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1. INTRODUCTION AND GENERAL INSTRUCTIONS

A. The North Olympic Library System (NOLS or the "Library"), announces requirements for

B. All qualified individuals and firms interested in providing these services to the Library are invited to respond to this Request for Proposals.

C. The Library reserves the right, without penalty, to add, remove, modify or otherwise update the RFP in any way the Library sees fit, provided that such modifications shall be submitted with due notice prior to the deadline for submission.

D. This invitation does not commit the Library to pay any costs incurred in the preparation of proposals nor commit the Library to select any proposer that responds.

E. The Library reserves the right to waive any irregularities or informalities in procedure and to reject any or all proposals without penalty. Any and all submissions may be rejected for any cause. Further, the Library reserves the right to cancel the project with or without reason.

F. Vendors and consultants shall comply with all management and administrative requirements established by the Washington Administrative Code (WAC), and the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

2. HOW TO RESPOND TO THIS RFP

A. Questions about this RFP: All questions should be directed to IT specialist Tim Gort at: *tgort@nols.org*. In order to ensure that the bidding process remains as open and fair as possible, copies of all RFPs, questions and answers shall be available on the NOLS web site at **http://www.nols.org/erate/2017/**. All proposers will be notified via email of any changes or newly answered questions. All vendors will be notified when there are any changes and/or questions that have been answered. Questions may be submitted no later than 4:30pm Pacific Standard Time on the question submission deadline date (see section 3 TIMELINE).

B. Proposal submission: To be considered for selection, proposers must submit a complete response to the RFP as defined in this section. Responses are to be in MS Document (.doc or docx), Adobe PDF (.pdf) or Rich Text Format (.rtf). Proposals are to be emailed to *tgort@nols.org*. In addition, to assure proper receipt of your proposals through our email system:

1. Do not use superfluous dots in the names of any file attachments.

2. Do not attach archives (.rar, .zip, etc.); only documents should be sent.

3. Proposal must be received on or before 4:30pm Pacific Standard Time on the deadline date for bid submissions (see section 3. TIMELINE for details). The North Olympic Library System will confirm via email that we have received your email submissions.

4. If/when physical correspondence is necessary, you can use the following address:
   Tim Gort, IT Specialist
   North Olympic Library System
   2210 South Peabody Street
   Port Angeles. WA 98362

3. **TIMELINE**
   A. The Library intends to install, configure and begin using the new equipment starting in July of 2017 and requires the contract and/or service start dates to be on or shortly after July 01, 2017. Payments are to be made for products and/or services on or shortly after July 01, 2017.
   B. Important aspects of the bidding process are to take place on various dates listed under subsection **1.** If you have been solicited for bids due to NOLS receiving no bids or only one bid, skip to subsection **2.**
      1. The standard competitive bidding schedule is as follows:
         - 2017-04-03 - RFP and form 470 submitted. RFP questions may be submitted.
         - 2017-05-01 - Deadline for RFP question submission.
         - 2017-05-03 - Deadline for bid submissions.
         - 2017-05-06 - We will finalize the scoring of received bids.
         - 2017-05-07 - We will start contacting winning bidders at this time to arrange for purchases and/or contracts.
      2. In the event that we receive no bids or that we receive only one bid by the bid submission deadline, companies shall be contacted and solicited for bids as per the Erate program's requirements regarding the open competitive bidding process. If this occurs, the reopening of bids shall take place on the following dates:
         - 2017-05-04 - Companies will be solicited for bids.
         - 2017-05-31 - Deadline for RFP question submission.
         - 2017-06-02 - Deadline for bid submissions.
         - 2017-06-05 - We will finalize the scoring of received bids.
         - 2017-06-06 - We will start contacting winning bidders at this time to arrange for purchases and/or contracts.
   C. Proposals should be brief, concise and responsive to the specific requests in this section.
   D. Proposals should fully address all requirements under section 4. SCOPE OF WORK.

4. **SCOPE OF WORK**
   A. Context: The North Olympic Library System is a public library system providing services at four locations in Clallam County: Port Angeles, Sequim, Forks, and Clallam Bay. IT Staff have been making incremental upgrades to computing and networking infrastructure over the last few years as part of its ongoing long-term technology plan. The year of 2017 will see the North Olympic Library System undergoing another incremental networking infrastructure upgrade at most of its branches in order to reconfigure suboptimal installations as well as to add/upgrade hardware.
   B. Existing wired networking environment: The following is a brief description of the wired infrastructure for the library.
      1. Port Angeles
         a. Port Angeles is the location of the main library branch and centralizes our services/resources as well as Internet connectivity.
            i. Switches interconnect servers and other resources in groups based upon function.
            ii. Each group has its connections concentrated via group-dedicated physical switches and virtual switches depending upon how much capacity is required for each group. These are in turn connected to a firewall in order to access the local network and the public Internet.
            iii. Each of the three satellite branches are connected to the main branch through our firewall in order to access the local network and the public Internet.
      2. Satellite Branches (Sequim, Forks, Clallam Bay)

        a. Each of the satellite branches use simpler networking schemes and a smaller array of networking devices given their smaller size and capacity.
- i. The Sequim and Forks have multiple switches to separate public and staff network traffic. Additional switching is used to provide Wi-Fi.
- ii. The Clallam Bay is the smallest branch and relies on a minimal installation of switches to serve existing needs.

