



LIVINGSTON PARISH LIBRARY BEN#81058

Request for Proposal – C2 Internal Connections

2026-2027

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Purpose

1.1 Livingston Parish Library is seeking responses from interested vendors for the following products and services:

- Internal Connections
- Basic Maintenance

1.2 The successful bidder(s) will have the capabilities and willingness to partner with Livingston Parish Library in this endeavor to deploy the additions to their I.T. network infrastructure.

1.3 This request for proposal (RFP) is issued to invite vendors to submit proposals. Issuance of this RFP in no way constitutes a commitment by Livingston Parish Library to select a vendor and/or reward a contract. Livingston Parish Library reserves the right to accept or reject any or all submitted proposals.

Event	Date
RFP Release Date	November 13, 2025
Pre-Bid Meeting & Site Walkthrough	As needed basis
Questions Due	December 4, 2025 @ 2pm CST
Submission Deadline	December 18, 2025 @ 2pm CST

Overview

This section is provided as a general overview of the project and does not modify the more specific sections that will follow and are contained within this RFP.

2.1 LPL is an established library system located in Livingston, Louisiana. The library provides services throughout the parish utilizing five (5) branches and an administrative building. The library's technology goals specify that LPL will provide system-wide internet access utilizing wireless and wired local area network connections to its patrons, staff, and stakeholders.

2.2 It is important to Livingston Parish Library that vendors meet the expectations as set forth in this RFP, especially the requirements for saturated wireless internet, however Livingston Parish Library is also seeking a vendor to manage and maintain the network once deployment is completed. Livingston Parish Library prefers a single vendor that is an authorized reseller to install, manage, and maintain its internal network infrastructure. Livingston Parish Library will accept bids for each service requested separately. Vendors submitting bids for individual services must clearly indicate what service(s) they are bidding.

Internal Network Infrastructure

2.3 Livingston Parish Library wishes to utilize funding secured from the schools and libraries program (E-Rate) to offset the cost of the network. The library prefers a single-vendor solution where the contracted vendor will supply, install, and configure the networking equipment. The school requests per-unit pricing and installation fees.

2.4 Proposals should include all recommended equipment, software, and services. All proposals must clearly separate products and services that are eligible and ineligible for E-Rate funding. If a proposed component is partially eligible for E-Rate funding, a cost allocation table published by the manufacturer must be included with the bid submission. VoIP, EndUser, and surveillance systems are

not E-Rate eligible. The eligible services list, published by the Universal Service Administrative Corporation (USAC), can be found [here](#).

- 2.5 It is the vendor's responsibility to ensure that any new equipment proposed meets the performance specifications of the manufacturer requested in this RFP. Livingston Parish Library will not release the vendor from the performance guarantee required above, due to malfunctions or defects in vendor installed equipment and/or manufacturer errors or flaws in the equipment or design.

Scope of Services

- 3.1 Livingston Parish Library is seeking pricing for all equipment, installation, activation, and configuration related to the internal network equipment listed in this RFP. All vendors must provide a complete description of the services, diagrams, and a clear explanation of the solution being proposed. Proposals will be separated into the following categories:

- Internal Connections (WVLAN Network Infrastructure)
- Basic Maintenance of Internal Connections

Specifications of Internal Connections (E-Rate Eligible)

- Provide Advanced RF and radio resource management
- Support multicast video delivery across WLAN
- Support guest access
- Support hardware-based feature provisioning
- Must include a management system with access points capable of a minimum 802.11 AX
- Powered via 802.3af PoE
- Must be IPv6/IPv4 dual stack capable and be able to manage IPv6/IPv4 clients
- All cable runs will be terminated into a patch panel at one end and in a wall mounted full box jack on the other.
- Wireless management application shall allow roll-based access to user defined groups
- Vendors must provide all passwords and credentials upon completion of the initial deployment
- Must provide centrally managed and high availability controller(s) to support all access points
- Technical specifications of equipment should be provided with the proposal, if new equipment is proposed
- Must guarantee performance sufficient to fulfill the needs of the library, as requested in this RFP. If any additional equipment, cabling, or labor is needed, the vendor will bear all cost necessary to satisfy the requirements in this RFP.
- The vendor will be responsible for labeling and testing all connections, providing a document showing all equipment locations, in addition to test results, including heat maps. All labeling must comply with Schools and Libraries program guidance.
- The bidder is specifically advised to provide a detailed asset ledger, which includes the following information for each piece of equipment: location, make, model, part number and serial number. The initial asset ledger is to be provided once initial deployment is completed.
- The proposed solution shall include a unified network management platform that provides centralized connectivity management, AI-driven automation, real-time analytics, and advanced security features. Proposals should include details on reporting tools, automation capabilities,

and how the platform simplifies daily operations. The platform should simplify licensing models and allow seamless orchestration of network services.

