



Livingston Parish Library

Request for Proposal

2024-2025

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Purpose

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

- Managed Internal Broadband Services (MIBS)
- Internal Connections
- Basic Maintenance

1.2 The successful bidder(s) will have the capabilities and willingness to partner with LPL in this endeavor to upgrade and manage 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. The library reserves the right to accept or reject any or all submitted proposals.

Event	Date & Time	Location
RFP Release Date	12/20/2023	E-Rate Portal
Questions Due	1/9/2024 at 2:00 PM (CST)	lydia@ecserate.org
Questions and Answers Submitted	1/16/2024	E-Rate Portal
Deadline for Submitting Proposals	1/31/2024 at 2:00 PM (CST)	Livingston Parish Library C2 bids
Public Bid Opening	1/31/2024 at 3:00 PM (CST)	Livingston Parish Library Administrative Offices 13986 Florida Boulevard, Livingston, LA 70754

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 RFP.

2.2 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.

2.3 The library is seeking a partner that will manage, maintain, and upgrade (as needed) its internal network infrastructure. The library began a network upgrade within the last 12 months and wishes to continue during the proposed contract term.

2.4 The following table outlines the locations of each branch.

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

2.5 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 the library is also seeking a vendor to manage and maintain the network once deployment is completed.

Internal Network Infrastructure

2.6 The preferred solution is a turn-key network infrastructure where a single vendor manages maintains the internal network infrastructure. While the library employs a robust network infrastructure it will be necessary to upgrade and or replace essential pieces of equipment during the proposed contract term. Livingston Parish Library wishes to utilize funding secured from the schools and libraries program (E-Rate) to offset the cost of this endeavor. All proposals must clearly separate products and services that are eligible and ineligible for E-Rate funding. Vendors are encouraged to use the current eligible services list, published by the Universal Service Administrative Company (USAC). The list can be found [here](#).

2.7 Proposals should include a centralized method of managing and controlling wireless access to all wireless access points.

2.8 Proposals should include all recommended equipment, software, and services, separating E-Rate eligible items from noneligible items. 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.

2.9 The proposal must guarantee performance sufficient to fulfill the needs of the applicant, as requested in this RFP. After implementation of the successful vendor’s proposals, if additional equipment, software, cabling, or labor is needed, the vendor will bear all costs necessary to satisfy the requirements of this RFP.

2.10 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

LPL is seeking pricing for the purchase of new equipment, installation of equipment, and management of the complete internal network infrastructure, including equipment replacement for upgrades when necessary, throughout the term of the contract.

Specifications of Network Infrastructure

- Must provide centrally managed and high availability controllers to support all access points and network infrastructure
- 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
- Wireless management application shall allow roll-based access to user defined groups
- 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.
- Vendors must provide all passwords and credentials upon completion of the initial deployment/onboarding
- Vendors must provide the library with network administration access; view rights at minimum

3.1 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
- Managed Network Services

3.2 If cabling is recommended, all new cable runs must be terminated into a patch panel at one end and in a wall mounted full box jack on the other.

3.3 The vendor will be responsible for labeling and testing all new connections, and provide a document showing all equipment locations, test results, and heat maps. All labeling must comply with E-Rate rules.

3.4 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. The library will not accept agreements that require multiple

billing agents to be paid. The 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 the library with all such information and data for this purpose as the 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 the 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.

- 3.5 Once the initial onboarding and/or installation is complete. The vendor must 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/onboarding is completed, and updated annually, prior to November 30.
- 3.6 The successful bidder must ensure deployment, onboarding and maintenance of the network does not interfere with library operations.
- 3.7 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.
- 3.8 Vendors must agree to submit an annual network evaluation to include any upgrades or changes recommendations by November 30. All network evaluations must provide detailed equipment and licensing information. If the vendor changes its recommendation after February 28, the vendor will be expected to absorb any additional cost incurred as a result of rebidding or loss of E-Rate funding.
- 3.9 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 Louisiana 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 library references for projects of similar size and complexity.
 - Registered and in good standing with the Louisiana Secretary of State Office.

- Must be eligible to participate in the Universal Service Schools and Libraries Program.
- Must agree to provide an asset ledger once initial deployment/onboarding is completed and update annually, prior to November 30. The asset ledger must include the following: location, make, model, part number, and serial number.
- [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.

