



13986 Florida Blvd.
P.O. Box 397
Livingston, La 70754

REQUEST FOR PROPOSALS

E-RATE CATEGORY 2 PRODUCTS AND SERVICES
FUNDING YEAR 2023-2024
Form 470# 230008923

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1. PURPOSE

- 1.1 LIVINGSTON PARISH LIBRARY (LPL) is seeking responses from interested vendors for the following services:
- MIBS Managed Internal Broadband Services
 - Basic Maintenance
 - Internal Connections
- 1.2 The successful bidder(s) will have the capabilities and willingness to partner with LPL on this endeavor to manage its internal I.T. network infrastructure.
- 1.3 This Request for Proposal (RFP) is issued to invite Vendors to submit proposal(s). Issuance of this RFP in no way constitutes a commitment by LPL to select a Vendor and/or reward a contract. The LPL reserves the right to accept or reject any or all proposals submitted.

Event	Date & Time	Location
RFP Release Date	1/26/2023	E-Rate Portal
Mandatory Pre-Bid Meeting and Site Walk Through	2/6/2023 at 10:00 AM (CST)	Livingston Parish Library Administrative Offices 13986 Florida Boulevard, Livingston, LA 70754.
Questions Due	2/10/2023 at 2:00 PM (CST)	lydia@ecserate.org
Questions and Answers Submitted	2/15/2023	E-Rate Portal
Deadline for Submitting Proposals	3/2/2023 at 2:00 PM (CST)	https://eratesupport.sharefile.com/r-r2bdbaad4309a4647ab6db8c169d46896
Public Bid Opening	3/2/2023 at 2:01 PM (CST)	Livingston Parish Library Administrative Offices 13986 Florida Boulevard, Livingston, LA 70754

2. OVERVIEW

- 2.1 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 Request for Proposal.
- 2.2 LPL is an established library system located in Livingston, Louisiana. The administrative offices/data center is located at 13986 Florida Blvd, Livingston, LA 70754. The library provides

services through the parish utilizing five (5) branches occupying 82,000 square feet. 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. The library is seeking proposals to upgrade and maintain its existing network. The final contract may utilize Managed Internal Broadband Services, Basic Maintenance of Internal Connections, and Internal Connections to accomplish its goals and objectives during the contract period.

- 2.3 It is important to LPL that vendors meet the expectations as set forth in this RFP, especially the requirements for saturated wireless access. However, LPL is also seeking a vendor to manage the network and the eligible network appliances.

Internal Network Infrastructure

- 2.4 The preferred solution is a turn-key network infrastructure where a single vendor provides, manages, and maintains the library's wireless network and equipment, including access points, switches, and the firewall. LPL wishes to utilize funding secured from the Schools and Libraries program (E-Rate) to offset the cost of the network support. All proposals must clearly separate services that are eligible for E-Rate funding and are not eligible for funding listed on the [eligible services list for 2022/23](#) published by the Universal Service Administrative Corporation (U.S.A.C).
- 2.5 LPL expects the capacity of the access points should allow patrons to conduct moderate to heavy Web access for research and/or video streaming: such as all patrons being able to view a 10–20-minute online video in HD once every hour or conduct video conferencing. (Vendors may assume that LPL has sufficient Internet bandwidth to supply the requirements above). Should any bidder propose a solution that does not meet the specifications listed below, the vendor must provide sufficient documentation that LPL's objective will be met with their solution.
- 2.6 Proposals should include a centralized method of managing and controlling wireless access to all wireless access points.
- 2.7 Proposals should include all recommended equipment, software, and services, both E-Rate Eligible and Non-E-Rate eligible with ineligibles clearly indicated and cost allocated. 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, end user, and surveillance systems are not eligible for E-Rate funding.
- 2.8 The proposal must guarantee performance sufficient to fulfill the needs of the library as requested within the RFP. After implementation of the successful vendor's proposal, if additional equipment, software, cabling, or labor is needed, the vendor will bear all costs necessary to satisfy the requirements of this RFP.
- 2.9 It is the vendor's responsibility to ensure that any new equipment proposed meets the performance specifications of the manufacturer requested in this RFP. LPL will not release the vendor from the performance guarantee required above because of malfunctions or defects in vendor installed equipment due to manufacturer error or flaws in the equipment or design.

3. Scope of Services

LPL is seeking pricing for the management of a complete internal network infrastructure, in addition to some additional equipment. Quantities are approximate, bidders are asked to provide Meraki equipment options or equivalent, when possible, final quantities may differ. Bidders must provide per-unit pricing.

