

Sanilac District Library Request for Proposals

Telecommunications and/or Internet Access

Form 470 Application Number: 220002582
File Date: October 26, 2021

Entity Number: 131064
E-Rate Funding Year: July 1, 2022 – June 30, 2023

Objectives of this RFP

Sanilac District Library invites prospective vendors to submit a proposal to provide and maintain the library's internet service within the confines of the Universal Service Fund (E-Rate) guidelines. The term of any accepted proposal shall be one year from the date of implementation. Multi-year contracts may also be considered. Sanilac District Library intends to provide an equitable, level and fair format for submission and evaluation of proposals, in accordance with our requirements and applicable E-Rate, state and local guidelines and procedures.

E-Rate Requirements

Sanilac District Library intends to apply for universal service support under the Schools and Libraries support mechanism (E-rate program) for the services that are the subject of this RFP. Any vendor responding to this RFP must be an Eligible Telecommunications Services Provider as defined under the Federal Communication Commission's E-rate program and will be required to submit their assigned SPIN (Service Provider Identification Number) and FCC Registration Number as part of its response along with a copy of their Form 498—Service Provider Information Form. If proposer does not have a SLD SPIN number or a FCC Registration Number, proposer MUST obtain one before responding to this RFP. Proposer must also have filed a Form 498 for the applicable Funding Year.

To comply with E-rate requirements, the selected service provider shall maintain all records, correspondence, receipts, vouchers, memoranda and other data relating to the services provided under the resulting contract. All records referenced above and any required under the document retention requirements of the Federal Communications Commission shall be retained for at least five (5) years after the last day of the delivery of discounted services, such information shall be subject to inspection and audit by Sanilac District Library and/or SLD/USAC and/or their contractors. Pursuant to 47 CFR 54.516 – the service provider shall be subject to audits and other investigations to evaluate their compliance with the statutory and regulatory requirements for the E-rate program, including those requirements pertaining to what services and products are purchased, what services and products are delivered, and how services and products are being used. The service provider shall assume responsibility for its subcontractors' compliance with the FCC requirements on document retention and auditing. The service provider shall include, in all of its subcontractor agreements for Services, provisions requiring subcontractors to maintain the above-described records and allowing Sanilac District Library and/or SLD/USAC and/or their contractors the same right to inspect and audit said records as set forth herein.

Eligible Services

Sanilac District Library assumes that all services sought in this RFP are eligible for E-Rate Category One funding and are supported as such by the service provider. Any ineligible services (and related equipment) or otherwise eligible services that are not supported by the service provider must be explicitly identified in the RFP response and separated in any E-Rate presentations. E-Rate rules are accessible via the Administrator's Website: <http://www.sl.universalservice.org>.

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General Overview

Sanilac District Library is a tax exempt governmental agency located at 7130 Main Street, Port Sanilac, Michigan and provides public library services to a population of approximately 4,375 residents in a rural resort area on Lake Huron.

Sanilac District Library relies on dedicated high speed Internet access to support AGen Verso, a web-based integrated library management system (ILS), for circulation transactions and to house the catalog of library holdings.

Sanilac District Library maintains 15 computers plus a ‘hot spot’ for connection to a multitude of wireless devices used by our patrons.

Current Telecommunications

Air Advantage is the current provider of month to month VOIP telephone service.

Current Internet Access

Air Advantage, LLC provides dedicated fiber optic Internet service with a connection speed of 20 Mbps. Contract end date is June 30, 2022.

Services Sought

Telecommunications:

- VOIP local and long distance service for 3 standard voice lines.
- Service start date: July 1, 2023
- Multiple year contract preferred.

Internet Access:

- Fiber: Sanilac District Library wishes to increase speed from 20 Mbps to 100 Mbps. The FCC adopted bandwidth “targets” for public libraries which are not required for E-rate funding, but will be used to measure and judge the effectiveness of the E-rate program. The American Library Association proposed the target of 100 Mbps for public libraries that serve less than a 50,000 population.

Invoicing

Sanilac District Library will pay for services and request reimbursement at the discount rate indicated on the Funding Commitment Decision Letter using the BEAR Form. Billing, either by paper or email is required to ensure accuracy and compliance with the requirements of the E-rate program.

Instructions for vendors

Please submit *written* RFP responses to Beverly Dear, Library Director by 5:00 p.m. Thursday, February 28, 2022 to:

- sanilacdistrctlibrary@yahoo.com
- Sanilac District Library, 7130 Main Street, PO Box 525, Port Sanilac, MI 48469

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Proposals submitted to Sanilac District Library should include the following information:

- Name of Company
- Address of Company
- Person Submitting Proposal
- Telephone, Fax and Email Contact information
- E-Rate SPIN Number
- Identify the type of service proposed
- Upload and download bandwidth speed
- Recurring monthly cost
- Total cost for annual service
- Cost of installation and/or one-time expenses (if any)
- Total additional recurring taxes and fees
- Total additional *non*-recurring taxes and fees
- Recurring Cost for 1-, 2- and/or 3-Year Service Agreement
- Providers must ensure that their cost proposals include all applicable telecommunications taxes, surcharges and fees, such as the universal service contribution fee.

Right to Reject

The Sanilac District Library reserves the right to reject any or all responses for any cause even if all the stated requirements are met. In addition, Sanilac District Library reserves the right to cancel the project with or without reason, enter into negotiations with more than one vendor simultaneously and award the transaction to any vendor in negotiation without prior notification to any other vendor. The Sanilac District Library reserves the right to select portions of the proposals while rejecting other options.

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

Award of Contract: The contract shall be awarded to the vendor who best meets the needs and interests of Sanilac District Library. The Library reserves the right to waive all technicalities, irregularities and deviations of submissions from the RFP, and to be the final judge as to which, if any, submission is accepted.

Please contact Beverly Dear at sanilacdistrictlibrary@yahoo.com for any questions and/or clarification regarding the terms of this RFP.