for branch remodels, but the Library plans to replace all indoor and outdoor WAPs in a future year of the term of the contract.

In 2025, the estimated purchase will be for:

- *3 new Meraki MR46 (or equivalent) indoor WAPs including new licenses*
- *License renewals for approx. 94 existing Meraki MR46 indoor WAPs (or equivalent)*
- *License renewals for approx. 30 existing Meraki MR76 outdoor WAPs (or equivalent)*

The maximum total new equipment purchase quantities during the contract term includes:

- *Up to 300 Meraki MR46 indoor WAPs (or equivalent)*
- *Up to 100 Meraki MR76 outdoor WAPs (or equivalent)*

New equipment purchases would include licenses. There is no guarantee of the total sales in this contract. Related software and accessories, such as antennas and mounting gear, may also be needed.

This RFP process has the following disqualifying factors and bids that do not meet these requirements will not be evaluated: 1. Recycled or refurbished products will not be considered, 2. Generic or auto generated bids will not be considered, and 3. Vendors must have an E-rate Service Provider Identification Number (SPIN) and be up to date on annual certifications.

BID REQUIREMENTS:

1. Bids should include the unit price for every product (or equivalent) listed above in this RFP, even if they are not projected to be purchased in 2025. After the winning bid has been selected, the Library will work with the winning vendor to finalize the models and quantities that best meet the Library's technical and financial needs in 2025 and in future years of the contract. Final models and quantities will be consistent with the scope of this RFP and will provide equivalent functionality of the products listed above. The winning vendor will provide updated quote(s) with the required models and quantities for each year for contracting and E-rate application purposes. Equivalent substitutions can also be made via amendment throughout the term of this contract.
2. Provide the costs for 1-Year, 3-Year and 5-Year licenses for each of the products listed in the scope. The Library will determine the most cost-effective license level and term based on their technical needs, budget resources, and prices once the winning bid has been selected, and these details will be included in the final quote from the vendor that will be included in the contract. Indicate whether the licenses are a Right to Use type license that is required for the products to function, or if the licenses are Basic Maintenance of Internal Connections type licenses that provide technical support and software upgrades, etc. License terms should coincide with the months of an E-Rate year and should be billed (including renewals) at or near the E-Rate start date. Pro-rating may be necessary to facilitate program administration.
3. Provide manufacturer's current list price for these models as a point of comparison.
4. Product configuration and installation are not requested at this time but may be required for future orders. Please provide a per unit installation price with your bid that will be reviewed at the time of the future purchases and added to the contract with a new quote and/or amendment.
5. Bids should include an estimate for shipping costs, if any, and if they are not included in the bid, the Library cannot be invoiced for these costs. Please include the estimated lead time between order date and delivery date.
6. Bids should indicate if any items are not eligible or are partially eligible for E-rate funding. If the item is only partially eligible for E-rate funding, provide the eligibility % with the bid. Ineligible items should be included in a separate Non-E-rate quote. If there is another comparable item that is fully eligible, please also include that item in your bid. The Library may work with the winning vendor to adjust the final quotes for ineligible products and/or locations.
7. Include a copy of your company's standard contract for these products/services (if any).
8. Bidders have the option to include up to three (3) reference sites where your company has performed a similar service, including business name, contact name and contact information. It is preferable that at least one reference should be for a library/school district of similar size within 200 miles of Library. The Library reserves the right to be used as a reference.
9. Please indicate if your company has successfully sold this equipment before as part of the E-rate program and your number of years of experience with the E-rate program. Vendors should include their E-Rate SPIN number in their bid and confirm that they are current with their USAC SPAC/Form 473 requirements. Failure to maintain E-rate SPIN eligibility requirements could result in contract termination. Vendor must be willing to do either SPI or BEAR methods of reimbursement, and the Library will select the reimbursement method, unless the BEAR method is required per E-Rate early purchase rules (see Item 1 in Contract Terms).

VENDOR CONTRACT ISSUES:

