KITSAP REGIONAL LIBRARY

E-RATE BEN 145246

REQUEST FOR PROPOSAL (RFP)

<table>
<thead>
<tr>
<th>Title</th>
<th>Quote Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAN &amp; Internet Services</td>
<td>42 Days from posting of 470 Form</td>
</tr>
</tbody>
</table>

Submit bids and direct questions to:

Contact: Claire O’Flaherty, Consultant, E-Rate Expertise, Inc.
Phone: (253) 320-0664
Email: claire@erateexpertise.org

SCOPE:

The Kitsap Regional Library seeks broadband fiber internet and connectivity service at all of its branches. The current WAN is comprised of lit fiber circuits connecting the 8 branches to the Sylvan Way Headquarters/branch (9 total branches in the library system). Internet access currently operates through a central line at the Sylvan Way location and all internet traffic that is generated by the library system is routed through this one central line.

The Library will consider all proposals for cost-effective and reliable methods of providing internet and WAN connectivity to the branches, including the current hub and spoke architecture, direct connections to each branch or a combination of architectures and quantities/types of lines (including both lit and dark fiber) that provide cost effective and reliable services. Currently, the Library utilizes the NOANET owned lit fiber network that was funded through a federal grant program.

Depending on the speeds available and required at the different branch locations, the potential speed range over the life of contract could be as listed below.

- **WAN:** 100 Mb – 10 Gb
- **Internet Access:** 1 Gb – 10 Gb

Bids may, but are not required to, include all speeds, however bids must include quotes for at least the existing services as listed in the attached bid format spreadsheet or may be disqualified. A vendor may provide quotes on only the branches they serve and do not have to serve all branches. A vendor may also provide quotes on only internet or only WAN service. However, additional points will be given to vendors who can provide the most services.
1. Bids must be submitted in the format outlined in the uploaded bid format document on the 470 form. See KRL Internet & Connectivity RFP and Bid Format.xls for details and bid format for Internet and WAN Connectivity Services requested.

2. The Internet & Connectivty Specs and Bid Format spreadsheet indicates the current circuit types, but bids with other proposed circuit types will also be evaluated for affordability and cost effective solutions to meet Library system demands. Vendors can provide multiple options with a variety of price points and architectures.

3. Bids should include costs of equipment purchases required for system and services to function, including but not limited to routers, switches, modems and ineligible filtering software and devices. (See bid format.) Required equipment will be purchased through a separate bidding process. Itemize the space and physical hardware requirements for all required equipment, whether purchased by Library or provided by vendor at no cost to Library.

4. Bids should include an example of the monthly billing statement that includes all estimated costs, taxes and fees for different levels of service at each location. Billing shall be monthly, net 30 days.

5. Detailed information regarding any required construction, including a timeline for completion of every phase of work necessary to demonstrate service delivery by July 1, 2020.

6. Provide qualifications and experience of the dedicated project manager for implementation.

7. A proposed Service Level Agreement (SLA) that must include a description of the services provided, and where applicable, describe how these services will be measured. At a minimum, the SLA should describe that the vendor will make all reasonable efforts to ensure 99.99% network availability of each circuit, and it should provide frame/packet loss, network latency, and network jitter commitments. Additionally, each SLA should describe 24x7x365 trouble-reporting procedures, offer commitments with regard to the time to repair outages, and describe provisions offered in the event of chronic trouble. The services described in the SLA shall be maintained to the specifications of these commitments throughout the term of the contract, and the selected vendor shall remediate any deficiencies at no cost to the Library. Additional features, such as DDoS protection, should also be described.

8. Bids should include 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.

9. Bidders are required to read and understand all information contained within this entire quote package. Bidder further offers to furnish materials, equipment or services in compliance with all terms, conditions, and specifications herein including all amendments. Submitting this document constitutes complete understanding and compliance with the terms and conditions and certifies that all necessary facilities and personnel are available and established at the time of bid submittal.
**Instructions for filling out the bid format spreadsheet:**

1. List your company name and SPIN number. Are you current on your 2020 SPAC/473 requirements? How many years of experience do you have working with the E-rate program? All bidders must have a current SPIN number and be eligible and certified by USAC to deliver telecommunications services and/or Internet Access during the life of the contract. Failure to maintain this status could result in contract termination. Vendor must be willing to do either SPI or BEAR methods of reimbursement.

