

Timberland Regional Library

E-RATE BEN 145230

REQUEST FOR PROPOSALS (RFP)

Title	Bid Due Date
2025 TRL Licensing for Existing Meraki and Cisco Equipment with Options for Future Equipment Purchases	Monday, March 24, 2025 at 12:00 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:

Timberland Regional Library seeks a multi-year contract for Licensing and Support renewals for existing Cisco and Meraki broadband equipment. Please see chart in RFP for list of existing product model numbers, quantities and license types. Equivalent licenses that best meet the Library’s needs may be considered based on the bids received or vendor recommendations. In 2025, the Library prefers 3-year licenses, but 1-year license quotes are also requested so that additional short-term license renewals may also be purchased in future years of the contract term if needed. The Library may also use this contract to purchase additional new units of the existing equipment (or equivalent) with licensing as needed to meet system demands. The potential maximum contract quantity is listed in the RFP chart, but future sales quantities cannot be guaranteed at this time.

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.

Product Number (or Equiv)	Product Description (or Equiv)	2025 License Qty	Potential Max Contract Qty	License Type(s) (or Equivalent)
9500-16X	Cisco Switch	2	6	DNA License, SmartNet Support
FPR2130-NGF-K9	Cisco Firewall	1	3	Threat Defense and Malware License, SmartNet Support
MR46, MR76	Meraki Indoor and Outdoor WAPs	149	450	Enterprise Licenses
MS120-48LP	Meraki Switch	1	3	Enterprise License & Support
MS225-24P	Meraki Switch	10	30	Enterprise License & Support
MS225-48LP	Meraki Switch	12	36	Enterprise License & Support
MS250-24P	Meraki Switch	10	30	Enterprise License & Support
MS250-48LP	Meraki Switch	19	60	Enterprise License & Support

BID REQUIREMENTS:

1. For 2025, please provide both 3-year and 1-year license quotes for the above products in addition to the unit costs for purchasing these products (or equivalent) if needed during the term of the contract. License renewals for new products not included in the above list of equipment may also be covered under this contract. After the winning bid has been selected, the Library will work with the winning vendor to finalize the products/services and quantities that best meet the Library's technical and financial needs for 2025 and for future years in the contract. Final models and quantities will be consistent with the scope of this RFP and will provide equivalent functionality of the products and services 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. 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. 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.

5. Include a copy of your company's standard contract for these products/services (if any).
6. 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.
7. 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. Vendors 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.

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.

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 electronically to Claire O'Flaherty Christnacht, claire@erateexpertise.com , to Steve Cospers scospers@trl.org , and to Andrea Heisel aheisel@trl.org before the bid deadline.
4. All RFP documents, including instructions, bid formats, Q&A, updates, etc. will be uploaded to the original E-Rate 470 form on the E-rate EPC system and will also be posted on the library's website at: <https://trl.org/rfp/>
5. To confirm library branch addresses, please see <https://www.trl.org/locations>