



LIVINGSTON PARISH LIBRARY SYSTEM
BEN # 81058

Fund Year 2026
(July 1, 2026 – June 30, 2027)
Form 470 # 260000694

SERVICE SPECIFICATIONS – INTERNET ACCESS/WAN

Timeline

Task	Due Date
Form 470 posted in EPC	August 29, 2025
Deadline for vendors to submit questions	September 26, 2025, by 2:00 p.m. (Central)
Answers to questions posted in EPC	September 29, 2025
Deadline for vendors to submit proposals	October 10, 2025, by 2:00 p.m. (Central)

Service Request

Livingston Parish Library is requesting proposals for internet access service to be delivered to the following location(s):

Entity Name	Street Address	Current Bandwidth	Longitude/Latitude (Optional)
Administrative Building	13986 Florida Blvd Livingston, La 70754	1 GB IA	30.503002847293534, -90.74444922950228
Livingston (Main) Branch	20390 Iowa Street Livingston, La 70754	1 GB WAN	30.513616245588857, -90.74695160075039
Denham Springs-Walker Branch	8101 U.S. Hwy 190 Denham Springs, La 70726	1 GB WAN	30.498234704522684, -90.92891265342567
South Branch	23477 LA-444, Livingston, La 70754	1 GB WAN	30.353766423131887, -90.6940798986523
Watson Branch	36581 Outback Road Denham Springs, La 70706	1 GB WAN	30.610582163691156, -90.9467654359523
Albany-Springfield Branch	26941 LA-43, Albany, La 70711	1 GB WAN	30.475749615127313, -90.57460358482025

Livingston Parish Library is an established library system in Livingston Parish, Louisiana. The library consists of 5 branches and an administrative building. The library system currently operates under a shared Internet Access (IA) and Wide Area Network (WAN) setup, but the plan is to transition to independent internet circuits for each branch. The library presently has contracted services through June 30, 2026. The library seeks to have services begin on July 1, 2026. Livingston Parish Library reserves the right to reject all proposals and waive any formability defects or clerical errors in any bid proposal package.

All bidders must be capable of providing telecommunication services under the Universal Service Support Mechanism, be a registered vendor with the Universal Service Administrative Company (USAC) and have a current Service Provider Annual Certification (SPAC) on file with USAC.

Service Requirements

The applicant prefers a dedicated, symmetrical fiber-connected internet circuit with a minimum bandwidth of 500MBPS. The applicant may require a maximum speed of 5GBPS during the proposed contract term of 36 months. The applicant reserves the right to evaluate bids to determine their equivalence to leased lit fiber. All bids must indicate whether the proposed solution is a dedicated fiber internet service or a shared internet service. All vendors must specify if they are a reseller of the last mile of internet service.

Pricing is requested for internet speeds of 500MBPS, 1GBPS, 3GBPS, and 5GBPS with firewall and without firewall service. Eligible Internet Services may include features such as a basic firewall if provided as a component of the Vendor's Internet services. The prices must be bundled as one line on the bid and the statements. If the firewall includes content filtering, then it must be cost-allocated as an ineligible portion. All bidders must certify compliance with LCP. If an increase in bandwidth is requested during the contract period, the contract will not be renewed.

Bidders are requested to provide pricing for consecutive static IP addresses for the library.

Contract Term

The initial contract term is 3 years beginning on July 1, 2026, and expiring on June 30, 2029. The contract will also include two one-year voluntary extensions. The maximum contract period shall not exceed 5 years, starting July 1, 2026, and ending June 30, 2031, including any extensions.

All contracts should allow for bandwidth increases up to 5 GBPS throughout the term of the contract. All offers must include all costs associated with delivering the service to the applicant, including, but not limited to, installation charges, special construction costs, a leased managed router (if available), and any other related charges.

Questions

Questions that may arise because of this solicitation should be addressed to Lydia Hooge at lydia@ecserate.org. Inquiries must be received no later than September 26, 2025, by 2:00 p.m. (Central). Contact initiated by a Bidder concerning this solicitation with any other applicant representative, not expressly authorized elsewhere in this document, is prohibited. Any unauthorized contact will result in the bidder's disqualification from this open

competitive bidding process.

