

# Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

---



## Lincoln Lawrence Franklin Regional Library

### Request for Proposal Internet Circuits

E-rate Funding Year  
July 1, 2020 - June 30, 2021

RFP 2021-0001-TC

# Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

## INDEX

ACRONYMS and TERMS.....	PAGE 3
INVITATION.....	PAGE 4
REFERENCE INFORMATION FOR BRANCHES.....	PAGE 4
SCOPE OF WORK.....	PAGE 5
INTERNET ACCESS.....	PAGE 5
EQUIPMENT SPECIFICATIONS.....	PAGE 5
FIREWALL SPECIFICATIONS.....	PAGE 6
CONTENT FILTERING SPECIFICATIONS.....	PAGE 6
SERVICE AND SUPPORT.....	PAGE 7
INSTALLATION.....	PAGE 8
CONTRACT SPECIFICATIONS.....	PAGE 11
BILLING.....	PAGE 12
PROPOSAL SUBMISSION.....	PAGE 13
PROPOSAL GUIDELINES.....	PAGE 15
INQUIRIES.....	PAGE 15
PRICING.....	PAGE 15
NON-COLLUSION AFFIDAVIT.....	PAGE 16
REFERENCES.....	PAGE 16
SITE VISIT.....	PAGE 17
PROPOSAL EVALUATION.....	PAGE 18
VENDOR CHECKLIST.....	PAGE 19
ATTACHMENTS:	
A: VERIFICATION OF RECEIPT OF SOLICITATION.....	PAGE 20
B: SITE VISIT FORM.....	PAGE 21
C: SUBMISSION COVER SHEET.....	PAGE 22
D: PROJECT SUMMARY PAGE.....	PAGE 23
E: BANDWIDTH PRICING CHART.....	PAGE 24
F: NON-COLLUSION AFFIDAVIT.....	PAGE 25
G: EXCEPTION SUMMARY PAGE.....	PAGE 26
H: REFERENCES.....	PAGE 27

# Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

---

## ACRONYMS

- CPE Customer Premise Equipment
- LAN Local Area Network
- LLFRL Lincoln Lawrence Franklin Regional Library
- MLC Mississippi Library Commission
- SPAC Service Provider Annual Certification
- SPIN Service Provider Identification Number
- USAC Universal Service Administrative Company

## TERMS

**"Contract"** means the combination of the solicitation, the Special Terms and Conditions, all specifications, and the Scope of Work; the offer and any best and final offers; any agreement entered into pursuant to the solicitation, and any amendments to the solicitation or the Contract; and any terms applied by law.

**"Contractor"** means the Vendor awarded a contract for this RFP by LLFRL.

**"Days"** means calendar days unless otherwise specified.

**"E-rate"** is the Schools and Libraries Program of the Universal Service Fund.

**"Offer"** means a bid, proposal, or quotation.

**"Respondent"** means a vendor who responds to the RFP.

**"Solicitation"** means an invitation for bids, a request for proposals (RFP), or a request for quotations.

**"Special Construction"** as defined by E-RATE includes deploying new fiber or upgraded facilities to E-RATE eligible entities, including construction of network facilities, design and engineering, and project management, excluding network equipment.

**"Subcontractor"** means any party who works by legal agreement made with the Contractor.

**"Vendor"** means the Internet Service provider responding to this RFP.

# Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

## INVITATION

This RFP provides the requirements and evaluative criteria for an E-rate Category 1 eligible bundled Internet provisioning solution and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format. Inclusion of E-rate Category 1 eligible firewall and filtering components is required as part of the proposed solution. LLFRL is requesting proposals to support the existing and anticipated bandwidth needs of LLFRL patrons in their use of digital resources, research tools, and library provisioning services. LLFRL is seeking an eligible, high speed, scalable, reliable, all-inclusive solution (i.e. all applicable taxes, shipping costs, installation and configuration of equipment, LLFRL staff training, technical support and trash removal) that represents complete installation and integration with LLFRL's existing network. LLFRL will accept land-based copper/Optical Ethernet, Wireless, or other equivalent technologies.

## REFERENCE INFORMATION FOR BRANCHES

Current Internet Service Provisions are:

- |  |      |      |
|--|------|------|
| • Brookhaven ( <i>Headquarters</i> - Lincoln County) | 10mg | AT&T |
| • Meadville (Franklin County)                        | 10mg | AT&T |
| • Monticello (Lawrence County)                       | 10mg | AT&T |
| • New Hebron (Lawrence County)                       | T1   | AT&T |

Square footage for each branch is:

- |              |       |
|--------------|-------|
| • Brookhaven | 20000 |
| • Meadville  | 4600  |
| • Monticello | 5200  |
| • New Hebron | 2560  |

# Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

## SCOPE OF WORK

### **INTERNET ACCESS/TRANSPORT/CIRCUIT/MANAGED CUSTOMER PREMISE EQUIPMENT:**

The cost of providing Internet Access to each individual LLFRL branch at the speeds indicated in the Bandwidth Pricing Chart is a required component of this proposal.

