

Community Library Network

E-RATE BEN 142768

REQUEST FOR PROPOSAL (RFP)

Title: UPS Units	Proposal Due Date: January 3, 2023 at 5 p.m.
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Contact: Claire O’Flaherty, Consultant, E-Rate Expertise, Inc.
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SCOPE:

The Community Library Network (CLN) seeks APC Smart-UPS On-Line units, or other products with equivalent capabilities. The desired model numbers are: APC SMT3000RM2UC, APC SMT2200RM2UC, and APC SMT1500RM2UC (or equivalent). See RFP chart for equivalent specifications and quantities needed for these units.

The Library seeks a multi-year contract and plans to make an initial purchase of 7 UPS units with various capabilities in the first year and may purchase additional or replacement units in future years of the contract. The total quantity purchased may be up to 14 units over the term of the contract, but there is no guarantee of the total sales.

Quotes should also include 5 years of licensing and support which can be renewed throughout the term of the contract. This RFP also covers any required software, accessories, cabling, power cords, mounting hardware, etc. that are necessary to make the UPS units functional.

The UPS units will be shipped to the library’s administrative offices at the branch in Post Falls, ID and the library staff will self-install these units in all the branches.

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. The Library will also not consider generic/auto-generated bids and will disqualify bids that are not specifically created in response to this RFP.

Products/Services and Required Capabilities (or Equivalent)	Initial Quantity*	Optional Total Contract Qty*
<ul style="list-style-type: none"> APC SMT3000RM2UC unit: APC Smart-UPS, Line Interactive, 3kVA, Rackmount 2U, 120V, 6x NEMA 5-15R+2x NEMA 5-20R outlets, SmartConnect Port+SmartSlot, AVR, LCD 	1	2
<ul style="list-style-type: none"> APC SMT2200RM2UC units: APC Smart-UPS, Line Interactive, 2200VA, Rackmount 2U, 120V, 6x NEMA 5-15R+2x NEMA 5-20R outlets, SmartConnect Port+SmartSlot, AVR, LCD 	1	2
<ul style="list-style-type: none"> APC SMT1500RM2UC units: APC Smart-UPS, Line Interactive, 1500VA, Rackmount 2U, 120V, 6x NEMA 5-15R outlets, SmartConnect Port+SmartSlot, AVR, LCD 	5	10
Licensing (if necessary) – 5 year license	7	14
Software required to make equipment function Remote management capability	tbd	tbd
Required accessories, cabling, hardware, etc	tbd	tbd
Installation	0	0
<p>*Winning vendor will review branches and recommend final quantities, models, and accessories. Equivalent models may be substituted at any time in the contract.</p>		

BID REQUIREMENTS:

1. In your bid response, please provide costs for the products, licensing, support, shipping, taxes and fees, if applicable.
2. The Library reserves the right to work with the winning vendor to modify the quantities within the range outlined in this RFP and an updated quote may be required for the final E-rate 471 application. Equivalent substitutions can be made via amendment throughout the term of this contract, depending on product lifecycle, product performance issues, product availability, global economic issues, and other factors that affect the product supply and demand.
3. Bids should indicate if any items/services are not eligible or are partially eligible for E-rate funding. If the item/service is only partially eligible for E-rate funding, please identify the ineligible amount or the eligibility % with the bid. If there is another

comparable item or option that is fully eligible, please also include that item in your bid. The Library will also work with the winning vendor to adjust the quotes for ineligible products and/or locations.

