SCOPE OF PROJECT:

The Library seeks to purchase staff training for their existing SonicWall firewall and to renew licenses for existing equipment including Dell switches and the SonicWall firewall. All existing products were purchased through a competitive bidding process that evaluated equivalent makes and models. New equipment purchases are not needed at this time. The current make/model numbers, existing quantities, and requested license terms are listed in the chart below. Training course details and quantities are also listed below.

<table>
<thead>
<tr>
<th>Quote #</th>
<th>Existing Make/Model #</th>
<th>Existing Quantity of Products/ # of Licenses Needed in 2020</th>
<th>Description of BMIC License &amp; Service Level Requested</th>
<th># of Years Requested for License</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>SonicWALL TZ400 Firewall</td>
<td>18</td>
<td>ProSupport Plus: Mission Critical 4-hour 7x24 On-site Service with Emergency Dispatch and ProSupport Plus Mission Critical 7x24 Technical Support</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Dell 4810 Switch</td>
<td>2</td>
<td>ProSupport Plus: Mission Critical 4-hour 7x24 On-site Service with Emergency Dispatch (SKU 951-5603); and ProSupport Plus Mission Critical 7x24 Technical Support (SKU 951-5617)</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Dell N2048P Switch</td>
<td>32</td>
<td>ProSupport Plus: Mission Critical 4-hour 7x24 On-site Service with Emergency Dispatch (SKU 966-3253); and ProSupport Plus Mission Critical 7x24 Technical Support (SKU 966-3280)</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>Dell N3048P Switch</td>
<td>21</td>
<td>ProSupport Plus: Mission Critical 4-hour 7x24 On-site Service with Emergency Dispatch (SKU 966-3519); and ProSupport Plus Mission Critical 7x24 Technical Support (SKU 966-3572)</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>Dell S55 Switch</td>
<td>6</td>
<td>Pro-Support 4-Hour 7x24 On-Site Service (SKU 931-9555); and ProSupport 7x24 HW/SW Tech Support and Assistance (SKU 931-9565)</td>
<td>2</td>
</tr>
</tbody>
</table>
BID REQUIREMENTS:

1. In your bid response, please provide a separate quote for the licensing and support for each quoted # listed in the chart above at the requested level of support and the number of years. Also include a separate quote for annual licenses in the event that the library needs one more year of service for project scheduling and management. Training should also be in a separate quote.

2. Each quote must be a separate document for the models and quantities listed above. Include any applicable taxes, fees, and charges on each quote. The Library reserves the right to award one or more proposers based on each quote or based on the total of the bid response.

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, provide the eligibility % with bid. If there is another comparable item that is fully eligible, please also include that item in a separate bid. Pay close attention to this issue in relation to both level of support and type of training.

4. 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.

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

6. 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).

BIDDING PERIOD, SUBMITTAL & EVALUATION

Bidding Period Information:

1. **Bids are due 30 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. Responders are required to read and understand all information contained within this entire bid package and the quoted sections contained herein. 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 - Price** (Most heavily weighted criteria.)
2. **20 – Product capabilities meet libraries current and future needs**
3. **20 - Compatibility of products with new and existing systems**
4. **10 - Positive previous experience working with library and/or vendor’s E-rate experience**
5. **10 - Completeness of bid (includes all items requested) & efficiency of contract management**
6. **10 – Price of ineligible items, if any**

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, 2020 to September 30, 2021. 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-A 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. 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.

CONTACT INFORMATION and Q&A:

**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. Bids should be submitted to Claire O’Flaherty, claire@erateexpertise.com and copied to Clifford Jo cjo@piercecountylibrary.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 https://www.piercecountylibrary.org/about-us/administration/finance/Default.htm
5. For library branch addresses, please see https://www.piercecountylibrary.org/branches/branch-listing.htm