Kitsap Regional Library
E-RATE BEN 145246
Program Year 2021-22
REQUEST FOR PROPOSAL (RFP)

<table>
<thead>
<tr>
<th>Title</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Wireless Access Points (WAPs)</td>
<td>28 Days from posting of 470 Form</td>
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</tbody>
</table>

Submit bids and direct questions to:
Contact: Claire O’Flaherty, Consultant, E-Rate Expertise, Inc.
claire@erateexpertise.com (253) 320-0664

SCOPE OF PROJECT:

The Library seeks bids to purchase both indoor and outdoor Wireless Access Points with licensing and technical support. The Aruba 5x0 series, Extreme Networks/Aerohive AP6x0 series, Ruckus R7x0 series, Cisco Catalyst 91xx series, (or equivalents) have the required features. Outdoor access points should be in the same manufacturer series or have equivalent functionality as and be fully compatible with the aforementioned indoor models.

The library will determine the final locations and quantities of each product after the winning vendor has been selected. Square feet for each branch are listed below for bidders’ reference. No new drops will be added and all purchased indoor and outdoor WAPs will replace existing units. Bids should include an itemized cost for installation and 5 years of licensing and technical support.

All equivalent models and brands will be considered. Proposed indoor and outdoor access points must include the following essential features:
- Wi-Fi6 (WiFi Certified 6)
- WPA3 with support for OWE (Opportunistic Wireless Encryption). WiFi Certified Enhanced Open (RFC 8110)
- PPSK (Dynamic/Multi/Private Pre-Shared Key)
- Cloud Management, management using a physical appliance on-premise, or a management specific VM on-premise
- Guest Network/Public Network support with robust configuration options (such as a schedule of availability)
- At least one Multi-Gigabit Ethernet network interface
- Operates without restrictions when powered over PoE utilizing 802.3at
- Be capable of supporting 2.4 and 5 GHz concurrently

The quantities that may be purchased in the initial phase and over the life of the contract are listed in the chart below:

<table>
<thead>
<tr>
<th>Products/Services and Model #s with Required Capabilities (or Equivalent)</th>
<th>Initial Quantity</th>
<th>Optional Total Contract Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aruba 5x0 series, Aerohive AP6x0 series, Ruckus R7x0 series, Cisco Catalyst 91xx series.</td>
<td>Indoor WAPs: 35 Outdoor WAPs: 5</td>
<td>Indoor WAPs: 100 Outdoor WAPs: 100</td>
</tr>
<tr>
<td>WAP Support &amp; Licensing</td>
<td>Indoor WAPs: 35 Outdoor WAPs: 5</td>
<td>Indoor WAPs: 100 Outdoor WAPs: 100</td>
</tr>
<tr>
<td>Branch</td>
<td>Sq Feet</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
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<td></td>
</tr>
<tr>
<td>Bainbridge Island</td>
<td>15,500</td>
<td></td>
</tr>
<tr>
<td>Bremerton</td>
<td>5,514</td>
<td></td>
</tr>
<tr>
<td>Kingston</td>
<td>5,200</td>
<td></td>
</tr>
<tr>
<td>Little Boston</td>
<td>2,735</td>
<td></td>
</tr>
<tr>
<td>Manchester</td>
<td>2,800</td>
<td></td>
</tr>
<tr>
<td>Port Orchard</td>
<td>8,900</td>
<td></td>
</tr>
<tr>
<td>Poulsbo</td>
<td>11,835</td>
<td></td>
</tr>
<tr>
<td>Silverdale</td>
<td>4,950</td>
<td></td>
</tr>
<tr>
<td>Sylvan Way</td>
<td>35,500</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>92,934</strong></td>
<td></td>
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**BID REQUIREMENTS:**

1. Bids should show pricing for the initial quantity of units and should have subtotals for the product/service listed in each row above in this RFP only. However, preference may be given to vendors who can supply products from other RFPs posted by the library (if any). Please indicate if lower rates apply for higher quantities purchased.

