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# Purpose

This Request for Proposal (“RFP”) is issued by the Library Name for the purpose of soliciting proposals from qualified vendors that sell, install, and support the upgrade/replacement \_\_\_\_\_\_\_\_\_\_ equipment or the fully functional equivalent, as specified within this RFP.

# Background

***Have someone add a little background about the Library that this equipment will support.***

# Vendor Response Requirements

### Mandatory Onsite Visit

* + 1. All Vendors must attend a mandatory onsite visit to review environment.
    2. MLC staff will be available for this onsite visit on ***Add Date(s)***. Vendors must have a representative in attendance in order to submit a bid.
  1. All questions regarding this RFP:
     1. Should be emailed to identify staff.
     2. Must be submitted no later than close of business ***Add Date and Time***.
     3. Responses to those questions will be emailed to all vendors that have requested a copy of the RFP. The final response to questions will be emailed no later than close of business ***Add Date and Time.***

### Proposal Submission

* + 1. Due ***Add Date*** by 12:00 Noon
    2. One electronic copy submitted to staff.
    3. Three hard copies submitted to staff at:

Address

* + 1. Proposals must be submitted in the format referenced in Section XII.

### Contract Award and Negotiations

* + 1. Contract award is projected to be on or around ***Add Date***.
    2. Contract term will begin ***Add Date*** and expire ***Add Date***.
    3. Once the award has been made, the Vendor must commit to negotiate a contract within 8 business days. If the Vendor fails to negotiate a contract within this time period, Library may elect to move on to the next qualified bidder to pursue a successful contract.
    4. A successful contract must be in place no later than ***Add Date***.

# General Requirements

* 1. The Vendor must understand that the contract resulting from this RFP must be an E-Rate eligible contract and must be good for the initial purchase for E-Rate Fund Year 2016 and available for use for the ***Dates (ex. 2018-2019)*** E-Rate Fund Years as well, should Library need to add to or upgrade this network.
  2. The Vendor’s proposed equipment pricing in response to this RFP must be proposed as a discount from list price. The Vendor’s pricing must be provided in the format indicated in Attachment C (Cost Evaluation Table). Other miscellaneous service charges or fees must be clearly identified and include the specific type of charge (installation, support, licensing, etc.).
  3. The Vendor should identify any of the existing equipment that may be eligible for trade-in credits.

# Description of Equipment

* 1. Equipment detailed
     1. The Vendor must propose a (EXAMPLE: core switch to replace/upgrade the existing core network switch. The Vendor must propose the Cisco WS C4507R+E chassis based core network switch **or the fully functional equivalent with the following configuration**:
        1. (1) WS-C4507R+E Chassis w/ two WS-X4648-RJ45V+E Sup7L-E LAN
        2. (1) CAB-CON-C4K-RJ45 Console Cable 6ft with RJ-45-to-RJ-45
        3. (1) S45EUK9-S8-36E CAT4500e SUP8e Universal Crypto Image
        4. (1) C4500E-IP-ES Paper IP to Ent Services License
        5. (1) C4500E-S7L-S8 Sup8-E and WS-X4748-RJ45V+E Upgrade for Bundle
        6. (1) WS-X4748-RJ45V+E Catalyst 4500E 48-Port PoE 802.3at 10/100/1000(RJ45)
        7. (1) WS-X4748-RJ45V+E Catalyst 4500E 48-Port PoE 802.3at 10/100/1000(RJ45)
        8. (1) WS-X45-SUP8-E Catalyst 4500 E-Series Supervisor 8-E
        9. (1) WS-X45-SUP8-E/2 Catalyst 4500 E-Series Redundant Supervisor 8-E
        10. (1) WS-X4724-SFP-E Catalyst 4500 E-Series 24-Port GE (SFP)
        11. (24) GLC-SX-MMD 1000BASE-SX SFP transceiver module MMF 850nm DOM
        12. (1) PWR-C45-4200ACV Catalyst 4500 4200W AC dual input Power Supply (Data + PoE)
        13. (4) CAB-US620P-C19-US NEMA 6-20 to IEC-C19 13ft US
        14. (1) PWR-C45-4200ACV/2 Catalyst 4500 4200W AC dual input Power Supply (Data + PoE))
     2. Warranty/Support - The Vendor should include the cost of warranty/support for the proposed device. The proposed warranty/support proposed should be proposed as an annual cost for up to 3 years and should include access to the technical resources, access to online self-help support, proactive diagnostic capabilities, and ongoing operating system updates.
     3. The Vendor must propose an (second item if there is one), Example UPS.