3.1 Specification of the Managed Services:

- a) Must provide centrally managed and high availability controllers to support all access points
- b) Must be capable of managing the library's existing infrastructure
- c) Provide Advanced RF and radio resource management
- d) Support Multicast video delivery across WLAN
- e) Must be IPv6/IPv4 dual stack capable and able to manage IPv6/IPv4 clients
- f) Wireless management application shall allow roll-based access to user-defined groups
- g) Technical specifications of equipment should be provided with the proposal if new equipment is proposed
- h) The proposal must guarantee performance sufficient to fulfill the needs of the library as requested within the RFP. After implementation of the successful vendor's proposal, if additional equipment, cabling, or labor is needed, the vendor will bear all costs necessary to satisfy the requirements of this RFP.

3.2 Specification of Firewall

- Firewall with a minimum 5-year license for maintenance and support, including an integrated content filtering and advanced gateway security applications/software.
- Firewall proposals must include the cost of maintenance, management, and full configuration.
- Firewall proposals that require additional equipment to maintain or manage content filtering or gateway security will be rejected.
- The library is seeking to upgrade its firewall to support a throughput of up to 10 Gbps.
- Bandwidth throughput with content filtering and gateway security should be at least 1 Gbps.
- Per-unit pricing is requested for all equipment, installation, configuration, and yearly licensing fees.
- Manufacturer E-Rate eligible cost allocation tables are requested for firewall bids

3.3 Vendors should provide a complete description of the services, diagrams, and clear explanation of the solution being proposed. Proposals will be separated into the following categories:

- Internal Connections
- Managed network services

Bids for Internal Connections and Managed network services will separate E-Rate eligible and Non-E-Rate eligible products and services. If a product or service is partially eligible for E-Rate funding, then a cost allocation table will be provided.

3.4 All cable runs will be terminated into a patch panel at one end and in a wall mounted full box jack on the other.

- 3.5 The vendor will be responsible for labeling and testing all connections and providing a document showing all equipment locations as needed, as well as test results, including heat maps. All labeling must be E-Rate compliant.
- 3.6 LPL 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 a contract. LPL will not accept agreements that require multiple billing agents to be paid. LPL expects to pay one vendor, and that vendor will serve as the 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.
- LPL may make such investigations as deemed necessary to determine the ability of the bidder or subcontractors or suppliers to perform the work, and the bidder shall furnish to LPL all such information and data for this purpose as LPL may request. LPL reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder fails to satisfy LPL that such bidder is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.
- 3.7 The bidder is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to LPL
- 3.8 The bidder must agree to provide a detailed asset ledger detailing the location, make, model, serial number, and location of each piece of equipment installed when the completion certificate is submitted for approval.
- 3.9 The successful bidder must ensure deployment and maintenance of the network does not interfere with library operations and will be responsible for any additional cost.
- 3.10 The successful vendor (contractor) must have or be certified with the following:
- a) Be able to supply all products and services.
 - b) Be an authorized reseller in the State of Louisiana for all products being proposed.
 - c) Hold a current liability insurance policy and workers’ compensation insurance (please enclose a copy of each with your bid).
 - d) Provide the documentation of the vendor’s wireless, switching and cabling certifications. A qualified engineer with a minimum certification of CCNA or equivalent shall perform all configurations.
 - e) Provide a minimum of three library client references for projects of similar size and complexity.
 - f) Registered and in good standing with the Louisiana Secretary of State’s Office.
 - g) Must be eligible to participate in the Universal Service Schools and Libraries Program (E-Rate).
 - h) Must agree to provide an asset ledger once the initial deployment is complete and updated annually prior to 12/31
 - i) Must have current Service Provider Annual Certification filed with USAC

4. Current Network Information

Quantities are approximate, bidders are asked to provide Meraki equipment options or equivalent, when possible, final quantities may differ. Bidders must provide per-unit pricing.

The library is currently utilizing 30 Meraki MR33 access points, 13 Meraki MR74 access points, 6 Meraki MS225-24P switches, and 1 Meraki MX400 Firewall.

Library is currently using 1GB internet with 1GBPS Metro E circuits at each branch, but the library may increase speed up to 5GB connection within the contract term.

5. RIGHT TO REJECT

LPL reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the library system. LPL reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. LPL 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 LPL, is not in a position to adequately perform the contract. LPL reserves the right to reject any and 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 LPL. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of LPL.

