Request for Proposal (RFP) for Fiber Internet Access

# Overview

The XX County Public Library (“The Library”) is now accepting proposals for fiber Internet access for the period beginning July 1, 2025, and ending June 30, 2028.

The services requested in this document are part of the E-rate filing for the 2025–26 Funding Year and are necessary for enhancing Internet access at our Library. Information about the E-rate program can be accessed at [https://www.usac.org/e-rate/.](https://www.usac.org/e-rate/)

The objective of this Request for Proposal (“RFP”) is to accomplish a fair, open, and competitive procurement in accordance with the Kentucky Local Model Procurement Code as outlined in KRS 45A. This RFP may be viewed at the XX County Public Library located at 123 Street Address, City, KY Zip. The Library is a tax-exempt government entity.

# Due Date

The process of accepting proposals and choosing the successful proposer shall be by sealed proposals using the Local Model Procurement Code as outlined in KRS 45A. **Sealed proposals must be labeled, “Sealed Bid – Internet”, and will be received in person or by mail to the xx County Public Library, until 5:00 PM EST on Month xx, 2025**. The Library assumes no responsibility for delays caused by the US Postal Service or any other delivery service. It is the vendor’s responsibility to verify receipt of any correspondence with the Contact Person. Late proposals will not be accepted.

Only signed paper copies of proposals will be accepted. No proposals will be accepted by electronic means (e.g., fax or e-mail). The Library may reject all bids or cancel the procurement at any time.

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# Specifications

The Library seeks vendors to provide between 100 Mbps to 1 Gbps fiber Internet access, with installation and fees for 5 static IP addresses, at our existing Library locations for the period beginning July 1, 2025, and ending June 30, 2028. The locations requiring service include the following:

XX County Public Library

123 Street Address

City, KY Zip

xx Branch Library

456 Street Address

City, KY Zip

Proposals must state all recurring and non-recurring costs to the Library associated with the proposed service. It is recommended that a site review be made prior to submitting a bid.

# Scope

1. The chosen Internet provider(s) shall provide the following services:
	1. At least 100 megabit per second of duplex business class of Internet transit.
	2. Connectivity via one-gigabit Ethernet interface.
	3. Bandwidth 24 hours per day, 365 days per year.
	4. Network engineering support 24 hours per day, 365 days per year.
	5. Network monitoring capability and notification to the Library at the point of any disruption of service.
	6. Web-based bandwidth utilization reporting.
	7. A contiguous range of at least 5 Public IP addresses.
	8. Granting the Library control over DNS services as primary with authoritative control.
	9. Installation of all services and equipment included in proposal.
	10. Guaranteed quality of service to include:
		1. A minimum uptime of 99% per month.
		2. All pre-arranged outages to occur outside of the range of 6:00 AM to 10:00 PM.
2. The chosen Internet provider must:
	1. Employ an all-fiber network for the services provided to the Library.
	2. Employ a physical network backbone with at least a 10-gigabit capacity.
	3. Allow the Library the option of using its own routing and/or firewall hardware to connect to any vendor-supplied CSU/DSU or equivalent.
	4. Supply contact information and details on whom to contact for all types of outages, including escalation procedures.
3. All interested bids must provide the following:
	1. Service level agreement as part of the contract for service.
	2. E-rate SPIN/Form 498 ID information.
	3. Pricing showing all monthly recurring costs and non-recurring costs, including installation costs.

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# Bidding Formats

All proposals must be capable of being understood without reference to other documents and must include, at a minimum, the following sections:

1. Cover letter with original signature of the Vendor’s authorized representative, including:
	1. A statement certifying the Vendor’s compliance with the RFP requirements.
	2. The name and address of the firm submitting the proposal.
	3. Name of the person(s) authorized to represent the firm during the proposed consultation process.
2. Vendor profile, including brief descriptions of:
	1. Corporate background.
	2. Organization.
	3. Staff.
	4. Previous experience.
	5. Product line.
3. References of customers of similar size/scope, including:
	1. Entity name.
	2. Address.
	3. Names of contact persons.
4. Configuration and costs of all items and services associated with the proposal.
5. Contract and license terms.
6. Response to specifications.

# Bid Opening

Bids will be opened and all bid prices read aloud at 10:00 AM EST on Month xx, 2025, in the Meeting Room at XX County Public Library, 123 Street Address, City, KY Zip. Bids received after 5:00 PM on Month xx, 2025, will not be opened or considered.

**Disqualification factors:** Applications from vendors that (1) fail to provide an E-rate SPIN/Form 498 ID, (2) don’t have the FY2024 Form 473/SPAC on file, (3) don’t address all services requested, and/or (4) don’t separate costs by line item, will be disqualified.

# Bid Evaluation

The contract will be awarded based on best value to the Library as well as evaluation criteria set forth in this document. Weighted factors contributing to this award are included in the following breakdown:

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| --- | --- |
| **Factor** | **Weight** |
| Price of E-rate Eligible Services | 40% |
| Meeting Technical Specifications | 30% |
| Prior Experience with the Library or similarly situated customers | 30% |

The eligible vendor receiving the highest score shall be awarded the bid.

# Installation

The Library anticipates that these services will begin on or before July 1, 2025.

# Vendor Questions

Responding vendors may request clarifications regarding specifications outlined in this RFP through Month xx, 2025, at 3:00 PM EST to the Contact Person. Any clarifying questions and associated answers will be posted in the E-rate Productivity Center. Vendors may request to receive a notification when the addendum has been posted.

# Contact Person

Requests for clarifications can be directed to:
Library Staff, Title
example@email.com

**Mailing/Physical Address for Sealed Bids:**

XX County Public Library

SEALED BID – INTERNET

123 Street Address

City, KY Zip