Applicant: Loudoun County Public Library
BEN: 126348
Form 470 #: 270000324
Attachment Name: Shared Internet Access with Transport and Wireless or Cellular for Bookmobile
Form 470 Contacts: Nan Paek, nan.paek@loudoun.gov
Ed Hosler, ehosler@e-ratecentral.com

Procurement Timeline

Task	Due Date
Deadline to Submit Questions	September 24, 2026
Posting of Questions/Clarifications	September 28, 2026
Proposal Submission Deadline	October 27, 2026

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

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, IP addresses, basic terminating equipment, etc.

- Non-Recurring Charges (NRC) include any one-time fee other than special construction charges. This includes but is not limited to installation charges, connection charges, and/or basic terminating equipment charges.
- Special Construction Charges (SPC): one-time costs for deploying new fiber or upgrading network facilities for eligible entities. These charges are non-recurring and include the following components: construction of network facilities, design and engineering, and project management.
- Failure to identify the monthly recurring, non-recurring, and special construction 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, NRC, or SPC 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

See the table below for a breakdown of the bandwidth requirements by library branch. As indicated, the applicant is requesting Internet Access bundled with Transport service to the specified locations. Service providers are requested to submit offers for incremental bandwidths. See the table below for specifics.

The library currently has Shared Internet Access (SIA) but is also willing to consider offers for Dedicated Internet Access (DIA). Proposers should indicate whether the solution is for Shared Internet Access or Dedicated Internet Access.

The term Shared Internet Access (SIA) means that the customer is not guaranteed a specific throughput, but instead the vendor does their best effort to ensure the connection is reliable and meets the stated broadband speeds. Most home and small business Internet offerings fall under the definition of SIA. With SIA the bandwidth varies based on the number of users on the network at a given time as well as other factors. SIA differs from Dedicated Internet Access (DIA) because the vendor does not guarantee the speeds and the bandwidth is shared among multiple users on the network.

Applicant is requesting proposals for Internet Access service to be delivered to the following locations as indicated:

Entity Name	Street Address	Minimum Requested:	Maximum Requested:
ASHBURN LIBRARY	43316 HAY ROAD, ASHBURN, VA 20147	1 Gbps x 35 Mbps	1 GB
BRAMBLETON LIBRARY	22850 Brambleton Plaza, Brambleton, VA 20148	1 Gbps	1 GB
CASCADES BRANCH	21030 WHITFIELD PLACE, POTOMAC FALLS, VA 20165	1 Gbps x 35 Mbps	1 GB
GUM SPRING LIBRARY	24600 MILLSTREAM DRIVE STONE RIDGE, VA 20105	150 Mbps	500 Mbps
LIBRARY ADMINISTRATION	102 North Street NW, Suite A, Leesburg, VA 20176	75 Mbps	500 Mbps
LOVETTSVILLE BRANCH LIBRARY	12 NORTH LIGHT STREET, LOVETTSVILLE, VA 20180	1 Gbps x 35 Mbps	1 GB
MIDDLEBURG BRANCH LIBRARY	101 READ STREET, MIDDLEBURG, VA 20117	1 Gbps x 35 Mbps	1 GB
NEW STERLING LIBRARY	22330 S. Sterling Blvd, Suite A117, Sterling, VA 20164	1 Gbps	1 GB
PURCELLVILLE BRANCH LIBRARY	220 EAST MAIN STREET, PURCELLVILLE, VA 20132	1 Gbps x 35 Mbps	1 GB
RUST BRANCH LIBRARY	380 OLD WATERFORD ROAD NW, LEESBURG, VA 20176	300 Mbps	500 Mbps

Offerors should provide static IP addresses.
Offerors **must** provide router/modem lease options and pricing.

To be considered, services **must** be within the specified bandwidth range. Offerors not proposing at least the minimum speed will be rejected. In addition to the specified minimum and maximum bandwidths, Service Providers are encouraged to offer a variety of bandwidth options within this range.

All solutions must terminate service or infrastructure at the demarcation point within the building, generally, the MDF. Solutions that only bring service to the property line but not to the demarcation point will be disqualified. The agreement must terminate service at an MDF designated by the Applicant. The Offeror should specify the exact demarcation setup included in the base fees, such as wall-mounted CPE and CAT6a handoff, rack mount patch panel, etc.

Wireless/Cellular Internet Access

Applicant is seeking proposals for mobile data service for library bookmobiles to be delivered throughout Loudoun County.

The applicant requires mobile broadband service that will function with existing applicant-owned Wi-Fi equipment for four devices. 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 4 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, 2027. 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 Month-to-Month and 36-month pricing.

All contracts should permit bandwidth increases during the term. Any such increases, including those during optional renewal periods, will be treated as modifications to the existing agreement rather than new agreements and, therefore, will **NOT** extend the contract's term.

All contracts should include a provision allowing for early termination of circuits without penalty if a location is closed by the Applicant.

All contracts should include a clause allowing additional sites to be added at the existing MRC for the duration of the agreement, with the Applicant covering any one-time charges related to adding the new site to the network. Any additional sites added will have the same end date as the main agreement.

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 life of the contract.

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 VA Public 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.

Offerors must accept that Applicant obligations are contingent on appropriation and availability of funds and may be reduced or terminated without penalty if funds are unavailable.

Applicant reserves the right to award all, part or none of the services set forth in this procurement. This

procurement does not obligate Applicant until a valid agreement and/or valid Purchase Order is executed.

The Applicant reserves the right to request Best and Final Offers (BAFOs) from one or more Offerors. BAFOs must be received by the date and time specified during discussions or negotiations. If an Offeror does not submit a BAFO by the stated deadline, the Applicant will evaluate that Offeror based on its originally submitted proposal. If BAFOs are requested, the Applicant reserves the right to conduct a subsequent evaluation and scoring of proposals, including any revised pricing and other information submitted in response to the BAFO request, in accordance with the evaluation criteria set forth in this solicitation.

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.

Evaluation Criteria

The cost of E-Rate eligible services will carry the greatest weight in the evaluation. Other factors that may be considered include but are not limited to E-Rate ineligible costs, overall/long-term cost to the Applicant, technical merit/capability of the offer, the Applicant's prior experience with the vendor, local preference, meets/understands needs and/or completeness of the vendor's proposal response. The Applicant reserves the right to weigh these criteria as it deems appropriate, or not at all, and may consider additional factors not listed above.