4. 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.**
5. Please include costs for 5-year Licensing/Basic Maintenance of Internal Connections (BMIC)/Technical Support for the requested (or equivalent) equipment. Please also provide the annual Licensing & Technical Support costs for subsequent years as these may be required in later 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. Include a copy of your company's standard contract for these products/services (if any).
6. Include a copy of your company's standard contract for these products/services (if any).
7. Please indicate if your company has successfully sold this equipment/service 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 2023 Service Provider Annual Certification/Form 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 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 1st to September 30th of the following calendar year. 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:** Per Idaho code, the Library seeks a 1-year contract with the option to extend for Five (5) annual renewal periods. The maximum life of the contract would be six (6) years. If product pricing decreases in the future, the library will purchase at the lowest price available at that time.
3. **Addendums:** This RFP and the winning bid will be considered Addendums to the contract and the terms will be applicable unless specifically negated in the contract.
4. **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.
5. **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. Future purchases also do not require a new contract and can be implemented with a new quote and/or contract amendment. The library may choose to purchase additional units outside of the E-rate program and may do so at the prices agreed upon in this contract. Any additional purchase options are not a guarantee of sales.
6. **Price Updates:** Omit if this contract only covers 1 funding year. 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. Similarly, the library recognizes that market conditions, inflation, and other factors beyond the vendor's control (i.e. pandemic) could increase the pricing of the products during the term of this contract and reasonable changes may be made via updated quotes and amendments provided that they are consistent with the overall market pricing and the discount rate from the MSRP that is provided in original contract.
7. **Secure Networks Act:** Library will not accept any equipment or services produced, provided by, or containing parts, from any company, including parents, affiliates, or subsidiaries thereof, that the FCC has designated as a national security threat to the integrity of communications networks or the communications supply chain pursuant to 47 CFR 54.9(a). A list of covered communications equipment and services can be found on the FCC's website at <https://www.fcc.gov/supplychain/coveredlist>. The list will be updated as necessary, and proposers have the responsibility to check for updates and ensuring that all products and services in quotes and final contracts are compliant.
8. **Licensing:** Vendor must be licensed to conduct business in the state of Idaho prior to entering the contract.
9. **Contractor Status:** Vendor is a contractor and not an employee of the Library.
10. **Debarment:** Vendor cannot be debarred nor can any subcontractor.
11. **Insurance and Bonds:** Contractor shall maintain a liability insurance policy that also covers the library for a minimum amount of 1 million dollars for damages caused to a third party by a vendor. If special construction is required for this service, contractor shall post a bond in the amount of 5% of the proposal price.

BID PROCESS, EVALUATION & CONTACT INFORMATION:

Bidding Process 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 any or all proposals, to waive informalities, and to determine the best overall proposal based on a uniform evaluation criteria and the best interests of the Library.
4. Due to the complex and highly technical nature of the equipment being sought, and because fixed specifications might preclude the discovery of a cost-effective solution; and because the provision of internet to the library's many and varying locations is amenable to several solutions; and while price is the most significant factor in the selection, it is not the sole determining factor, therefore the Community Library Network/Consolidated Free Library District has determined to avail itself of the procedures and protocols for Requests for Proposals as allowed under Idaho law, specifically Idaho Code Section 67-2806A.
5. Responders are required to read and understand all information contained within this entire quote package. Responders further offer 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 response submittal.

Evaluation Criteria for Selecting the Winning Bid:

Proposals will be judged on the following criteria:

1. 30 Points Price (Most heavily weighted criteria)
2. 25 Points Products meet Library's needs and are compatible with existing systems
3. 20 Points Prior experience with Library
4. 15 Points Completeness, quality, and reliability of bid
5. 10 Points Compliance with E-rate rules and prior E-rate experience

Disqualifying Factors:

1. The library will not consider recycled or refurbished products in this bidding process and this requirement is a disqualifying factor for the evaluation of bids.
2. The Library will also not consider generic/auto-generated bids and will disqualify bids that are not specifically created in response to this RFP.

Contact, Submittal & Misc. Information:

1. 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.
2. **Bids are due on January 3, 2023 by 5 p.m. Pacific Time.** Bids should be submitted electronically to Claire O’Flaherty, claire@erateexpertise.com and copied to Mark Foster, markf@communitylibrary.net Any responses received after 5:00 p.m. on the due date of this solicitation, will be considered non-responsive and will not be included in the scoring process.
3. All RFP documents, including instructions, bid formats, Q&A, updates, etc. will be uploaded to the original E-Rate 470 form and will also be posted on the Library’s website at <https://communitylibrary.net/e-rate>
4. For Library branch addresses, please see: <https://communitylibrary.net/visit/>