To qualify as a bundled E-rate service, as required by this RFP, the Vendor must propose a monthly price that includes 'on premise' routers or switches that will be owned and maintained by the vendor and that will be the property of the Vendor at the end of the term of the contract. USAC has stated that it will not commit to discounts on a contract that is titled or described as a lease when, in effect, the terms of the agreement constitute a purchase. For example, a lease which includes upfront payment of capital costs will not be eligible for discounts.

All proposed circuits must be dedicated (not shared) fixed circuits and not "burstable" or oversubscribed circuits. Proposals should include pricing for each specified bandwidth speed in the Bandwidth Pricing Chart.

The Vendor shall deliver the following features per LLFRL branch:

- 1 consecutive NAT'd static public IP address
- Initial configuration of 10 static public IP addresses for the Brookhaven branch, 5 static public IP addresses for the Monticello branch, 5 static public IP addresses for the Meadville branch, and 5 static public IP addresses for the New Hebron branch
- Ability to increase IPs by increments of 5, for which the cost shall be included in the Vendor's proposal.

At each individual LLFRL branch, for Special Construction, the Vendor will run infrastructure or service to the network closet designated at each location. The Vendor is responsible for any backboards, installation, testing, conduit, and any/all connections and terminations required to provide services.

Preference will be given to proposals that include use of buried cable to provide transport circuit.

### **EQUIPMENT SPECIFICATIONS:**

LLFRL will not consider proposals that require LLFRL's purchase of equipment.

The Vendor will communicate and work with the vendors of any existing LAN equipment so that connectivity between the LAN and the Vendor's installation operates properly.

## Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

The Vendor will connect its devices to LLFRL's LANs in such a way that removal of these devices will have no effect on the internal operation of the LANs.

The Vendor will provide LLFRL with a detailed Excel spreadsheet with all new Vendor equipment installed and all existing equipment to be removed. The spreadsheet should include models, serial numbers, and branch location.

The Vendor will furnish, with the proposal, a complete set of drawings showing the design of the infrastructure and the interconnection of all existing and new equipment. The drawings will also include the location of existing electronic equipment utilized in the new installation. The drawings shall demonstrate that the Vendor has recognized all equipment that will be affected by the project's installation. At project completion, the infrastructure/interconnect drawings shall be updated by the Vendor to reflect a network diagram that includes all equipment and wiring (including endpoints) touched by the project's installation.

### **FIREWALL SPECIFICATIONS:**

Inclusion of a bundled managed hosted firewall solution is a required component of the Vendor's proposal.

Use of the firewall is at LLFRL's discretion. LLFRL may request authorized employees of the MLC to act on their behalf for firewall administration.

Vendor should specify if firewall equipment would be located at the customer location or "cloud based" in the vendor's environment.

If firewall is "cloud based", these rule sets must be manageable from an online portal by LLFRL.

Advanced Firewall services are not eligible for E-rate funding. The inclusion of any ineligible firewall services must be clearly cost allocated in the vendor's response.

### **CONTENT FILTERING SPECIFICATIONS:**

Inclusion of a content filtering solution is a required component of the Vendor's proposal.

Use of the content filtering solution is at LLFRL's discretion.

Vendor should specify if content filtering equipment would be located at the customer location or "cloud based" in the Vendor's environment.

If content filtering is "cloud based", different rule sets must be customizable for different customers. These rule sets must be manageable from an online portal by LLFRL. LLFRL may request authorized employees of the MLC to act on their behalf for filtering administration

# Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

Content filtering service cannot be bundled with the circuit cost. The cost for content filtering must be separated from the circuit cost on service invoices.

## **SERVICE AND SUPPORT:**

The proposed network should include a 24 x 7 x 365 monitoring and trouble notification service. On-site response must be available within three (3) hours.

The proposal should state what the Vendor's policy and procedure is for escalation of unresolved trouble tickets along with contacts for escalation.

Any work necessary to be performed after regular working hours, on weekends or legal holidays, will be performed without additional expense to LLFRL. The Vendor will provide LLFRL with a dedicated Point of Contact for the services provided. The Vendor will provide troubleshooting service within four (4) hours of reported problem(s). Refunds will be provided within two billing cycles for periods of service outage lasting more than four (4) hours.

