**EXAMPLE RFP #4 FOR TRAINING PURPOSES**

**Listing Brands/Model Numbers Does Not Constitute an Endorsement by KDLA**

**Example for contract under $30,000 – does not contain Model Procurement language**

**Request for Proposal for Managed Internal Broadband Services (MIBS)**

**or Basic Maintenance of Internal Connections (BMIC)**

Pioneer County Public Library

100 Main Street

Boonesburg, KY 41700

E-rate Billed Entity Number: 208

Issue Date: November 30, 2020

Due Date: December 28, 2020

The purpose of this Request for Proposal (RFP) is to request E-rate eligible Managed Internal Broadband Services (MIBS) and/or Basic Maintenance of Internal Connections (BMIC) for existing library-owned equipment. The services requested in this document are part of the E-rate filing for the Pioneer County Public Library for Funding Year 2021, which covers services starting July 1, 2021 and ending June 30, 2022. The vendor must provide their E-rate Service Provider Identification Number (SPIN/Form 498 ID) on the proposal in order to be eligible for consideration. Information about the E-rate program is available at <https://www.usac.org/e-rate/>. For information on E-rate eligible services, see: <https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-list/>.

**DUE DATE**

Proposals will be received in person, by mail, or by email to the Contact Person listed in the last section of the RFP document until 5:00 p.m. ET on December 28, 2020. It is the vendor’s responsibility to verify receipt of any correspondence with the Contact Person. The Pioneer County Public Library reserves the right to reject any or all proposals.

**SPECIFICATIONS**

Pioneer County Public Library requests Managed Internal Broadband Services (MIBS) or Basic Maintenance of Internal Connections (BMIC) for the following equipment housed at the main branch at 100 Main Street

Boonesburg, KY 41700.

|  |  |  |  |
| --- | --- | --- | --- |
| **Make** | **Model** | **Qty** | **E-rate Eligibility** |
| Netgear 48-Port Gigabit Managed Switch | GS748T-500NAS | 1 | 100% |
| Netgear 48 Port GbE PoE+ Managed Switch | GS752TP-200NAS | 1 | 100% |
| Juniper 24 port managed switch | EX2200-24T-4G | 1 | 100% |
| SonicWall firewall appliance | TZ600 | 1 | 100% |
| Cisco Meraki indoor access point | MR42 | 2 | 100% |
| Cisco Meraki outdoor access point | MR52 | 1 | 100% |
| Linksys Router | E2500 | 1 | 100% |
| APC Smart-UPS/battery backup | SMT1500RM2UNC | 2 | 100% |
| Dell PowerEdge Rack Server | C4130 | 1 | 0% |

**FORMATTING OF COST PROPOSAL & PRICING**

Vendor must include the Service Provider Identification Number (SPIN/Form 498 ID) on the cost proposal. Vendor must include all costs associated with providing service to the library during Funding Year 2021 (July 1, 2021 to June 30, 2022). Vendor must separate all costs by line item; list the make & model of each product covered by the proposed contract; and indicate the type of service to be provided (MIBS or BMIC). All cost proposals must reflect the LCP (Lowest Corresponding Price), GSA pricing, and any available governmental unit discounts.

**BID EVALUATIONS**

Pioneer County Public Library reserves the right to award the contract to the best qualified vendor with price of E-rate eligible services as the primary factor. Other factors will be considered in the evaluation, including cost of non-E-rate eligible services and previous experience with the vendor. Additional points will be given to local/in-state vendors and to vendors that attend a walkthrough of the library. Disqualification factors: Bids that don’t list the Service Provider Identification Number (SPIN/Form 498 ID) or don’t separate costs by line item will be disqualified.

**TIMELINE**

**Walkthroughs:** The last date to walk through the facility is December 21, 2020 and is by appointment only.

**Vendor Questions:** Vendors may submit questions to the Contact Person via email until December 21, 2020 at 5:00 p.m. ET; an RFP addendum with responses to all vendor questions will be posted no later than December 23, 2020 at 5:00 p.m. ET. Vendors may request to receive a notification when the addendum has been posted.

**Due Date:** Proposals are due in person, via mail, or via email to the Contact Person listed below no later than 5:00 p.m. ET on December 28, 2020. The Main Branch of the Pioneer County Public Library is located at 100 Main St, Boonesburg, KY 41700.

 **CONTACT PERSON**

Any questions concerning technical requirements must be directed to:

Lauren Abner, Technology Consultant

Address: Pioneer County Public Library, 100 Main St, Boonesburg, KY 41700

Email: lauren.abner@ky.gov