# Installation Requirements

1. The Vendor must provide standard procedures for ordering and installing the proposed equipment and/or services. Installation coordination must include, at minimum, a planning meeting to determine responsibilities, scheduling the installation date, addressing any transition issues that might arise, addressing any facility issues within Library (cooling, power, etc.).
2. The Vendor must specify if they hold any specific certifications or qualifications as it relates to the installation and support of the proposed equipment.
3. The Vendor must agree to perform adequate testing after installation services are performed to ensure the proposed equipment is operating properly. The Vendor may be required to perform testing in conjunction with Library staff. The Vendor may be required to provide documentation of test results within 5 business days if so requested in writing.

# Support Requirements

1. The Vendor must provide the appropriate contact information (Helpdesk, Trouble Ticket System, Tech support, etc.) for support staff responsible for supporting the Library installation. It is highly desirable that the staff that is responsible for support of the Library equipment is familiar with Library configuration and equipment.
2. The Vendor must have an established escalation procedure. The Vendor must be able to initiate this process on a 24 hours a day by 7 day a week (24 x 7) basis for all critical or emergency situations or outages.

# Evaluation Information

1. After initial qualification of proposal specifications, determined by an evaluation committee, such specifications could/may include multiple factors (technical requirements, installation and support requirements, local presence, qualification/references, etc.) a successful Vendor will be determined by lowest and best price of a three(3) year life cycle cost.
2. Library may have technical and/or financial consultants assist with the evaluation.

# Proposal Response Requirements

1. Vendors should make the proposal easy for the evaluators to read and reference. Proposal response should be ordered as follows:
   * 1. **Cover Letter** - appropriate vendor contact information included.
     2. **RFP Response –** This includes the Vendor’s response to all requirements outlined in the RFP. Where the RFP specification requires a response, one must be provided. Some specifications will only require acknowledgement by the Vendor.
     3. **Cost Proposal –** This includes the Vendor’s response to Attachment A (Cost Evaluation Table)
     4. **Vendors Qualifications/Certifications/References**.

# ATTACHMENT A – Cost Evaluation Table

YOU MAY NEED TO EXPAND THE EVALUATION TABLE

May want to include: Preference will be given to State Master Contract EPL Vendors (quote equipment) 5 PTS

Miscellaneous service charges or fees must be clearly identified and include the specific type of charge (installation, support, etc.). Any E-Rate ineligible products or services that are proposed as part of the vendor’s response to this RFP must be clearly identified.

**Equipment Purchase Cost Table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Manufacturer and Model # | Qty Bid | Unit List Price | Disc % | Extended Discount Price | One Time Charges | Annual Support Cost Per Device |
| Library |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total Cost |  |  |  |  |  |  |

# Attachment B – References, Special Qualifications, and Certifications

### Special Qualifications and Certifications

Vendor must include, in this attachment, their supporting documentation for special qualifications and/or certifications relative to this RFP. These include installation, support, and general technical certifications of staff relevant to proposed equipment, etc.

### Vendor Company Information and References

The Vendor must provide a minimum of 3 references that are similar scope to the products and services as described in the RFP.

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Sales Contact Name |  |
| Phone |  |
| Email |  |
| Technical Contact Name |  |
| Phone |  |
| Email |  |
| E-Rate Contact Name |  |
| Phone |  |
| Email |  |

### Reference Information Tables

|  |  |  |
| --- | --- | --- |
| **Reference #1** |  | |
| Customer Name: |  | |
| Address: |  | |
| Name of Contact: |  | |
| Title: |  | |
| Email Address: |  | |
| Telephone Number: |  | |
| Contract or Service Period (month/year to month/year): |  | |
| Please briefly describe the scope of the services provided: | |  |
|  | | |
|  | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **Reference #2** |  | |
|  |  | |
| Customer Name: |  | |
| Address: |  | |
| Name of Contact: |  | |
| Title: |  | |
| Email Address: |  | |
| Telephone Number: |  | |
| Contract or Service Period (month/year to month/year): |  | |
| Please briefly describe the scope of the services provided: | |  |
|  | | |
|  | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **Reference #3** |  | |
| Customer Name: |  | |
| Address: |  | |
| Name of Contact: |  | |
| Title: |  | |
| Email Address: |  | |
| Telephone Number: |  | |
| Contract or Service Period (month/year to month/year): |  | |
| Please briefly describe the scope of the services provided: | |  |
|  | | |
|  | | |
|  | | |