6. RIGHT TO DISQUALIFY

LPL reserves the right to award to other than the lowest cost bidder when, in the judgment of the school administration, it is in the best interest of the school to do so. A Bidder will be disqualified for any of the following reasons:

- a) Bidder's failure to comply with requirements regarding Certificate of Responsibility
- b) Bidder's failure to sign Bidder's Proposal Form or to otherwise properly complete the Proposal Form
- c) Bidder being in litigation with LPL
- d) Bidder having defaulted on a previous contract
- e) Bidder having preformed unsatisfactorily on a previous contract with LPL
- f) Bidder's failure to fulfill the warranty obligations of a previous contract with LPL
- g) Bidder's failure to include documentation for required certifications and authorizations
- h) Bidder's failure to provide a minimum of three K-12 client references for projects of similar size and complexity

7. Evaluation Methodology

LPL will award a contract based on the vendor submission that best meets the needs of the library system with regard to the current technology needs, future growth, RFP specifications, and not necessarily the lowest price even though price will be the priority factor. The following factors will be considered when evaluating responses:

- a) Price of goods and services
- b) Preference will be given for Vendors that guarantee 100% completion before July 1, 2023.
- c) Preference will be given to Vendors with positive References
- d) Preference will be given for vendors proposing a solution that maximizes the use of LPL’s current infrastructure
- e) Preference will be given to Louisiana-based vendors

Bidders are asked to enter pricing information for key components of the network infrastructure bids using the table below:

Network Equipment				
Description	Manufacture	Model	Per Unit Cost	Per Unit installation, configuration, & transfer cost
Firewall				
Firewall License				
Access Point Licenses				
Access Points				

8. CLARIFICATION

If after the completion of this project, during normal operation of the network, LPL discovers the services will not perform to the capacity required in this RFP as stated in section 2.2 on page 2 of this document, then the vendor will be required to do whatever is necessary to meet the specifications with **no** additional cost to LPL

9. TERMS

Any contract may be contingent upon the approval of E-Rate funding and governing board approval. The Universal Service discount mechanism for schools and libraries, commonly known as the E-Rate program, administered by the Universal Service Administrative Co. (USAC) for the Federal Communications Commission will fund a portion of this RFP.

9.1 This proposal may be funded only if approved by USAC and if USAC appropriates the fund.

Term of this agreement shall be July 1, 2023, through June 30, 2028 (60 months)

Vendor must agree to invoice LPL using the service provider invoicing method or (SPI)

10. FORMAT

Proposals should be submitted in letter-size (8-1/2" x 11") PDF format. Failure to provide a readable electronic copy of the response may result in proposal disqualification. Proposals should include header/footer with school name, page numbers, table of contents, and the pricing sheet must appear at the back. Proposals should follow the format and order of presentation described below:

10.1 Cover Page

The following information should be included under the title "Request for Proposals for LPL, FY 2023, 470# 230008923":

Name of the firm

Firm address

Firm telephone number

Firm federal tax identification number

Firm SPIN

Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Proposer on behalf of the firm

10.2 Introduction (Cover Letter)

By submitting a proposal, the Proposer certifies that the signor is authorized to bind the Proposer. The proposals must include the following.

Provide a brief statement regarding the vendor's understanding of the scope of the work to be performed.

10.3 Executive Summary

Provide an executive summary of the Proposer's proposed plan as well as its area(s) of expertise and resource capabilities it believes highlight its firm as superior or unique in addressing the needs of LPL as stated in the scope of work.

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 a time period of one (1) year from the date of submission. The section shall also include a summary of the proposer's qualifications and ability to meet LPL'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 of each exception must be supplied.

10.4 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.

Vendor must provide a current certificate of General Liability Insurance

Additionally, vendors must provide at least 3 references from K-12 schools. References shall include name of school, contact person's telephone number, address, and email address.

10.5 Current SPAC (Service Provider Annual Certification Form)

In order to submit a 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 SLD, and comply with all SLD service provider requirements.

Since LPL's 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 the LPL in writing.

10.6 Financial Qualifications (minimum)

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.

10.7 Approach and Methodologies

Vendors may provide proposals for all requested services or the provision of equipment with installation, Cabling, or network management.

Provision and installation of equipment: 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.

10.8 Proposed Plan

Proposals should include any resources for project implementation or deployment.

Present creative solution or innovative concepts to meet the needs of the school for consideration.

10.9 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 school operations. The proposing vendor must agree to coordinate with the general contractor including but not limited to regular virtual status meetings.

10.10 Proposed Fees

Managed wireless solutions must include all 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 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.

11. SUBMISSIONS OF PROPOSALS:

All proposals must be submitted by March 3, 2023, 2:00 pm CST. Time and Date stamp and email response will validate receipt.

All proposals must be uploaded to

<https://eratesupport.sharefile.com/r-r2bdbaad4309a4647ab6db8c169d46896>

12. FOR QUESTIONS PLEASE CONTACT:

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