Specifications for Basic Maintenance of Internal Connections (E-Rate Eligible)

- Vendor must specify hourly cost for a layered break/fix technical service
- Proposals must include cost of service for remote, and onsite service
- Must provide pricing for tiered support service and a resolution flow chart
- Eligible hardware must be specified within the proposal
- Pricing must include cabling and wiring repairs
- Vendor invoices should include the following:
 - Hours worked
 - Make, model, serial number, and location of equipment
 - Description of service
- If a proposed service is part of a manufacture support warranty not included in the equipment's original sale price, it needs to be clearly indicated.
- Specify possible cost differences for technical support via telephone, remote, or on site
- Pricing for configuration changes
- Pricing for software upgrades and patches
- Proposals must include estimated response times once a trouble ticket is submitted
- Must include a description of support tier escalation
- Must include a description of network monitoring policies
- Wireless management application shall allow roll-based access to user defined groups
- Vendors must provide all passwords and credentials upon completion of the initial deployment
- Vendors must provide access; view rights at minimum
- Must provide centrally managed and high availability controller(s) to support all access points

3.2 Livingston Parish Library recognizes that suppliers may find it necessary to work with other partners to propose a cost-effective solution. The proposal must describe how it will use subcontractors and local resources, if awarded the contract. Livingston Parish Library will not accept agreements that require multiple billing agents to be paid. Livingston Parish Library expects to pay one vendor and that vendor will serve as a primary point of contact. The winning vendor will assume all responsibility for the solution proposed. Contract "out clauses" for continued poor performance of the solution will be included in any final agreement or award.

Livingston Parish Library may make such investigations as deemed necessary to determine the ability of the bidder, subcontractors, or suppliers to perform the work. The bidder shall furnish to Livingston Parish Library all such information and data for this purpose as Livingston Parish Library may request. Livingston Parish Library reserves the right to reject any bid, if evidence submitted by or investigation of such bidder, fails to satisfy Livingston Parish Library that such bidder is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated within the time required.

3.3 The successful bidder must ensure deployment and maintenance of the network and or support services does not interfere with library operations and will be responsible for any additional cost.

3.4 During the agreement, including renewals, should the library encounter performance issues in the execution of this RFP, the library will begin documenting information concerning those instances. After three (3) instances are recorded within an agreement term, a meeting will occur involving a representation from the responder in question and members of Livingston Parish Library's administrative team to address the issues. If performance does not improve in accordance with the established benchmarks from the joint meeting, the library reserves the right to terminate the agreement. Should an instance be of such severity that the library has reasonable concern for the safety or viability of the operational ability, then the library reserves the right to request an immediate meeting to address the issue without waiting for three (3) documented records.

3.5 The successful vendor must have, or be certified, with the following:

- Be able to supply all products and services
- Be an authorized reseller in the state of the applicant for all products being proposed.
- Hold a current liability insurance policy and workers compensation insurance. Please enclose a copy of each with your submitted proposal.
- Provide documentation of the vendor's wireless, switching, and cabling certificates. A qualified engineer, with a minimum certification of CCNA or equivalent, shall perform all configurations.
- Provide a minimum of three K-12 client references for projects of similar size and complexity.
- Registered and in good standing with the Secretary of State Office.
- Must be eligible to participate in the Universal Service Schools and Libraries Program.
- [Lowest corresponding price \(LCP\)](#) states that service provider's proposals must be the lowest corresponding price, based on similarly located and sized E-Rate applicants.

Network Equipment

Requested Network Equipment

Quantities are approximate. Bidders are asked to provide multiple equipment options, when possible. Final quantities may differ. Bidders must provide per unit pricing. The library requests proposals for the following equipment, or equivalent:

Description	Manufacturer	Model	Estimated Quantities
Firewall	Cisco-Meraki	Mx95	5
3 yr license	Cisco-Meraki	Mx95	5
5 yr license	Cisco-Meraki	Mx95	5
UPS	Eaton Tripp Lite	1500VA 1350W Rackmount AVR 120V Pure Sine Wave	5
SFP+Transceiver	Cisco	10GBASE-LRM SFP+	5
Cable drop	Cat6	50ft – 100ft	5

Format of Proposals

Proposals must be submitted in letter size PDF format. Proposals should follow the format below:

Cover Page

The following information should be included on the cover page:

- Title: Request for Proposals for Livingston Parish Library Funding Year 2026
- Name of firm
- Firm SPIN
- Firm Address
- Firm Phone Number
- Firm Federal Tax Identification Number
- Contact Person Information: Name, Title, Address, Phone Number, and E-Mail

Introduction

By submitting a proposal, the bidder certifies that the signer is authorized to bind to the proposer. Provide a brief statement regarding the vendor's understanding of the scope of work to be performed.

