**RFP for Hotspot Lending**

**[LIBRARY NAME]**

**BEN [######]**

**Mailing Address**

**City, KY Zip**

**Issue Date:** Month xx, 202x

**DUE DATE:** Bidding will remain open for *at least* 28 calendar days after the associated Form 470 is certified.

**PURPOSE**

The Library seeks bids for monthly hotspot service and devices for a patron lending program to be discounted through the E-rate program.

**SPECIFICATIONS**

The Library seeks the following for the service area of [NAME] County, Kentucky.

QTY +/-# of monthly unlimited hotspot service plan with 5G service preferred

QTY +/-# of hotspot hardware

Bids must separate E-rate eligible costs (monthly data, tax/surcharge, hardware, activation) from E-rate ineligible costs (CIPA filtering, administrative fees). The Library will consider multi-year contract options, if applicable. *The Library requests a contract that is contingent on receiving an E-rate funding commitment.* The Library is a tax-exempt government entity.

Vendor must have a Form 498 ID/SPIN, must have the FY2024 Form 473/SPAC on file, and must have Green Light Status with the FCC or their bid will be disqualified.

Vendors are strongly encouraged to include the following information in the bid:

* **Coverage map**
* **CIPA filtering option(s) provided by the vendor.** Please note that library CIPA compliance requires the ability to lift the filter for patrons age 17 or older who request unfiltered access for research purposes.
* **Description of management dashboard** that allows the Library to deactivate or reactivate individual hotspots and turn off CIPA filtering.

**VENDOR E-RATE OBLIGATIONS**

Vendor must agree to the following E-rate program requirements:

* Provide usage reports at least once per pay period;
* Notify the Library when a hotspot device goes 60 days without usage;
* Deactivate the hotspot after 90 days without usage and not charge the Library a deactivation fee; and
* Maintain E-rate documentation for 10 years after the last date for service in the funding year

**CONTACT PERSON**

Name

Title

Email