

Applicant: Virginia Beach Public Library

BEN: 210219

Form 470 #: 260004454

Attachment Name: Virginia Beach Library FY2026 Bookmobile Wi-Fi Service Specs

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Procurement Timeline

Task	Due Date
Deadline to Submit Questions	November 12, 2025
Posting of Questions/Clarifications	November 13, 2025
Proposal Submission Deadline	December 12, 2025

Communications and Questions

All communication with the Applicant regarding this solicitation **must** be emailed and received by the "Deadline to Submit Questions" noted in the "Procurement Timeline." Questions should be directed to all "Form 470 Contacts" listed above, with the Form 470 Number included in the subject line. Failure to include all "Form 470 Contacts" could result in questions going unanswered. Verbal inquiries are not allowed. Clarifications, when applicable, will be posted as an attachment/addendum to the Form 470. Each Offeror is responsible for downloading the current version of the Form 470 and attachments, including any addenda. Applicant reserves the right to ask vendors clarifying questions during the proposal review process.

Contact initiated by an Offeror concerning this solicitation with any other Applicant representative other than those listed as Form 470 contacts is prohibited. Unauthorized contact may result in the offeror's disqualification from this solicitation.

Proposal Instructions

Proposals **must** be submitted by the Proposal Submission Deadline in the Procurement Timeline.

Proposals should be emailed to ALL Form 470 Contacts listed above and include the following:

- Applicant name
- Form 470 number
- SPIN (Service Provider Identification Number)
- Service provider's terms and conditions
- Service Provider coverage map

Proposals **must** include **all** costs associated with providing service, including but not limited to:

- Monthly recurring charges (MRC) include any recurring charge related to delivering the services, such as monthly charges for Internet access, filtering, basic terminating equipment, etc.
- Non-Recurring Charges (NRC) include any one-time fee. This includes but is not limited to installation charges, connection charges, and/or basic terminating equipment charges.
- Failure to identify the monthly recurring and non-recurring charges will result in the disqualification of the proposal. Respondents are encouraged to provide the estimated taxes and surcharges associated with the service. Submissions indicating that there may be additional MRC or NRC related to delivering the services **WILL** be disqualified.

Proposals **must** be in response to the specific requirements of this solicitation. Offers including a generic listing of services beyond the scope of this solicitation and/or encyclopedic price lists will be disqualified. SPAM and/or robotic responses will not be considered valid responses and will be disqualified from consideration.

Applicant reserves the right to consider its existing service as a standing proposal and evaluate it against the other submitted proposals.

Service Requirements

Applicant is seeking proposals for mobile data service for a library bookmobile to be delivered throughout the Virginia Beach area, zip code 23452.

The applicant requires mobile broadband service that will function with existing applicant-owned Wi-Fi equipment. The applicant is currently utilizing an IR1700 Wi-Fi Router, dual carrier with auto switching. Proposals **must** include all costs associated with service delivery.

Coverage **must** be reliable throughout the area(s) mentioned above.

Mobile Data Service Details

Any service being offered by the proposer should meet the requirements listed below:

- Internet connectivity along regular routes and destinations providing sufficient bandwidth for 10 devices (staff and patrons) per bookmobile
- Provide coverage map for applicant areas of connectivity need
- Secure web-based portal for applicant access to management and reporting tools
- Ability for the applicant to restrict/control which devices can be connected to the system
- CIPA compliant filtering
- Ability for applicant to adjust filtering
- 24/7/365 support

Contract Term and Modifications

Services are needed effective July 1, 2026. If the service cannot be guaranteed by this date, this should be indicated in the proposal, along with an estimated timeline for when the service will be available.

Offers of month-to-month or contracted services will be considered. Service providers submitting proposals for contracted service are requested to provide 12, 24, and 36 month pricing. Unless otherwise stated, the customer can voluntarily extend the agreement for two (2) additional twelve (12) month terms.

All contracts should include a provision allowing for early termination of service without penalty.

No price increases will be permitted during the term of the agreement.

Service providers proposing equipment whose prices may increase depending upon new U.S. government tariffs imposed on imports are encouraged to (a) identify such products in their offers, and (b) propose an acceptable methodology for limiting price adjustments over the contract term, including renewal periods.

Subject to contract restrictions, services may be reevaluated for cost-effectiveness at any time during the life of the agreement including renewal periods.

E-Rate Specific Considerations/Information

Per USAC E-Rate rules, “cost of eligible services” will be the highest valued criterion in the evaluation process; however, other criteria with a lesser value may also be considered.

Service providers proposing to temporarily loan equipment for product demonstration and/or evaluation purposes are **required** to clearly state that such loans are of limited duration. Product demos extending beyond thirty (30) days must be explicitly authorized by both parties and provided at a fair market rate.

By submitting a proposal on the requested services herein, the vendor certifies its proposed services and/or products comply with Part 47 Section 54.9 and 54.10 of the FCC rules which prohibits the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other covered company posing a national security threat to the integrity of communications networks or the communications supply chain. See <https://www.usac.org/about/reports-orders/supply-chain/> for more details.

As required by Section 54.500(f) of Part 47 of the Code of Federal Regulation all bids in response to this RFP **must** offer the lowest corresponding price (LCP) which is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-Rate applicant (school, library, or consortium) for similar services. See <https://www.usac.org/E-Rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/> for more details.

Additional Considerations/Information

Applicant is subject to the Virginia State Procurement Act.

The language in this solicitation has been standardized: "must," "shall," "mandatory," and "required" indicate mandatory specifications that the Applicant expects in the proposed solution. Proposals failing to meet these will be disqualified. "Should" and "may" indicate desirable specifications. A mandatory requirement may be waived if all respondents fail to meet a mandatory requirement.

Applicant reserves the right to waive any irregularities or informalities in the proposals received.

Applicant reserves the right to award all, part, or none of the services outlined in this procurement. This procurement does not obligate Applicant until a valid agreement and/or valid Purchase Order is executed.

Applicant may, at its sole discretion, extend the due date for the submission of proposals and any extensions shall be done via an addendum posted in the E-Rate Productivity Center (EPC.)

The vendor submission is subject to open records requests and, as such, the records will be released in accordance with those policies. Vendors are encouraged to mark pages as "Proprietary" or "Confidential" as appropriate, but the entire submission may not be marked as such. Identifying information as "Proprietary" or "Confidential" does not guarantee that the information will not be released but will be considered in determining whether the information is required to be released in accordance with the open records policies. Generally, pricing is not exempt from being publicly released.

By submitting a proposal, the Offeror certifies that no relationship exists between the Offeror and Applicant that would interfere with a fair and open competition or is a conflict of interest.