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 Louisiana 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.

Networking Equipment

Quantities are approximate. Bidders are asked to provide Meraki equipment options, when possible. Final quantities may differ. Bidders must provide per unit pricing. Quantities are approximate.

Current Equipment

- 28 – MR33-HW access points
- 1 – MR36-HW access point
- 13- MR74-HW access points
- 3 – 2960X Cisco switches
- 6 – MS225-24P-HW switches
- 1 – Mx400-HW firewall
- 5 – Dell N3048P switch
- 1 – dell S3048P switch

Equipment to be Purchased

- 6 – Meraki MS250-48FP switches, or equivalent
- 6 – switch licenses
- 3 – Meraki MS225-48FP switches, or equivalent
- 3 – switch licenses
- 14 – 10GBase-LRM SFP modules, or equivalent
- 7 – LC UPC to LC UPC Duplex patch cables, or equivalent
- 400 – Cat6 Snagless Unshielded patch cables, or equivalent

- 5 – 10G SFP+ Passive Direct Twinax cables, or equivalent

Services to be Purchased

- Basic Maintenance
- Managed Internal Broadband Services (M.I.B.S.)

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 the library, is not able to adequately perform the contract. The 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 the 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 fails to comply with requirements regarding certificate of responsibility.
- Bidder fails to sign the bidder's proposal form or to otherwise complete the proposal form properly.
- Bidder being in litigation with LPL
- Bidder having defaulted on a previous contract.
- Bidder having performed unsatisfactory work on a previous contract with LPL
- Bidder fails to fulfill the warrant obligations of a previous contract with LPL
- Bidder fails to include documentation for required certifications and authorizations.
- Bidder fails to provide a minimum of three library client references for projects of similar size and complexity.

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 positive experience with the bidder.
- Preference will be given to a locally based bidder.

- Preference will be given to bidders proposing a solution that maximizes LPL’s current infrastructure.
- Preference will be given to bidders the provide client references for projects of similar size and complexity.

Bidders are asked to enter pricing for key components of the network infrastructure bids using the following tables.

Cabling (Fiber/Cat6)	
Type	Price Per Drop
Cat 6 Patch Cable	
Copper Twinax Cable	

Managed Internal Broadband Service (MIBS)			
Total Monthly Cost	Eligible Monthly Recurring	Ineligible Monthly Recurring	One Time Fee

Network Equipment				
Description	Manufacturer	Model	Per Unit Cost	Per Unit Installation Cost
Indoor Access Point				
Outdoor Access Point				
Access Point License				
48 Port Switch				
5-yr Switch License				
10GBase-LRM SFP modules				

Clarification

If after the completion of the project, during normal operation of the network, Livingston Parish Library discovers the services will not perform to the capacity required in this RFP, then the vendor will be required to meet the specification with no additional cost to the library.

This RFP will be included in the terms of any contract awarded.

Terms

Any contract may be contingent upon the approval of E-Rate funding and governing board approval. 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. This proposal may be funding only if approved by USAC and if USAC appropriates the fund.

Terms of this agreement shall be a thirty-six (36) month agreement, beginning July 1, 2024, ending June 30, 2027. 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 deploy or not to deploy any or all services, regardless of E-Rate approval.

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

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 2024
- Name of firm
- Firm Address
- Firm Phone Number
- Firm Federal Tax Identification Number
- Contact Person Information: Name, Title, Address, Phone Number, and E-Mail
- SPIN number

Proposal Body

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 its 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 the 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 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.

A copy of this RFP, with notes indicating if the vendor agrees to comply, or not comply, with each section of this RFP.

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, deployment, and onboarding. 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 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.

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.

Submissions of Proposals

Proposals are required to be in a PDF format. All proposals must be submitted by January 31, 2024, at 2:00pm CST.

All proposals must be updated to the following link: [Livingston Parish Library C2 bids](#)

Questions

Questions must be submitted in writing to Lydia Hooge via email at lydia@ecserate.org

All questions must be submitted by January 9, 2024, at 2:00pm CST.

Site visits will be scheduled on an as needed basis. Please contact Lydia Hooge at lydia@ecserate.org to schedule a walk through.