1. **Contract Documents:** This RFP, the winning bid, and the final quote will be considered part of the contract and are applicable unless specifically negated in the contract.
2. **Start/End Date:** The months of the official start and end dates for this E-Rate Category 2 contract would coincide with the Category 2 purchasing period for the E-Rate program year which is April 1st to September 30th of the following program year.
 - a. Most purchases would be made in the standard purchasing period of July 1st – September 30th of the following program year.
 - b. If purchases are made between April – June prior to the start of the program year, as allowed by program rules, the Library will pay the full invoice price and will seek the E-rate reimbursement through the BEAR process after the Funding Commitment has been received and the program year has officially started.
3. **Term:** The Library seeks a 5-year contract with the option to automatically extend it for one additional year.
4. **Non-Appropriation of Funds:** The contract may be canceled or not renewed in the event of loss of federal E-rate, State or Library funds.
5. **Price Updates:** If the market supports a price reduction after the initial term, the Library will exercise price reduction options, if any are available, through an amendment to the original contract or an updated quote. Similarly, the library recognizes that market conditions, inflation, and other factors beyond the vendor's control could increase the pricing of the products during the term of this contract and reasonable changes may be made via updated quotes and amendments, provided that any price increases are commensurate with the increase over the manufacturer's list price.
6. **Secure Networks Act:** Library will not accept any equipment or services produced, provided by or containing parts, from any company, including parents, affiliates, or subsidiaries thereof, that the FCC has designated as a national security threat to the integrity of communications networks or the communications supply chain pursuant to 47 CFR 54.9(a). A list of covered communications equipment and services can be found on the FCC's website at <https://www.fcc.gov/supplychain/coveredlist>. The list will be updated as necessary, and proposers have the responsibility to check for updates and ensuring that all products and services in quotes and final contracts are compliant.
7. **Hold Harmless & Indemnification Clause:** The Vendor shall protect, indemnify and save harmless Sno-Isle Libraries, its officers, employees, and agents from any and all costs, claims, judgments, or awards of damages, to the extent arising out of the negligent acts or omissions of the Vendor. Sno-Isle Libraries shall protect, defend, indemnify and save harmless the Vendor, its officers, employees, and agents from any and all costs, claims, judgments, or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of Sno-Isle Libraries.

BID PROCESS, EVALUATION & CONTACT INFORMATION:

Bidding Process Information:

1. The bid due date and time are listed at the top of this RFP. The bidding period may be extended at the library's discretion if necessary to conduct a competitive bidding process.
2. The Library reserves the right to request additional information and/or a Best And Final Offer (BAFO) during this bidding process as responses are compared and evaluated.
3. The Library reserves the right to reject all proposals and to not pursue this project at this time.
4. Responders are required to read and understand all information contained within this entire RFP package. Submitting a bid constitutes complete understanding and compliance with the terms and conditions in this RFP.
5. Protests may be made only by bidders who submitted a response to this RFQ. The bidder must submit a written protest as directed in this paragraph within two (2) business days of the bidder's receipt of award notification. Protests received after this deadline will not be considered. Bidders submitting a protest shall follow the procedures described below. Protests that do not follow these procedures shall not be considered.
 - a. Protests must be in writing, addressed to the procurement coordinator named in this solicitation, and signed by the protesting party.
 - b. Protests must contain the bid solicitation name, grounds for the protest with specific facts and complete statements of the action(s) being protested, and a description of the relief or corrective action being requested.
 - c. Protests must stipulate an issue of fact concerning bias, discrimination, conflict of interest, errors computing scores, non-compliance with procedures as described in solicitation documents or Sno-Isle Libraries' policies.
 - d. Protests will be rejected as without merit if the protest is based on an evaluator's professional judgment or Sno-Isle Libraries' assessment of its own and/or other agencies' needs or requirements.
 - e. Upon receipt of a protest, Sno-Isle Libraries' Executive Director or designee who was not involved in the procurement will hold a protest review. In the protest review, the Executive Director or designee will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

Evaluation Criteria for Selecting the Winning Bid:

Proposals will be judged on the following criteria:

1. 30 Points Price (Most heavily weighted criteria)
2. 25 Points Products meet Library's needs and are compatible with existing systems
3. 25 Points Positive references
4. 10 Points Completeness, quality and reliability of bid
5. 10 Points Compliance with E-rate rules and prior E-rate experience

Disqualifying Factors:

This RFP process has the following disqualifying factors and bids that do not meet these requirements will not be evaluated:

1. Recycled or refurbished products will not be considered.
2. Generic or auto generated bids that were not specifically created as a response to this RFP will not be considered.
3. Vendors must have an E-rate Service Provider Identification Number (SPIN) and be up to date on annual certifications.

Contact, Submittal & Misc. Information:

1. **The bid due date and time are listed at the top of this RFP.** Any responses received after this time on the due date of this solicitation will be considered non-responsive and will not be included in the scoring process.
2. Questions regarding the RFP should be submitted in writing to Claire Christnacht at claire@erateexpertise.com within 14 days after the 470 has been issued. Answers will be posted on the library's website and on the 470 form within 5 business days after the questions deadline.
3. Bids should be submitted by the above noted deadline to Claire Christnacht, claire@erateexpertise.com and to vendorsubmissions@sno-isle.org
4. All RFP documents, including instructions, bid formats, Q&A, updates, etc. will be uploaded to the original E-Rate 470 form and will also be posted on the Library's website at <https://www.sno-isle.org/vendors/>
5. For Library branch addresses, please see <https://sno-isle.bibliocommons.com/v2/locations>