Preference will be given to Vendor that includes Problem Response Procedures in their proposal as related to the services outlined in this RFP. Examples include:

- Description of Help Desk Procedures
- Description of Service Response Procedures
- Service Provider's Disaster Recovery Plan
- List of Vendor service locations that will provide service and support
- Description of Network Operation Center, including hours of operation

The Vendor shall furnish a written Service Level Agreement that describes the services proposed under these specifications and performance guarantees. It is understood that the Vendor is not responsible for the warranty/function of LLFRL'S equipment. Limited troubleshooting of LLFRL's equipment or cabling will be provided by the Vendor free of charge to determine if LLFRL's equipment is the issue in the occurrence of an outage.

Preference will be given to vendors who propose a Problem Resolution Toolset, analysis, and capacity planning for these circuits and related connectivity. This toolset should compartmentalize this information at a logical network level as defined by MLC. This toolset should provide, at a minimum, the capability for:

- SNMP read only access by MLC's Orion SolarWinds Server for SolarWinds® Network Performance Monitor (NPM) and NetFlow Traffic Analyzer (NTA) to examine network fault, performance and availability monitoring and traffic analysis and statistics such as utilization, errors, "top talkers", etc. on the Vendor managed CPE

## Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

---

where these circuits may terminate. These statistics should be available at near real time.

- Ability to discover newly installed Vendor managed CPE (including make, model, serial number, operating system, LAN interface IP address, and polling IP address). As part of this discovery process, the following SNMP values should be returned: location (which should be the physical address), circuit ID (defined on the interface on which the circuit terminates on), and sysname (customer defined site name),
  - ✓ SNMP Traps including, but not limited to: CPU overutilization, memory overutilization, environmental information, and hardware errors.
  - ✓ SNMP query responses, occurring on 5-minute intervals, including interface statistics including input and output throughput rate, errors, dropped packets, utilization statistics, and uptime.
  - ✓ System statistics such as chassis environmental, power, memory and CPU utilization.

Delivery of or on demand access to monthly reports on trouble tickets, bandwidth utilization, circuit and equipment interface errors, and software warnings should be provided.

Automated notification of outages via email and pager or text message should be provided.

### INSTALLATION:

Except as otherwise specifically stated in the Vendor's proposal, the Vendor shall provide and pay for all materials, permits, licenses, supervision, labor, tools, equipment, unloading, inspections, inventory, maintenance, shipping costs, delivery, installation, drawings, pole rights, erection, construction of conduit, trenching, building assessment, engineering, project management, documentation, contingency, installation, configuration, taxes and construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work specified within the Vendor's proposal. The Vendor will be fully responsible for securing all right-of-ways, construction permits and cross connects required to complete this project.

The Vendor shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns and all landscaping on LLFRL property from damage. Any damaged property shall be



## Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

repaired or replaced at the Vendor's expense. Labor shall include all restoration (leveling, sod replacement) of grounds broken up during the installation of this network.

The Vendor shall provide for the installation of all conduits and sleeves through firewalls and application of fire-stopping materials. All cabling and equipment shall be sufficiently labeled such that the equipment designation or purpose, interconnections and cabling endpoints can be easily determined.

The Vendor will be responsible for repairs of damage to the building, roads, equipment, existing cable, or property. The Vendor shall provide for the removal and reinstallation of all ceiling tiles as needed. Any broken ceiling tiles will be replaced with equal or better quality of the damaged ceiling tiles.

Any materials stored on job site shall be the Vendor's responsibility.

All cabling, other than patch cabling, will be installed in walls, floors, and ceilings except where exterior wall conduit is otherwise specified by the Vendor. Existing exterior building cable conduits and all interior floor cabling conduits should be utilized, upgraded, or replaced with similar conduit. Cabling in drop ceilings can be bundled without any conduit but must be off the ceiling using hooks or similar restraints. Where cabling is run along open walls, it must be in Ivory Panduit or similar enclosure. Cabling cannot cross walkways.

The Vendor should include a comprehensive installation schedule for each branch that include an explanation of the measures that will be undertaken to minimize service disruption during circuit installation.

No work can begin prior to July 1, 2020, nor before a purchase order has been issued. All work must be completed by June 30, 2021.

If, after the completion of this project, during normal operation of the network, LLFRL discovers that the project installation will not meet the capacity requirements of this RFP, the Vendor will be required to do whatever is necessary to meet the specifications with no additional cost to LLFRL.

