

North Olympic Library System

E-RATE BEN 145263

REQUEST FOR PROPOSALS (RFP)

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| Title 2026 NOLS Licensing Renewals | Due Date for Bids: March 12, 2026, at 5 p.m. Pacific Time Due Date for Vendor Questions: February 18, 2026 at 5 p.m. Pacific Time |
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SCOPE:

North Olympic Library System (NOLS) seeks a multi-year contract for license renewals for existing broadband equipment. The part numbers, descriptions, and quantities for the license renewals are listed in the chart below in the RFP. The Library will likely purchase 3-Year licenses in 2026, but bids should quote prices for 1-Year, 3-Year and 5-Year licenses. Based on the bids received, NOLS will select the most cost-effective option that meets their needs and may use the bids and resulting contract to purchase additional license renewals in the future. The projected equipment quantities for the renewals in the 2026-27 program year are listed in the chart, but future license renewals could also include additional equipment with the same product numbers that may have been added to the Library's network. The 470 form includes higher quantities than existing equipment to account for potential new equipment that would be included in future license renewals.

This RFP process has the following disqualifying factors and bids that do not meet these requirements will not be evaluated: 1. Recycled or refurbished products will not be considered (if applicable), 2. Generic or auto generated bids will not be considered, and 3. Vendors must have an E-rate Service Provider Identification Number (SPIN) and be up to date on annual certifications.

All RFP documents, including instructions, bid formats, Q&A, updates, etc. will be uploaded to the original E-Rate 470 form on the E-rate EPC system and will also be posted on the library's website at:
<https://www.nols.org/bids-requests/>

| Product Type for Existing Equipment | License Description for Existing Equipment (or Equivalent) | Part Number (or Equivalent) | Quantity for 2026 | Potential Quantity for Future Renewals |
|--|--|-------------------------------------|-------------------|--|
| Wireless Access Points (interior and exterior) | Meraki MR Enterprise License | LIC-ENT 1-Yr, 3-Yr & 5-Yr | 21 | 30 |
| Switches | Meraki MS225-24P Enterprise License and Support | LIC-MS225-24P 1-Yr, 3-Yr & 5-Yr | 4 | 10 |
| Switches | Meraki MS225-48 Enterprise License and Support | LIC-MS225-48 1-Yr, 3-Yr & 5-Yr | 3 | 10 |
| Switches | Meraki MS225-48FP Enterprise License and Support | LIC-MS225-48FP 1-Yr, 3-Yr & 5-Yr | 7 | 10 |
| Switches | Meraki MS390-24E Enterprise License and Support | LIC-MS390-24E 1-Yr, 3-Yr & 5-Yr | 1 | 2 |

BID REQUIREMENTS:

1. Bids should include 3 separate price quotes for 1-Year, 3-Year and 5-Year licenses (or equivalent as applicable) for the existing equipment and the quantities listed above in the "Quantity for 2026" column, including taxes. The Library will select the most cost-effective option during the bid evaluation. After the winning bid has been selected, the Library will work with the winning vendor to finalize the product numbers and quantities that best meet the Library's technical and financial needs in the current year and in future years of the contract. Final part numbers, license terms, and quantities will be consistent with the scope of this RFP and will provide equivalent functionality of the products listed above. The winning vendor may need to provide updated quote(s) with the required part numbers and quantities for each year for contracting and E-rate application purposes. Equivalent substitutions can also be made via amendment throughout the term of this contract.
2. Indicate whether the licenses are a Right to Use type license that is required for the products to function, or if the licenses are Basic Maintenance of Internal Connections type licenses that provide technical support and software upgrades, etc. License terms should coincide with the months of an E-Rate year and should be billed (including renewals) at or near the E-Rate start date. Pro-rating may be necessary to facilitate program administration.
3. Provide manufacturer's current list price for these part numbers (or equivalent) as a point of comparison.
4. Bids should include an estimate for shipping costs, if any, and if they are not included in the bid, the Library cannot be invoiced for these costs. Please include the estimated lead time between order date and delivery date.
5. Bids should indicate if any items are not eligible or are partially eligible for E-rate funding. If the item is only partially eligible for E-rate funding, provide the eligibility % with the bid. Ineligible items should be included in a separate Non-E-rate quote. If there is another comparable item that is fully eligible,

please also include that item in your bid. The Library may work with the winning vendor to adjust the final quotes for ineligible products and/or locations.

6. Include a copy of your company's standard contract for these products/services (if any).
7. Bidders have the option to include up to three (3) reference sites where your company has performed a similar service, including business name, contact name and contact information. It is preferable that at least one reference should be for a library/school district of similar size within 200 miles of Library. The Library reserves the right to be used as a reference.
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 with their USAC SPAC/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 ISSUES:

1. **Contract Documents:** This RFP, the winning bid, and the final quote will be considered part of the contract and are applicable unless specifically negated in the contract.
2. **Start/End Date:** The months of the official start and end dates for this E-Rate Category 2 contract would coincide with the Category 2 purchasing period for the E-Rate program year which is April 1st to September 30th of the following program year.
 - a. Most purchases would be made in the standard purchasing period of July 1st – September 30th of the following program year.
 - b. If purchases are made between April – June prior to the start of the program year, as allowed by program rules, 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.
3. **Term:** The Library seeks a 5-year contract with the option to automatically extend it for one additional year.
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. **Price Updates:** If the market supports a price reduction after the initial term, the Library will exercise price reduction options, if any are available, through an amendment to the original contract or an updated quote. Similarly, the library recognizes that market conditions, inflation, and other factors beyond the vendor's control 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 any price increases are commensurate with the increase over the manufacturer's list price.
6. **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 FCCs 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.

BID PROCESS, EVALUATION & CONTACT INFORMATION:

Bidding Process Information:

1. The bid due date and time are listed at the top of this RFP. The 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.
5. This document and all materials submitted in response to this document are subject to public disclosure laws and regulations for both the State of Washington and the Federal FCC E-Rate program.

Evaluation Criteria for Selecting the Winning Bid:

Proposals will be judged on the following criteria:

1. 35 Points Price (Most heavily weighted criteria)
2. 20 Points Products meet Library's needs and are compatible with existing systems
3. 20 Points Prior Experience with this Library or other E-Rate applicant libraries
4. 15 Points Completeness, quality and reliability of bid
5. 10 Points Compliance with E-rate rules and prior E-rate experience

Disqualifying Factors:

This RFP process has the following disqualifying factors and bids that do not meet these requirements will not be evaluated:

1. Recycled or refurbished products will not be considered (if applicable).
2. Generic or auto generated bids that were not specifically created as a response to this RFP will not be considered.
3. Vendors must have an E-rate Service Provider Identification Number (SPIN) and be up to date on annual certifications.

Contact, Submittal & Misc. Information:

1. **The bid due date and time are listed at the top of this RFP.**
2. The Library will make the final vendor selection decision within 10 business days of the final due date.

3. Questions regarding the RFP should be submitted in writing to Claire O’Flaherty Christnacht at claire@erateexpertise.com by the date listed at the top of this RFP. Answers will be posted on the library’s website and on the 470 form within 5 business days after the questions deadline.
4. Bids should be submitted via email to Claire Christnacht, claire@erateexpertise.com , Erin Shield, eshield@nols.org, and John Danks, jdanks@nols.org before the bid deadline.
5. All RFP documents, including instructions, bid formats, Q&A, updates, etc. will be uploaded to the original E-Rate 470 form on the E-rate EPC system and will also be posted on the library’s website at: <https://www.nols.org/bids-requests/>
6. Library branch address can be found at <https://www.nols.org/locations-hours/>