2. The Library reserves the right to work with the winning vendor to review system and branch sizes and needs and to modify the quantities and models of equipment providing the same functionality and equivalent capabilities as outlined in this RFP. An updated quote may be required for the final E-rate 471 application. Equivalent substitutions can also be made via amendment throughout the term of this contract.

3. Bids should indicate if any items are not eligible or partially eligible for E-rate funding. If the item is only partially eligible for E-rate funding, provide the eligibility % with bid. If there is another comparable item that is fully eligible, please also include that item in your bid. The Library will also work with the vendor to adjust the quotes for ineligible products and/or locations.
4. Please include costs for 5 year BMIC/Technical Support License for the requested (or equivalent) equipment. Please also list the annual Licensing & Technical Support costs for subsequent years. Describe whether license is for a Right to Use and is required for the product to function or if it is for Software Patch/Tech Support/ Maintenance. If product SKUs are available that include some level of licensing and support bundled at no additional cost (such as EDU or K12 SKUs), please include them in your bid with a comparison of the levels of support and the E-rate eligibility.

5. A vendor may bid on only the products, only the installation or both. Bids for installation should be separate from the products. The winning vendor will have the opportunity to revise the quotes based on the final models and quantities selected as noted above. The Library will also work with the vendor to adjust the quotes for ineligible products or locations. Installation would be a “prevailing wage” project. The library staff may choose to install the products without vendor assistance.

6. Itemize estimated range for shipping costs, if any, based on library’s projection for initial purchase quantity. Please include estimated lead time between order date and delivery date.

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

8. 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 on their 2020 SPAC/473 requirements. Failure to maintain E-rate SPIN eligibility requirements could result in contract termination. Vendor 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 TERMS:**

The new contract for these services will include a copy of the vendor’s submitted proposal/quote, the terms outlined below and elsewhere in this RFP, and additional terms provided by the vendor and agreed upon by Library.

1. **Start/End Date:** The official start and end dates for the contract would coincide with the Category 2 purchasing period for the initial E-Rate program year of July 1, 2021 to September 30, 2022. However, E-rate rules also allow for purchases to be made between April – June prior to the start of the program year if the equipment is needed early, for example to ensure dependent services can be functional at the start of the program year. If the Library purchases products/services in this allowable period prior to the start of any program year, 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.

2. **Term:** The Library seeks a 5 year contract with the option to extend for 1 year.

3. **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.

4. **Optional Purchases Beyond Initial Quantity:** Additional optional units may be purchased during the term of this agreement to meet future demand, to accommodate new branch openings or branch relocations/remodels, as part of an equipment replacement plan or for similar but currently unknown reasons that support the Library’s mission. Future purchases may be for updated models with the equivalent functionality and do not require a new contract. Note that the quantities listed are not a guarantee of sales.

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, as an amendment to the original contract.

**BID PROCESS, EVALUATION & CONTACT INFO:**

**Bidding Period Information:**
1. **Bids are due 28 days after the posting of the 470 form.** 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. 40 Points  Price (Most heavily weighted criteria.)
2. 30 Points  Capacity of products meet Library’s needs and are compatible with existing systems
3. 10 Points  Character, reputation and positive prior experience working with the library
4. 10 Points  Compliance with E-rate rules and prior E-rate experience
5. 10 Points  Completeness and quality of bid (includes all items requested)

**Disqualifying Factors:**

1. The library is not considering recycled or refurbished products in this bidding process and this requirement is a disqualifying factor for the evaluation of bids.

**Contact, Submittal & Misc. 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 within 14 days after the 470 has been posted to ensure that information can be disseminated to all interested bidders.

3. Proposers should submit an electronic version of their proposal to Claire O’Flaherty, claire@erateexpertise.com and Kwang Kye, kkye@krl.org before the due date which is 28 days after the posting of the 470 form.

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 https://www.krl.org/rfp

5. For library branch addresses, please see https://www.krl.org/locations
   Note that the Silverdale branch will be relocated during the 2021 program year and the WAPs will be installed in the new building into drops that have already been cabled for this equipment.