### **SAFETY AND INSURANCE:**

Precautions shall be exercised at all times for the protection of persons (including employees and patrons) and property and hazardous conditions shall be guarded against or eliminated. LLFRL may determine independently of the vendor that a hazardous condition related to the vendor's work exists on any campus and vendor will be responsible for rectifying the issue to the satisfaction of LLFRL.

The Vendor shall indemnify and hold harmless LLFRL, its agents and employees from or on account of any injuries or damages, received or sustained by any person or persons during or

## Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

on account of any operation connected with this Contract; or by consequence or any negligence (excluding negligence by LLFRL, its agents, or employees) in connection with the same; or by use of any improper material or by or on account of any act or omission of said Vendor or its subcontractors, agents, servants, or employees. The Vendor further agrees to indemnify and hold harmless LLFRL, its agents or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the VENDOR, its agents, associates, or employees.

The indemnification provided above shall obligate the vendor to defend at its own expense or to provide for such defense, at LLFRL's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against LLFRL which may result from the operations and activities under this Contract whether the installation operations be performed by the Vendor, subcontractor, or by anyone directly or indirectly employed by either.

Prior to any work beginning on the project, the awarded Vendor should furnish to LLFRL a Certificate of Insurance with LLFRL listed as an additional insured showing compliance within the following limitations:

- The vendor agrees to comply with the provisions of Worker's Compensation Laws of the State of Mississippi.
- It shall be stated on every policy or Certificate of Insurance, as the case may be, that "The insurance company agrees that the policy shall not be canceled, changed, or allowed to lapse until ten (10) days after LLFRL has received written notice as evidenced by the return receipt of registered mail, and it is agreed further that as to lapsing, such notice will not be valid if mailed more than fifteen (15) days prior to the expiration date shown on the policy."
- The Vendor shall maintain other insurance (with the limits shown below) that shall protect the vendor and LLFRL from any claim for property damage or personal injury, including death, which may arise out of operations under this contract, and the Vendor shall furnish LLFRL with certificates and policies of such insurance.
- Below is a list of the minimum insurance coverage that must be procured by the Vendor at its own expense. The Vendor agrees to follow instructions indicated in each case:
  - Commercial General Liability - policy to include premises and operations, products/completed operations and blanket contractual liability
    - General Aggregate Limit \$2,000,000.
    - Products and Completed Operations Aggregate Limit \$2,000,000.
    - Each Occurrence Limit \$1,000,000.

## Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

- Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.
- Property Damage limits of \$100,000.00 for each accident and \$500,000.00 for the aggregate.
- Automobile Liability - to Include owned, non-owned and hired vehicles:
  - Combined Single Limit \$ 500,000 or Bodily Injury \$ 250,000. each person
  - Bodily Injury \$ 500,000. each accident and Property Damage \$ 100,000.
  - Workers Compensation Statutory and Employer's Liability Bodily Injury by Accident \$ 100,000 each accident.

### *PROFESSIONALISM:*

LLFRL reserves the right, with sole discretion, to refuse to allow any representative of Vendor, including subcontractors, to service the contract in any manner. In this event, the Vendor shall furnish another representative that is acceptable to LLFRL. Examples of reasons for refusing to allow a Vendor representative to service the contract include, but are not limited to:

- Use of profanity or abusive language around any LLFRL personnel or patrons.
- Unclean or unkempt appearance.
- Intoxication or obvious drug use.
- Threatening behavior towards any LLFRL personnel or patrons.

Every Vendor representative, including subcontractors, shall follow all applicable LLFRL regulations while on LLFRL property, including the no smoking, no weapons, and drug free policies. No work shall interfere with LLFRL activities or environment unless LLFRL Director or his/her designee gives permission. All Vendor personnel and subcontractors shall be easily identified by the use of identification badges, uniforms, or logos that are clearly visible.

Upon completion of the work each day, the Vendor shall remove all rubbish and debris from the premises and shall leave the premises clean, neat, and safe.

### **CONTRACT SPECIFICATIONS:**

The intent of this RFP is to enter into a contract for each LLFRL branch for a five (5) year period beginning July 1, 2020, and running through June 30, 2025, with the option for price redetermination during year 3 and voluntarily extension of the contract for two additional years. LLFRL's use of the resulting contract is wholly contingent on future E-rate awards for the E-rate eligible services proposed in the Vendor's solution. No legal liability on the part of LLFRL for any payment may arise under this contract until E-rate funds are made available for performance of the contract. LLFRL will make reasonable efforts to secure such funds.

## Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

This proposal request is for services to be subsidized by E-rate. The Vendor's E-rate SPAC and SPIN must be identified within the proposal. No purchase order will be issued, no installation will occur, and no services will be provided until USAC's approval of the E-rate Form 471 application *and* LLFRL's subsequent approval for LLFRL's non-E-rate portion of the project's cost. If LLFRL funds are not available for LLFRL's portion, all contracts will become null and void without penalty and the project will not be implemented.

Because E-rate budgets vary significantly from one LLFRL branch to another, matching LLFRL funds may not be available to support installation at all four branches. All Vendor pricing is considered to be site independent such that the Vendor may be awarded a contract to provide services at any one (or more) LLFRL branch without affecting the pricing options specified.

Multiple vendors may be selected.

The successful Vendor will be required to execute a written contract with LLFRL within fifteen (15) business days after acceptance of proposal. It is expressly understood and agreed by the Vendor that the contractual obligations of LLFRL to the Vendor are effective only 1) after the execution of a contract signed by all parties and 2) E-rate funding is secured by LLFRL 3) Board approval to release matching LLFRL funds.

The successful vendor shall honor all pricing and contract components regardless of E-rate funding status.

Contract shall allow for upgrades to the maximum quoted bandwidths with no contract extension.

Any proposed subcontractors and the subcontractors' proposed responsibilities should be clearly identified in the proposal.

These and any other contractual terms should be included in the Vendor's proposal.

### **BILLING:**

A unique identifier will be provided for each circuit. This identifier will appear on all invoicing and other communications regarding the associated connection.

Monthly invoicing for each connection is required, including cost allocation for advanced firewall and filtering.. The invoice shall show the time period represented by the billing for each connection. Invoicing is required for payment processing. Invoicing cannot begin prior to July 1, 2020.

Invoicing for connection(s) provided in response to this RFP must be separated from other charges, invoicing, billing or credits not associated with said connection(s).

# **Lincoln Lawrence Franklin Regional Library**

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

---

## **PROPOSAL SUBMISSION**

Sealed proposals, subject to the attached conditions, will be received at this office until Tuesday, January 21, 2020 @ 11:00 a.m. CST for the acquisition of the products/services described herein for Lincoln Lawrence Franklin Regional Library (LLFRL).

---

**The Vendor must submit proposals to**

**Katrina Castilaw, Director  
100 S Jackson Street  
Brookhaven, MS 39601**

---

No proposal may be withdrawn later than 11:00 AM on the day of the deadline of proposals. No modifications of any proposals will be allowed after the same is sealed and delivered; however, a Vendor may withdraw a proposal before 11:00 AM on the day of the deadline of proposals and submit another proposal before the closing date and time.

Any Vendor submitting a proposal under this solicitation shall hold its offer open for a minimum of one hundred (120) days from the proposal due date that is stated in the solicitation.

## **FORMS OF SUBMISSIONS**

Under applicable law, all offers submitted and opened are public records and must be retained by LLFRL. Offers shall be open to public inspection after contract award, except for such offers deemed to be confidential by LLFRL. If a respondent believes that information in its offer should remain confidential, it shall stamp as confidential that information and submit a statement with its offer detailing the reasons that information should not be disclosed. PROPOSALS SUBMITTED REQUESTING THAT THE ENTIRE PROPOSAL BE HELD CONFIDENTIAL SHALL BE REJECTED AS NONRESPONSIVE. LLFRL shall make a determination pursuant to the Library Procurement Code. LLFRL shall not be responsible for disclosure of any confidential material that is not clearly marked as such.

## Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

Lack of care in preparing a submission shall not be grounds for withdrawing the submission after the submission due date and time nor shall it give rise to any contract claim.

An offer that takes exception to a material requirement of any part of the solicitation, including terms and conditions, may be subject to rejection.

### Paper Submissions

- The submission shall be typed or in ink. Erasures, interlineations or other modifications in the offer shall be initialed in ink by the person signing the offer. Modifications shall not be permitted after offers have been opened except as otherwise provided under applicable law.
- To prevent opening by unauthorized individuals, all copies of the proposal must be sealed.
- Vendors must submit one (1) digital (USB, CD, etc.) and three (3) printed copies of their full response. E-mailed copies will not be accepted.
- The following must be supplied on a label affixed to the package in a clearly visible location:

PROPOSAL SUBMITTED IN RESPONSE TO RFP 2021-0001-TC  
due Tuesday, January 21, 2020 @ 11:00 A.M.