Site visits will be scheduled per request.

Proposal Instructions

Proposals must be submitted by the deadline for guaranteed inclusion in the evaluation. Proposals submitted after the bid submission deadline will be considered non-responsive and will not be included in the evaluation. The deadline to submit proposals is October 10, 2025, at 2:00 pm CST.

Proposals should be uploaded to the following ShareFile link: [LPL C1 Bids](#)

All uploaded proposals shall cite the vendor's name, applicant's name, and the associated Form 470 number and be uploaded as a SINGLE PDF UPLOAD. Example: VENDOR NAME – Library NAME – 470 Number

Proposals must include **all** the costs related to providing service, including but not limited to:

- monthly service fees
- managed router/modem lease fees (if required for service to function)
- one-time construction, installation, and/or connection charges
- estimated taxes, fees, and/or surcharges

Proposals that do not provide definitive costs for the requested services (including both recurring and one-time charges) will be considered non-responsive and will not be included in the evaluation.

Proposals that include generic/encyclopedic price lists will be considered non-responsive and will not be included in the evaluation.

Proposals requiring applicant-owned hardware to function must provide specifications and, if available, an estimated cost for necessary hardware.

Proposals should include the service provider's terms and conditions.

Proposals shall include the service provider's identification number (SPIN).

Proposals should include references, preferably from schools/libraries similar in size.

Proposals should include a timeline for delivering service to bring all sites online by July 1, 2026. Contracted Service Providers failing to deliver services by July 1 may be subject to termination.

General Terms

Description of Proposal

Bidder will provide a description of their proposal for all services and solutions. Description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, and other detail the library may find useful or necessary (or could differentiate the solution from a competing proposal).

Service Level Agreement (SLA)

In addition to the required services, the proposal may include but is not to be limited to the following services:

- Network operations center: Solution will provide customer support functions including problem tracking, resolution, and escalation support management on a 24x7x365 basis. The library has the right and is encouraged to call concerning any problems that may arise relative to its connection with vendor-provided services.
- Trouble reporting and response: Upon interruption, degradation or loss of service, the library may contact Vendor by defined method with a response based on trouble level. Upon contact from the Library, the Vendor support team will initiate an immediate response to resolve any Library issue. The library will receive rapid feedback on trouble resolution, including potential resolution time.
- Escalation: If service has not been restored in a timely manner, or the library does not feel that adequate attention has been allocated, the library can escalate the trouble resolution by request. A list of escalation contacts will be provided when the implementation schedule is completed.
- Resolution: The library shall be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
- Trouble reporting, escalation, and resolution: A detailed trouble reporting, escalation and resolution plan will be provided to the library.
- Measurement: Vendor stated commitment is to respond to any outage within two (2) hours and a four (4) hour restoration of service. Time starts from the time the library contacts vendor and identifies the problem. Credits for outages or shortages will be identified.
- Reports: Upon request, an incident report will be made available to the library within five (5) working days of resolution of the trouble.

Timeline

Non-incumbent bidders should include a timeline for delivering Internet service to the library and an explanation of how they will adhere to the library's specified timeline. Bidders with existing infrastructure in the area should be able to bring all sites online by July 1, 2026, the start of the funding year.

Demarcation

Bidder's proposals must terminate service or infrastructure at the demarcation point at the address specified in this RFP. The bidder must specify the specific demarcation setup included in base fees, e.g., wall-mounted CPE and CAT6 at handoff, rack-mount patch panel, etc.

Special Construction Charges

In E-Rate terminology, special construction refers to the upfront, non-recurring costs associated with installing new fiber to or between eligible entities. If no new fiber is being installed, then any installation costs are considered standard non-recurring costs (NRC). Applicants may seek funding for special construction charges in connection with leased lit fiber, leased dark fiber, and self-provisioning. Special construction charges eligible for Category One support consist of three components:

1. Construction of network facilities
2. Design and engineering
3. Project management

Note: The term "special construction" does not include network equipment necessary to light fiber, nor the

services necessary to maintain the fiber. Charges for network equipment and fiber maintenance are eligible for Category One support as separate services, but not as special construction.