C. Vendor's tasks: Vendors that can demonstrate the ability to deliver the proposed equipment and can provide references and examples of similar installed products are asked to submit a proposal with a detailed price quotation for a complete solution that includes the following:
1. Provide hardware solutions that meet the functional and technical requirements defined in this document. When an item requires compatibility with a specification or hardware system, the vendor is giving a guarantee that proposed products/solutions are compatible. The vendor can inquire as to any particular details of what is required to meet compatibility.
2. Provide information on items cited in Section 6 (EQUIPMENT LIST AND FEATURES).
3. Define all hardware, software and interconnectivity that the Library will need for complete installation of the system. It is expected that vendors will propose an intelligent network design to contain the proposed system within the Library's environment.
4. The following services and/or products are not to be offered by service providers unless they are specifically requested.
    a. Training services
    b. Installation services
    c. Management and/or technical Support services
    d. Extended warranties

D. Technical requirements: The requested equipment must meet the following technical requirements as specified in Section 5. (EQUIPMENT LIST AND FEATURES).

5. EQUIPMENT LIST AND FEATURES

A. Address each item listed below indicating relevant details, and whether a feature is unavailable or is an add-on option. All proposals are to contain only new items; No "open box", display models, or refurbished items are acceptable regardless of apparent condition or warrantees.

B. Firewalls
1. Network Firewall
    a. Quantity required: 1
    b. Form Factor: Rack mount; 1 rack unit in height
    c. Power: 120VAC, 60Hz
    d. Onboard SSD storage: 120GB to 240GB
    e. Minimum of 1 USB port
    f. Minimum of 1 Ethernet console port (RJ45)
    g. Minimum of 8 (Gigabit) Ethernet ports (RJ45)
    h. Minimum of 8 (Gigabit) SFP slots
    i. Minimum of 2 (10Gbits/s) SFP+ slots
    j. Overall throughput: 250 Mbps or higher
    k. Firewall Throughput (Packets per Second): 36 Mpps or higher
    l. Administrative Domains 32
    m. Firewall Policies: 10000 or better
    n. IPsec VPN Throughput (512 byte): 20 Gbps or higher
    o. IPS Throughput (HTTP / Enterprise Mix): 7.7 / 4 Gbps or higher
    p. SSL Inspection Throughput: 3.5 Gbps or higher

        q.   Threat Protection Throughput: 2.4 Gbps or higher
        r.   Application Control Throughput: 3.6 Gbps or higher
        s.   Concurrent Sessions (TCP): 5.5 Million or higher
        t.   Recommended Maximum Concurrent SSL-VPN Users: 5000 or more
        u.   SSL-VPN Throughput: 2.2 Gbps or higher
        v.   Gateway-to-Gateway IPsec VPN Tunnels: 2000 or higher
        w. Client-to-Gateway IPsec VPN Tunnels: 10000

2. Web Application Firewall
    a.   Quantity required: 1
    b.   Form Factor: Rack mount; 1 rack unit in height
    c.   Power: 120VAC, 60Hz
    d.   Onboard SSD storage: 200GB to 256GB
    e.   Minimum of 1 USB port
    f.   Minimum of 1 Ethernet console port (RJ45)
    g.   Minimum of 8 (Gigabit) Ethernet ports (RJ45)
    h.   Minimum of 8 (Gigabit) SFP slots
    i.   Overall throughput: 250 Mbps
    j.   Client-to-Gateway IPsec VPN Tunnels: 10000
    k.   Security services
        i.   Brute force protection
        ii.   Cookie signing and encryption
        iii.   DoS prevention
        iv.   Layer 4 Stateful Network Firewall
        v.   Malware detection
        vi.   Protocol validation
        vii.   Operating system intrusion signatures
        viii.   Web services signatures
    l.   Web security features
        i.   Automatic profiling (white lists)
        ii.   HTTP RFC compliance
        iii.   IP Geolocation
        iv.   IP Reputation
        v.   Web server/application signatures (black lists)
    m. Application delivery features
        i.   Caching
        ii.   Content routing
        iii.   HTTP compression
        iv.   HTTPS/SSL offloading
        v.   URL rewriting
    n.   Authentication features
        i.   Active/Passive authentication
        ii.   LDAP and RADIUS support
        iii.   RSA access for 2-factor authentication
        iv.   SSL client certificate support

1. SELECTION PROCESS

    A.   Proposals will be evaluated by a committee consisting of IT Manager Gabe Kitts and IT staff members. Proposals will be evaluated on the basis of vendor qualifications and capacity to deliver the proposed system; how well the proposed system fulfills the Library's communications needs; flexibility and usability for staff; vendor's ability to deliver a system

that is operating successfully, on schedule; and any other factors deemed relevant and in the best interests of the Library.

B. Final selection will be based on the evaluation of proposals, and vendors may be requested to provide additional information after submitting proposals and prior to final selection. A negotiation phase of this process may commence prior to final selection. The vendor selected by the committee will be recommended to the Library Board of Trustees for contract award.