ATTENTION: Katrina Castilaw

### Electronic Submissions

- Sealed bids will be accepted via the online bid service through [www.questcdn.com](http://www.questcdn.com) until Tuesday, January 21, 2020 @ 11:00 A.M.
- Complete digital 2021-0001-TC bidding documents are available at [www.llf.lib.ms.us/financials](http://www.llf.lib.ms.us/financials) or [www.questcdn.com](http://www.questcdn.com). You may download the digital documents from QuestCDN for \$ 5.00 by inputting project # 6569957 on the QuestCDN.com search page. Please contact QuestCDN.com at 952-233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance in membership registration, downloading, and working with this digital project information. Submission of electronic bids is \$10.00 per bid, payable by the Vendor.

### Fax/E-mail Submissions

- No faxed or emailed copies will be accepted.

# Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

---

## PROPOSAL GUIDELINES

### INQUIRIES:

All questions pertaining to this RFP should be submitted by email to Katrina Castilaw at [kcastilaw@llf.lib.ms.us](mailto:kcastilaw@llf.lib.ms.us). If you do not receive a receipt verification, please call Katrina at (601) 833-3369. Inquiries must be submitted no later than Thursday, December 5, 2019, at 3:00 pm.

Inquiries will be answered in the form of a group e-mail to contacts identified on the Site Visit Form.

Any Vendor inquiry related to the RFP shall refer to the appropriate RFP number, page and paragraph. Do not place the RFP number on the outside of AN envelope containing that inquiry since it may then be identified as a proposal and not be opened until after the proposal due date and time.

Proposers are prohibited from contacting or lobbying members of the LLFRL board, LLFRL staff, or LLFRL consultants other than those specifically designated within the RFP. Failure to conform to this condition will be grounds for disqualification of the proposer.

### PRICING:

In the occurrence of discrepancies between the total costs listed and costs from the itemized quotes, the costs from the itemized quotes will be deemed to be the correct cost.

The products/services quoted should be compliant with E-rate's Eligible Services List for the current funding year. The costs for non-eligible services must be clearly identified and separate from eligible services. Any partially eligible components must include a cost allocation detailing both the eligible amount and the ineligible amount with justification for the cost allocation method.

Information submitted should be sufficiently detailed to provide LLFRL with information to perform evaluation of products proposed. LLFRL reserves the right to request clarification on any item listed. LLFRL will not be liable for any costs beyond those proposed herein.

LLFRL is exempt from the payment of Mississippi Sales Tax.

Vendors shall hold pricing for minimum of 2 years for Special Construction/One time costs and (3) years or (5) years for bandwidth on the Lit Fiber/Broadband, from the time of the contract signing or until the project is complete.

## Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

During the contract period, should lower pricing be provided by the provisioning Vendor to another client for the same or similar services, the lower pricing must also be provided for the contract with LLFRL.

Submitted pricing must include all items and services identified in the Scope of Work and in the quantities specified; no partial quotes will be accepted.

Omissions in the proposal of any provision described herein shall not be construed as to relieve the Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation and support of any services.

Any pricing proposed must comply with the FCC Lowest Corresponding Price Rule as required by the Universal Service First Report and Order and restated in the FCC E-rate Modernization Report and Order, adopted July 11, 2014. The FCC Lowest Corresponding Price rule prohibits an E-rate services respondent from offering or charging E-rate applicants a price higher than the lowest price that the respondent charges to non-residential customers who are similarly situated to a school, library, rural health care provider or consortium that purchase directly from the respondent.

### **NON-COLLUSION AFFIDAVIT:**

A Non-Collusion Affidavit must be included in the proposal and shall include a signature by a person authorized to sign the proposal. The signature shall signify the Vendor's intent to be bound by the RFP and the terms of the submission and that the information provided is true, accurate and complete. Failure to submit a signature with the offer or inclusion of a non-notarized Non-Collusion Affidavit may result in rejection of the offer.

### **REFERENCES:**

References of at least three installations of similar application size and complexity are required. LLFRL may make such investigation as deemed necessary to determine the ability of the Vendor to perform the work. LLFRL reserves the right to reject any proposal where investigation of the Vendor fails to satisfy LLFRL that the Vendor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

LLFRL may make such investigations as deemed necessary to determine the ability of the vendor or subcontractors or suppliers to perform the work, and the vendor shall furnish to LLFRL all such information and data for this purpose as LLFRL may request. LLFRL reserves the right to reject any bid if the evidence submitted by or investigation of such Vendor fails to satisfy LLFRL that such vendor is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.



## Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

---

### **SITE VISIT:**

Vendors interested in responding to this RFP are requested to complete and return the Verification of Receipt of Solicitation page (Attachment A).