2. Fill in the circuit type you are proposing. Indicate your current maximum speed for your circuit types since the Library may require capacity beyond the listed speeds in the bid format over the life of the contract.

3. At this time, the Library seeks costs for download speeds as listed below. Please fill in the cost for each speed and list both the download and upload speeds. Do not submit costs in boxes marked N/A. A complete listing of available speeds and costs within the range in the scope of this RFP will be included in the contract with the selected vendor. If all prices are not available at this time, prices for higher speeds may be added via an amendment to the contract.
   - 100 Mb, 500 Mb, 1 Gb, 5 Gb and 10 Gb for WAN Connections
   - 1Gb, 5 Gb and 10 Gb for Internet Access

4. Itemize any nonrecurring set-up and/or installation fees.

5. List any applicable taxes and fees (including network access fees, regulatory fees, surcharges, etc.) for these services (% of MRC estimate is acceptable).

6. Indicate if the lines have already been built and give the GUARANTEED service availability date. You may give the number of days required to build after a Notice to Proceed (may be dependent on the E-Rate Funding Commitment).

7. Does proposed service require Library to purchase new equipment (routers, switches, firewalls, etc.)? Required equipment will be purchased through a separate bidding process. Provide suggested make/model #s (equivalent products will be considered).

8. Indicate if your company owns the lines for the service you are proposing. If not, then provide the name of company that owns the lines and the length of time you have worked with this other company.

9. Indicate if speeds can be burstable during peak usage periods. Indicate if Static IP is available and the cost/line. Indicate if the service supports 802.1ad.

10. The Library reserves the right to request additional information and/or a Best And Final Offer (BAFO) during this bidding process as bids are compared and evaluated.

**VENDOR CONTRACT ISSUES:**

1. Library seeks a guaranteed start date of July 1, 2020 for the WAN and internet service.
2. The current contracts for services expire on 06/30/2020 with a possible extension to 06/30/2021.
3. Library seeks a 3 year contract with the option to automatically extend for up to three (3) annual renewal periods. The maximum life of the contract would be six (6) years, including the original three (3) year term.
plus three (3) 1-year extensions. The contract would revert to a Month-to-Month arrangement at the same prices after the completion of the original term and all extensions. Library would consider other contract periods if they resulted in lower pricing. If the market supports a price reduction after the initial term, the library will exercise price reduction options, if any are available, as an amendment to the original contract.

4. Within the scope of this RFP and the signed contract, the Library may seek to increase speeds, change circuit types, add lines, or add service to an existing or new branch through change orders/contract amendments with the selected vendor to meet future system needs and to ensure cost effectiveness of the service. These changes may be the result of the need for greater capacity, greater cost effectiveness, expiration of existing contracts, new branch openings or other circumstances. If different services are phased in over time, the original contract termination date will remain the same.

5. Vendors shall notify Library in writing upon completion of installation of all required circuits. Library shall have up to two weeks to reconfigure their systems and test that the services are functioning properly and will notify vendor in writing of their acceptance of the service. Billing may commence upon the Library’s acceptance of the service.

**BID SUBMITTAL, Q&A and CONTACT INFORMATION:**

1. Interested bidders should provide their contact information to claire@erateexpertise.com in order to receive notifications, updates and Q&A regarding this RFP.

2. Questions regarding the RFP should be submitted in writing to Claire O’Flaherty at claire@erateexpertise.com no later than 7 days before the bid deadline to ensure that information can be disseminated to all interested bidders.

3. Bids should be submitted to Claire O’Flaherty, claire@erateexpertise.com and copied to Kwang Kye kkye@krl.org.

4. All RFP documents, including instructions, bid formats, Q&A, updates, etc. will be uploaded to the original E-Rate 470 form and also posted at www.krl.org/rfp.

5. Bidding period will last 42 days from the date the 470 application is posted, but may be extended at Library’s discretion if necessary to conduct a competitive bidding process.

6. For Library branch addresses, please see https://www.krl.org/locations

Proposals will be judged on several criteria, including but not limited to:

1. Price: Least cost for the greatest capacity (this will be the most heavily weighted criteria)
2. Completeness, quality and reliability of the proposal
3. Prior experience with the vendor
4. Prices for ineligible services, products and fees
5. Local or in-state vendor
6. Administrative efficiency of managing contracts; Ability to serve the most locations

The Library reserves the right to reject all proposals and to not pursue this project.