Executive Summary

Provide an executive summary of the proposer's proposed plan, as well as it's area(s) of expertise and resources capabilities it believes highlights the firm as superior or unique in addressing the needs of Livingston Parish Library.

This section shall also serve to introduce the purpose and scope of the proposal. It shall include a stipulation that the proposal is valid for one (1) year from the date of submission. This section shall also include a summary of the proposer's qualifications and ability to meet Livingston Parish Library's overall requirements.

It shall include a positive statement of compliance with the contract terms. If the proposer cannot comply with any of the contract terms, an explanation must be supplied.

Qualifications and Experience

Vendors must be authorized resellers of the equipment being proposed. This information must contain proof of authorization to resell the products proposed, reference name, name of contact person, telephone number and email address. Vendors must provide proof of proper license (if required) to perform all work cited in their response. Vendors must provide a current certificate of General Liability Insurance. Additionally, vendors must provide at least three (3) references from libraries. References shall include name of library, contact person's telephone number, address, and e-mail address.

Requirements to Submit Proposal

The vendor must be eligible to participate in the E-Rate program, have or apply for a service provider identification agree to obtain or have a current service provider annual certification form (SPAC) on file with the Schools and Libraries Division (SLD), and comply with all SLD service provider requirements. Since Livingston Parish Library relies on E-Rate funding to pay for requested services, vendor must be a "green light" company and agree that should the status change to "red light" at any time during the bid process or contract period that they will immediately notify Livingston Parish Library in writing.

Approach and Methodologies

Vendors may provide proposals for all requested services or the provision of equipment with installation, cabling, or network management. Vendors must provide a complete description of this process to include estimated lead times for delivery as well as methodologies for installation of such equipment.

Proposed Plan

Proposals should include any resources for project implementation or deployment. Present creative solution or innovative concepts to meet the needs of the library for consideration.

Project Schedule

Delivery is a critical factor with this project. A project timeline must be submitted reflecting milestones and durations for each task to be completed to successfully implement the proposed solution. A final schedule of these tasks will be mutually agreed upon after a Proposer is selected. The winning vendor must ensure that the deployment and maintenance of the network must “not” interfere with library operations. The proposing vendor must agree to coordinate with the general contractor including but not limited to regular virtual status meetings.

Proposed Fees

Pricing of equipment/installation, cabling, and management must be listed separately in your proposals. The library requests per unit pricing for all equipment and services proposed as well as a summary for each category (equipment, installation, and cabling) to identify “total” project cost. If additional warranties and or licenses are offered beyond what the manufacture offers with the cost of equipment, then the cost must be listed separately. Any equipment or services that are recommended outside the scope of this project must be listed separately. If a managed wireless solution is being proposed, the proposal must describe all leasing terms and/or annual fees for the duration of the agreement. If there are any E-Rate ineligible items or services contained in the equipment list, vendors must provide a detailed itemized list of the ineligible cost and clearly distinguishable from the E-Rate eligible portion of the proposal.

Vendor bid submissions that do not clearly describe a fair and reasonable cost allocation where it is apparent that ineligible elements exist will not be accepted for review. Any additional material or equipment necessary for installation and operation of the service not specified or described in the vendor’s proposal will be deemed to be part of the service at no additional charge to Livingston Parish Library. Furthermore, claims for compensation will not be allowed for extra work resulting from the lack of knowledge of any existing condition on the part of the service provider.

Bidders are requested to enter pricing using the tables included in Appendix A.

A copy of the RFP indicating vendors acknowledgment of the terms outline in the RFP

Certification Statements

Vendors are requested to include and initial the certification statements located in Appendix B. Agreement to these statements will be used in the evaluation of bids.

Financial Qualifications

A proposer submitting a proposal shall demonstrate proof of the ability to obtain a performance bond in an amount equal to 100% of the total annual contract amount.