Participate in the site walkthrough is required. Site walkthroughs will be held on Wednesday, November 20, 2019, at 9:15 a.m. Site visits will begin at the Lincoln County Library, 100 South Jackson Street, Brookhaven, MS. Vendors should notify LLFRL with intent to attend the mandatory walkthrough via email to [kcastilaw@llf.lib.ms.us](mailto:kcastilaw@llf.lib.ms.us) (include 'cc' to [playton@llf.lib.ms.us](mailto:playton@llf.lib.ms.us)) 48 hours prior to the walkthrough date. If the vendor is not provided with an acknowledgement within 24 hours, vendors should call Katrina at 601-833-3369.

Vendors participating in the site visit should provide a completed Site Visit Form (ATTACHMENT B) upon arrival on the site visit date.

Blue prints for each LLFRL facility will be available for Vendors to review. Photocopies are not available; however, Vendors may capture digital images of the blueprints.

## Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

### PROPOSAL EVALUATION

All qualified and active master contracts for the state of Mississippi that cover the services of this RFP will be considered in the bid evaluation process.

Proposals shall be opened publicly at the time and place designated on the Proposal Submission Page of this document. The name of each respondent shall be read publicly and recorded. All other information contained in proposals shall be confidential to avoid disclosure of contents prejudicial to competing respondents during the process of negotiation. Prices will not be read. Proposals will not be subject to public inspection until after contract award. Neither an entire proposal nor its pricing will be accepted as confidential.

Award shall be made to the responsible respondent whose proposal is determined in writing to be the most advantageous to LLFRL taking into consideration the evaluation factors set forth in the Request for Proposals. Sales tax will not be included in the competitive evaluation of the quote.

LLFRL reserves the right to

- accept or reject all proposals or sections thereof
- award without further discussions
- to increase or reduce quantities
- waive minor informalities, subject to Mississippi Procurement Manual's guidelines set forth in section 3.106.12.4.

Vendor's proposals will be evaluated based on the following criterion:

<b>Evaluation Criteria</b>	<b>Weight</b>
Cost effectiveness of service	50%
Completeness of submission	26%
Evaluation of references	20%
Preferences: <ul style="list-style-type: none"><li>➤ Problem Response Procedures</li><li>➤ Problem Resolution Toolset</li></ul>	4%
<b>Total</b>	100%

# Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

## VENDORS CHECKLIST

<b>Selection Schedule</b>	<b>Event Date(s) Time</b>
Release of RFP to Vendors	11-04-2019 11:00AM
Mandatory Site Visit Day	11-20-2019 09:15AM
Deadline for Inquiry Submissions	12-05-2019 03:00PM
Deadline for Inquiry Response	12-13-2019 05:00PM
Deadline for submission of Proposals	01-21-2020 11:00AM
Opening of Proposals on/about	01-22-2020 10:00AM
Proposal Award on/about	01-28-2020 12:00PM
Vendor Contract Submitted to LLFRL	02-07-2020 12:00PM
Contract finalized on/about	02-19-2020 5:00PM

Proposal should include:

- a. Submission Cover Sheet (ATTACHMENT C)
- b. Project Summary Page (ATTACHMENT D)
- c. Bandwidth Pricing Chart (ATTACHMENT E)
- d. Project installation schedule per branch
- e. Drawings of proposed installations
- f. Service Level Agreement
- g. Problem Resolution Toolset, preferred, optional
- h. Help Desk Procedures, preferred, optional
- i. Non-collusion Affidavit (ATTACHMENT F)
- j. Exception Summary Page, if applicable (ATTACHMENT G)
- k. References (ATTACHMENT H)
- l. Other information as requested in the solicitation

Form substitutions are allowed as long as the same content is included.

**Lincoln Lawrence Franklin Regional Library**

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

---

**ATTACHMENT A**

**VERIFICATION OF RECEIPT OF SOLICITATION -  
RFP No. 2021-0001-TC**

Complete and return this page immediately to verify receipt of solicitation.

(Please print or type)

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**RETURN IMMEDIATELY TO:**

**Katrina Castilaw  
100 S. Jackson Street  
Brookhaven, MS 39601  
kcastilaw@llf.lib.ms.us  
601.833.3381 fax**

## Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

### ATTACHMENT B

#### SITE VISIT FORM RFP No. 2021-0001-TC

NAME OF COMPANY	
ADDRESS OF HOME OFFICE	
CITY OF HOME OFFICE	
STATE OF HOME OFFICE	
COUNTY OF HOME OFFICE	
9 DIGIT HOME OFFICE ZIP CODE	
PHONE # OF HOME OFFICE	
FEDERAL EIN	
DUNS NUMBER	
E-RATE SPAC	
E-RATE SPIN	
*CONTACT NAME	
CONTACT PHONE #	
CONTACT E-MAIL	

\*CONTACT NAME is the person who will be referenced as the Vendor's point of contact throughout the RFP process.

# Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

## ATTACHMENT C

### SUBMISSION COVER SHEET

Provide the following information regarding the person responsible for the completion of your proposal. This person should also be the person Lincoln Lawrence Franklin Regional Library should contact for questions and/or clarifications.

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone# \_\_\_\_\_

Fax# \_\_\_\_\_ E-Mail \_\_\_\_\_

Subject to acceptance by Lincoln Lawrence Franklin Regional Library, the Vendor acknowledges that by submitting a proposal AND signing in the space indicated below, the Vendor is contractually obligated to comply with all items in this Request for Proposal (RFP), included herein, except those listed as exceptions on the Proposal Exception Summary Form. If no *Proposal Exception Summary Form* is included, the Vendor is indicating that he takes no exceptions. This acknowledgement also contractually obligates any and all subcontractors that may be proposed. Vendors who sign below may not later take exception to any point during contract negotiations. The Vendor further certifies that the company represented here is an authorized dealer in good standing of the products/services included in this proposal.

\_\_\_\_\_/\_\_\_\_\_  
**Original Signature of Officer in Bind of company/Date**

Name (typed or printed) \_\_\_\_\_  
Title \_\_\_\_\_  
Company Name \_\_\_\_\_  
Physical Address \_\_\_\_\_  
State of Incorporation \_\_\_\_\_  
SPIN# \_\_\_\_\_  
SPAC# \_\_\_\_\_

# **Lincoln Lawrence Franklin Regional Library**

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

---

## **ATTACHMENT D**

### **PROJECT SUMMARY PAGE**

PROJECT TOTAL PRICE \_\_\_\_\_

SUMMARY of the main components of products/services offered in the proposal: \_\_\_\_\_

# Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

## ATTACHMENT E

### BANDWIDTH PRICING CHART

- Include a separate page for each LLFRL branch **plus** one summary page
- Include a separate page for each variable contract period

RFP: 2021-0001-TC  
Library System: Lincoln Lawrence Franklin Regional Library  
Library/Branch Name: \_\_\_\_\_  
Library/Branch Address: \_\_\_\_\_

Bandwidth	Term (Months)	Monthly Recurring Access Costs	Monthly Recurring Transport Cost	Eligible Special Construction	Advanced Ineligible Firewall Recurring Cost	In-Eligible Filtering Recurring Cost	Eligible Public IP Addresses Recurring/One Time	Other Ineligible costs
10 M								
20 M								
50 M								
100 M								

Other Costs, description, explanation:

**Total Cost (this sheet):** \_\_\_\_\_



# Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

## ATTACHMENT F

### NON-COLLUSION AFFIDAVIT

STATE OF \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Company Name

As an authorized representative of the persons, corporation, or company who makes the accompanying Proposal ("respondent") with respect to the "**LINCOLN LAWRENCE FRANKLIN RFP 2021-0001-TC**" and having first been duly sworn, I hereby depose and state as follows:

The accompanying Proposal is genuine and such Proposal is neither a sham nor collusive, nor is such Proposal made in the interest or on behalf of any person or corporation not named herein.

The respondent has not directly or indirectly induced or solicited any other respondent to put in a sham or collusive bid or induced or solicited any other respondent to refrain from submitting a proposal.

The respondent has not in any manner sought by collusion or anti-competitive means or practices to secure for itself an advantage over any other vendor.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

---

### ATTACHMENT G

#### EXCEPTION SUMMARY

If no Proposal Exception Summary is included, the Vendor is indicating that he takes no exceptions. This acknowledgement also contractually obligates any and all subcontractors that may be proposed. Vendors who sign below may not later take exception to any point during contract negotiations. The Vendor further certifies that the company represented here is an authorized dealer in good standing of the products/services included in this proposal.

\_\_\_\_\_ / \_\_\_\_\_

**Original signature** of Officer in Bind of Company/Date

Name (typed or printed):

Title:

Company Name:

Physical Address:

State of Incorporation:

# Lincoln Lawrence Franklin Regional Library

100 S Jackson Street  
Brookhaven, MS 39601

Phone: 601-833-3369  
Fax: 601-833-3081

## ATTACHMENT H

### REFERENCES

Library / School District \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Year(s) Services Provided \_\_\_\_\_ Other: \_\_\_\_\_

Library / School District \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Year(s) Services Provided \_\_\_\_\_ Other: \_\_\_\_\_

Library / School District \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Year(s) Services Provided \_\_\_\_\_ Other: \_\_\_\_\_