

REQUEST FOR PROPOSAL (RFP) FOR: Network Infrastructure Additional Wiring Project (E-rate Category 2) Traverse des Sioux Library Cooperative

Overview

The Traverse de Sioux Library Cooperative (TdS) seeks a Request for Proposal (RFP) for a Network Infrastructure Additional Wiring Project (E-rate Category 2) for its constituent consortium libraries for the fiscal year beginning July 1, 2017.

The objective of this RFP is to accomplish a fair, open, and competitive procurement of service. This RFP may be accessible electronically at [/www.tdslib.org/about/RFP](http://www.tdslib.org/about/RFP)

Bidding

Bids must be received by the TdS Office at one of the following addresses:

mail:

TdS Technology Department
1400 Madison Avenue, Suite 622
Mankato, MN 56001

email:

TdS Technology Department
technology@tds.lib.mn.us

- Bids must be received prior to 3:00pm on May 4th.
- Applications from vendors without an E-rate SPIN will be disqualified.
- TdS assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service, including email. Late proposals will not be accepted.
- Responding vendors may request clarifications regarding specifications outlined in this RFP. Clarifying questions will be answered directly. Any clarifying questions and associated answers will also be posted on the website at www.tdslib.org on the RFP webpage.
- Requests for clarifications can be directed to the TdS Technology Department:
507-625-6169
technology@tds.lib.mn.us

Vendor E-Rate Compliance

Vendors submitting proposals under this RFP must provide a written statement that they agree to the following terms and conditions relating to the E-rate program:

Service Provider Identification Number (SPIN) and FCC Registration Number (FCCRN)

The vendor shall provide a valid E-rate SPIN number (Service Provider Identification Number), in the Proposal submitted in response to this bid opportunity. The SPIN must be recognized by the SLD and FCC as an eligible telecommunications provider and therefore qualified to receive discounts under the Telecommunications Services bucket of the program. The Vendor also shall provide the company's FCC Registration Number.

Service Provider Annual Certification Form

The Vendor agrees to timely submit to the SLD a completed Form 473, Service Provider Annual Certification form, which provides updated contact information to the SLD for the Vendor. The Vendor must also agree to provide TdS a copy of the completed Form 473. This form is available on the SLD's website at <http://www.universalservice.org/sl/> in the Forms section.

Reimbursements

The Vendor agrees to provide reimbursements to TdS for discounts on eligible services received on or after the effective date of discounts.

Cooperation with TdS Preparation of E-rate Applications

The Vendor must agree to provide information on a timely basis that TdS requests in order to timely apply for E-rate applications.

Separate Itemization of E-rate Eligible and Ineligible Products and Services

The Vendor shall separately itemize the cost of E-rate eligible and ineligible products and separate installation costs, if any. To determine what items are eligible, visit the E-rate Eligible Services List at <http://www.universalservice.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx> or call the SLD at 888-203-8100.

Compliance with E-rate Contract Signing Rules

The Vendor must acknowledge in its Proposal that the Vendor will make every effort to have any contract addendums that may arise from this RFP signed in accordance with the E-rate contract signing rules. Further, the Vendor must acknowledge in its Proposal that if the contract or addendum is signed outside of the e-rate contract signing window, the vendor will disclose to TdS, before soliciting TdS execution of the contract, that the contract is not eligible for E-rate funding.

Guarantee to Meet Service Start Date

The Vendor must be prepared to provide service starting July 1, 2017. If Vendor does not meet this service start date, the Vendor must guarantee to cover the loss of E-rate funding for the total discount that would have otherwise been received from the current provider during the interim period, until Vendor is able to provide service.

Weighted Factors

The contract will be awarded based on best-value to TdS and its constituent libraries, as well as evaluation criteria set forth in this document. Weighted factors contributing to the award are included in the following formula:

Weighted Factor Breakdown:

FACTOR	WEIGHT
Cost of Services	60
Meeting Technical and Site Specifications	15
TdS Vendor Familiarity	15
Vendor is Well-Established within region	10
TOTAL	100

Bid Judging Process

At minimum of (2) TdS employees will be used in the judging process.

The judges will award points based on the 4 factors listed above, according to the Vendor's comparison to others in the pool. Example: for "Meeting Technical and Site Specifications", judges will award either: 0, 5, 10 or the maximum 15 points.

The total points will be added up for each Vendor, and the Vendor with the highest score will be recommended to the Traverse des Sioux Library Board for approval of the contract.

Specifications for Network Infrastructure Improvement Project

TdS reserves the right to reject any and all bids, and to waive any informalities in proposals received. Although these specifications are intended to be complete, some questions may arise. If further clarification is needed, contact the TdS Technology Department, at 507-625-6169, technology@tds.lib.mn.us

1. Project Specifications (see Item A Below)

- a. Vendor understands that they may need to work around library schedules to avoid impacting operations.
- b. NO billing or work can take place before July 1, 2017
- c. Vendor must visit sites or have a good understanding of building layout, and then generate bid from that information.
- d. Vendor will create a project management/installation plan and review it with TdS
- e. Failure to follow the project criteria and requirements may be considered grounds for disqualification.

2. Additional Information Required:

- a. Vendor's written statements to comply with all Vendor E-rate Compliance as previously stipulated.
- b. References/contact information from at least 3 local clients of the Vendor.

3. Pricing:

- a. Pricing shall show itemized costs - equipment w/ installation costs (if applicable).
- b. Pricing shall show any licensing or support fees (if applicable).

ITEM A

Public Libraries to to wired with cat 6 cable (or equivalent):
Muir Public Library
Gaylord Public Library
Gibbon Public Library
New Richland Public Library (Waseca Le Sueur Library System)