Contract Terms

Any contract may be contingent upon the approval of E-Rate funding and governing board approval (E-Rate eligible items only). The Universal Service Discounted Matrix for Schools and Libraries, commonly known as the E-Rate program, administered by the Universal Service Administration Company (USAC) for the Federal Communications Commission, will fund a portion of this RFP.

Terms of this agreement shall be a thirty-six (36) month agreement, beginning July 1, 2026, ending June 30, 2029. Livingston Parish Library reserves the right to extend the contract annually, with two (2) one-year extensions; not to exceed a total of five (5) years. In addition, the library reserves the right to proceed with or without approval from USAC.

The vendor must agree to invoice using the service provider invoicing method (SPI).

Questions

Questions must be submitted in writing to Lydia Hooge via email at lydia@ecserate.org
All questions must be submitted by December 4, 2025, at 2:00 pm CST.

Submissions of Proposals

Proposals are required to be in a single PDF document. All proposals must be submitted by December 18, 2025, at 2:00 pm CST. All proposals must be uploaded to the following link: [LPL C2 Bids](#)

Evaluation Methodology

Livingston Parish Library will award a contract based on the vendor submissions that best meets the needs of the library, regarding their current technology plan, future growth, RFP specifications, and not necessarily the lowest price, although that will be the priority factor. The following factors will be considered when evaluating proposals:

- Price of goods and services
- Preference will be given for prior experience with the bidder.
- Preference will be given to a vendor domiciled in the state of the applicant.
- Preference will be given to bidders proposing a solution that maximizes Livingston Parish Library's current infrastructure.
- Preference will be given to bidders who have agreed to the certification statements (Appendix B).

Right to Reject

Livingston Parish Library reserves the right to accept or reject all proposals or sections thereof, when the rejection is in the best interest of the library system. Livingston Parish Library reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. Livingston Parish Library reserves the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts and to reject the proposal of any vendor who in the opinion of Livingston Parish Library, is not able to adequately perform the contract. Livingston Parish Library reserves the right to reject all proposals, any part, or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or

specifications, and award any or the entire contract in a manner that is in the best interest of Livingston Parish Library. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of Livingston Parish Library.

Right to Disqualify

Livingston Parish Library reserves the right to award a contract to a vendor that is not the lowest cost bidder when, in the judgment of the library administration, it is in the best interest of the library to do so. A Bidder will be disqualified for any of the following reasons:

- Bidder being in litigation with applicant.
- Bidder having defaulted on a previous contract with applicant.
- Bidder having performed unsatisfactory work on a previous contract with applicant.
- Bidder fails to fulfill the warrant obligations of a previous contract with applicant.
- Bidder fails to be present at a mandatory walk through (if applicable).

Public Entity Crimes

A responder, person, or affiliate who has been placed on the convicted Contractor list following a conviction for a public entity crime may not submit a proposal for a RFP to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity, and may not transact business with any public entity

Examination of Records

The responder agrees that the library, the Comptroller General of the United States of America, the Inspector General of the Federal Sponsoring Agency, the Auditor General of the State of the applicant or their duly authorized representatives will have access to, and right to examine, any directly pertinent books, bankers, and records of the responder, involving transactions related to this agreement until the expirations of ten (10) years after the final payment under this agreement or such longer period, as required by law.

Appendix A

Network Equipment				
Description	Manufacturer	Model	Per Unit Cost	Per Unit Installation Cost
Firewall				
3 yr license				
5 yr license				
UPS				
SPF				
Transceiver				

Cabling (Cat6e)	
Type	Price Per Drop
50ft.	
100ft.	
200ft.	
300ft.	

Basic Maintenance	
Type	Price Per Hour
Tier 1	
Tier 2	
Tier 3	

Pricing Summary	
Category	Total Annual Cost
Internal Connections	
Cabling	
Basic Maintenance	
Total Annual Cost	

Appendix B

Certification Statements

Two points (for a total possible of 10 points) will be awarded on the scoring rubric for each statement that is agreed to by the vendor. Designate agreement with initials.

- ☐ Bidder includes documentation for all required certifications and authorizations.
- ☐ Bidder provided a minimum of three (3) library references for projects of similar size and complexity.
- ☐ Bidder has successfully and accurately priced equipment and services utilizing the provided pricing charts.
- ☐ Bidder has complied with all requirements regarding the responsibility within this RFP.
- ☐ Bidder has properly signed and completed the bidder's proposal form in its entirety.

Acceptance of Proposal and/or Contract

Execution of this proposal is binding, and the accepting and signing parties agree to all costs outlined.

Service Provider Name

Contact Name

Contact Signature

Contact E-Mail