

**North Olympic Library System  
E-RATE BEN 145263  
REQUEST FOR PROPOSAL (RFP)**

Title  <b>Switches</b>	Due Date  <b>30 Days from posting of 470 Form</b>
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Submit bids and direct questions to:

Contact: Claire O’Flaherty, Consultant, E-Rate Expertise, Inc.

Phone: (253) 320-0664

Email: [claire@erateexpertise.com](mailto:claire@erateexpertise.com)

**SCOPE OF PROJECT:**

The Library seeks bids to purchase two different models of cloud managed switches with the capabilities of the Aruba 2930F and the Aruba 2930M (or the equivalent) with licensing and technical support. All equivalent models and brands will be considered, but proposed products must be compatible with Aruba equipment and management system. Bids should include costs for installation and 5 years of licensing and technical support.

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

Model #s with Required Capabilities (or Equivalent)	Initial Quantity	Optional Total Contract Qty
Aruba 2930F 24G PoE+ 4SFP+ Switch Part #: JL255A	3	8
Aruba 2930M 24HPE Smart Rate PoE+ 1-slot Switch Part #: JL324A	1	3
Support & Licensing (5 year & 1 Year Licensing Options)	4	11
Related Components & Accessories (if any)	Tbd per vendor recommendation	Tbd per vendor recommendation
Installation	4	11

## 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). Library will determine exact quantities within the range on this 470/RFP at a later date. Please indicate if lower rates apply for higher quantities purchased.
2. 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.
3. 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 SKUs), please include them in your bid with a comparison of the levels of support and the E-rate eligibility.
4. Costs for installation services should be itemized in the bid, if available. A vendor may also bid on the installation alone without a product purchase. The library staff may choose to install the products without vendor assistance.
5. 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.**
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 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 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 - 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

### 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.
2. The proposed products must be cloud managed.
3. The proposed products must be compatible w/ Aruba systems and equipment.

### **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-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:

1. Interested bidders should provide their contact information to [claire@erateexpertise.com](mailto: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](mailto: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](mailto:claire@erateexpertise.com) and copied to Shaina Rajala, [srajala@nols.org](mailto:srajala@nols.org).
4. All RFP documents, including instructions, bid formats, Q&A, updates (if any) will be uploaded to the original E-Rate 470 form and uploaded to the library's website at: <https://www.nols.org/bids-requests/>.
5. For Library branch addresses, please see <https://www.nols.org/locations-hours/>