Special Construction Information for Form 471 and PIA Review

All E-Rate applications, including special construction, are subject to detailed questioning during Program Integrity Assurance (PIA) review, where the cost of proposed special construction will be reviewed based on the cost of historical fiber builds in the region. Additionally, certain information on necessary special construction is needed to accurately fill out Form 471. Service providers who include special construction charges must be prepared to promptly provide additional information not described in this RFP when requested. Please note that vendors may assist applicants with preparing funding requests or responding to PIA questions and may speak directly with PIA reviewers.

Required Notice to Proceed and Funding Availability

The library will follow the purchasing policies, requirements, and procedures of the FCC's E-Rate program, as administered by USAC, to be eligible for all available funding. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the library's issuance of a written Notice to Proceed. The library reserves the right to terminate the contract without implementation if appropriate funding is not available.

Other

The Schools and Libraries program requires that the "cost of eligible services" will be the highest valued criterion in the evaluation process; however, other criteria with lesser value may also be considered.

Bidders must document their ability to participate in the E-Rate program by including their current SPIN (Service Provider Identification Number) in their proposal.

Proposals for multi-year contracts and contracts with voluntary extensions are encouraged.

Subject to contract restrictions, services may be re-evaluated for cost-effectiveness at any time during the life of the agreement.

Service providers proposing to temporarily loan equipment for product demonstration and/or evaluation purposes are required to clearly state that such loans are of limited duration. Product demos extending beyond thirty (30) days must be explicitly authorized by both parties and provided at a fair market rate.

By submitting a proposal on the requested services herein, the vendor certifies that its equipment and services are compliant with the FCC's recent Order (FCC 19-121) prohibiting the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other covered company posing a national security threat to the integrity of communications networks or the communications supply chain.

As required by E-Rate rules, all proposals in response to this Form 470 must offer the Lowest Corresponding Price (LCP). See <https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>.

RFP Scoring Rubric

Internet Access/Leased Lit Fiber

Weight	Criteria
40	E-Rate eligible recurring and one-time circuit costs
20	Prior Experience
20	References
20	The proposal meets the demand defined in the RFP
Total 100	

Appendix A: MRC/NRC Cost Tables

Internet Access/Leased Lit Fiber

Bidders are asked to enter pricing for the initial contract term (36 months, with two one-year extension options).

Eligible Monthly Recurring Cost: The fee assessed by the service provider to the applicant for 30 days of internet access/leased lit fiber service, inclusive of taxes and other E-Rate eligible fees.

Ineligible Monthly Recurring Cost: Any fees assessed by the service provider to the applicant for 30 days of internet access/leased lit fiber service that are not E-Rate eligible, for example, monthly administrative fees or any charges not explicitly defined within the service provider's proposal.

Eligible Non-recurring Cost: Any one-time fees assessed by the service provider to the applicant for internet access/leased lit fiber service relating to E-Rate eligible services, such as special construction charges.

Ineligible Non-recurring Cost: Any one-time fees assessed by the service provider to the applicant relating to E-Rate ineligible services, such as excess fiber build, special construction charges related.

Internet Pricing

		Eligible Monthly Recurring Cost without Firewall		Ineligible Monthly Recurring Cost without Firewall		Eligible Non-recurring Cost		Ineligible Non-recurring Cost		Eligible Monthly Cost with Firewall		Ineligible Monthly Cost with Firewall	
Location	Band- width	36 Months	60 Months	36 Months	60 Months	36 Months	60 Months	36 Months	60 Months	36 Months	60 Months	36 Months	60 Months
Admin Office	500 MB												
	1 GBPS												
	3 GBPS												
	5 GBPS												
Livingston Branch	500 MB												
	1 GBPS												
	3 GBPS												
	5 GBPS												
Denham Springs- Walker	500 MB												
	1 GBPS												
	3 GBPS												
	5 GBPS												
South Branch	500 MB												
	1 GBPS												
	3 GBPS												
	5 GBPS												
Watson Branch	500 MB												
	1 GBPS												
	3 GBPS												
	5 GBPS												
Albany – Springfield Branch	500 MB												
	1 GBPS												
	3 GBPS												
	5 GBPS												