

2015 - 2016 E-RATE FUNDING YEAR RFP
PRESQUE ISLE DISTRICT LIBRARY APPLICATION

CLOSE DATE: FEBRUARY 26, 2015

Email Contact Required:

aldirector@pidl.org

Carolyn J. Chrzan, Assistant Director
Presque Isle District Library
181 East Erie Street
Rogers City, MI 49779
989-734-2477 ext. 223

Request for proposals:

To warrant consideration for an award of contract resulting from this Request for Proposal, vendors must:

General Requirements:

- Participate in the e-rate program having a SPIN and having filed a current Service Provider Annual Certification Form.
- Acknowledge that any contractual relationship resulting from the RFP is contingent upon successful receipt of Universal Service Fund (E-rate) funding and existing budgetary requirements.
- Vendor will discount invoices and shall be solely responsible for timely filing of invoices with USAC. Vendor agrees that the Library will not be liable for any discounted amount that the Vendor submits late or submits improperly to USAC for payment.
- Internet connection at speeds at least equivalent to current connection. Current connection speed is listed beneath each library location's address.
- Dedicated static IPs used only by that location. The required number is listed below each location address.

Overall:

- Please provide quote for one-year and multi-year contracts with the option of voluntary extensions.
- RFP is for products and services for existing network/system.
- Synchronous connection preferred. Bid *must* list up and down connection speeds.
- Ineligible equipment and/or services *must* be itemized on bid and invoices.
- 24/7 technical support *required*. Please provide reliability/outage statistics and maximum response time. If an agent, bid *must* detail how each vendor provides technical support. Please provide references to three libraries (preferred) or other institutions currently receiving service.
- Billed entity pays only the non-discounted portion. Service provider is responsible for billing USAC for discounted portion.
- *Must* separate one-time installation fees from recurring service fees and list any additional fees.
- *Must* indicate time required to install service..
- *Must* supply SPIN number with bid.
- *Must* supply contact person, phone, and email address with bid.

- *Must* designate how many years vendor has participated in the e-rate program.
- All quoted prices *must* be valid until close of the E-Rate Filing Window.
- All bids *must* be submitted via email to aldirector@pidl.org.

Bids not meeting the requirements listed above are subject to disqualification.

The Library reserves the right to change vendors in the event of a Breach of Contract or if the Vendor is unable to perform required service.

Presque Isle District Library
Rogers City Administrative Branch
181 East Erie Street
Rogers City, MI 49779
Phone: 989-734-2477
Current connection: 80 Mbps down and 5 Mbps up
Needs 1 dedicated static IP