

CATEGORY 2 EQUIPMENT SERVICE SPECIFICATIONS

Applicant: Pamunkey Regional Library

BEN: 126495

Form 470 #: 270000738

Form 470 Contacts:

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Procurement Timeline

Task	Due By
Issue Date	See Form 470 Certification Date
Pre-Proposal Meeting / Site Visit	November 4 and 5, 2026
Posting of Pre-Proposal Meeting Summary	November 9, 2026
Deadline to Submit Questions	November 13, 2026
Posting of Questions/Clarifications	November 17, 2026
Proposal Submission Deadline	December 16, 2026 by 5 PM ET

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.

Product demonstration meetings will not be granted during the competitive bidding period – requests for such will be ignored.

Site Visit

For this solicitation, a site visit is: ☒ Required

Offeror attendance is mandatory; failure to attend any required pre-proposal site visit will result in disqualification by the Applicant.

The pre-proposal site visit will be held over two days, on November 4th and 5th, 2026 beginning at 9 AM each day. The itinerary for each day will be the following:

November 4, 2026 (Meet at first location at 9 AM – expected to last 4-5 hours)

Ashland Branch Library, 201 S Railroad Ave, Ashland, VA 23005

Rockville Branch Library, 16600 Pouncey Tract Rd, Rockville, VA 23146

Montpelier Branch Library, 15302 Clazemont Rd, Montpelier, VA 23192

Goochland Branch Library, 3075 River Rd W, Goochland, VA 23063

November 5, 2026 (Meet at first location at 9 AM – expected to last 3-4 hours)

Mechanicsville Branch Library, 7461 Sherwood Crossing Pl, Mechanicsville, VA 23111

Atlee Branch Library, 9212 Rutlandshire Dr, Mechanicsville, VA 23116

Hanover Branch Library, 7527 Library Dr, Hanover, VA 23069

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
- Completed Pricing Attachment

Proposals **must** include all costs associated with providing the requested products/services to the applicant including but not limited to shipping fees, licenses, and any component needed for the proposed equipment to function properly. Offerors **must** include all costs associated with the installation of the cabling, equipment, and components including, but not limited to, configuration, travel, per diem, shipping, installation, etc.

In addition to or in place of a service provider's standard quote format, proposal pricing should be included in the provided Pricing Attachment and be submitted in Excel or equivalent format.

Proposed service fees for each piece of equipment should:

- be shown as unit pricing with separate line-item charges for each SKU,
- identify the percentage of each SKU that is eligible for E-Rate support as agreed upon by USAC and the manufacturer; and

- be categorized as Internal Connections (IC), Basic Maintenance of Internal Connections (BMIC), and/or Managed Internal Broadband Services (MIBS).

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.

Existing Network Environment

The Applicant intends to procure network infrastructure that integrates effectively with its existing environment while supporting future growth and modernization.

The Applicant's current network environment includes, but is not limited to:

Core and Distribution Infrastructure

Manufacturer: There is no core or distro setup currently. All networks terminate on the firewall (layer3 gateway).

Models: Adtran 1234, 1238, 1534, 1531 and Ubiquiti USW-48

Current software versions: Adtran R13.2.2

Routing protocols in use: Static

Existing VLAN architecture and segmentation strategy. Two VLANs currently, one staff and one guest. Each is terminated on the firewall

Wireless Infrastructure

Manufacturer: Adtran and Ubiquiti

Wireless management platform: Controller based

Number of access points: ~29

Current wireless standards supported: Wi-Fi 5

Network Security Infrastructure

Firewall platform(s): SonicWALL TZ270, TZ470, TZ570

Authentication services: Active Directory, MS Entra ID

RADIUS/TACACS+ services: N/A

Network Management and Monitoring

Network monitoring platforms: NinjaOne

Configuration management tools: N/A

Logging and SIEM platforms: N/A

Physical Infrastructure

Fiber optic infrastructure: both SM and MM

Copper cabling infrastructure: Cat5, 5e, and 6
Existing transceiver standards: SFP
Power-over-Ethernet requirements: POE+

Equipment/Service Request

The applicant requests proposals for new E-Rate eligible Category 2 equipment and vendor configuration services.

Equipment Scope of Work

Proposals are requested for the makes/models specified in the provided Pricing Attachment (or equivalent). Offers containing alternative makes/models are required to submit product specifications and documentation to establish that the equipment is equivalent to the requested solution. The applicant will be the arbiter of whether the proposed solution is functionally and technically equivalent to the requested solution.

The quantities requested are the applicant's best estimate and may be adjusted based on the offeror's recommendations. The applicant reserves the right to increase or reduce quantities and buy some, all, or none of the listed equipment.

Proposals featuring equipment that is used, open box, refurbished, or categorized in any way other than new will be disqualified.

Partial offers **will not** be considered.

Installation Scope of Work

For this solicitation, vendor installation services are: ☒ Required

Installation would involve assisting with configuring firewalls and switches for our planned redesign. For the firewalls, this involves converting the existing configuration to new devices but does not require racking and stacking of hardware. We will require cabling installed for our wireless access points.

Installation Locations

Location Name	Street	City	State	Zip
Ashland Branch Library	201 S Railroad Ave	Ashland	VA	23005
Rockville Branch Library	16600 Pouncey Tract Rd	Rockville	VA	23146
Montpelier Branch Library	15302 Clazemont Rd	Montpelier	VA	23192
Goochland Branch Library	3075 River Rd W	Goochland	VA	23063
Mechanicsville Branch Library	7461 Sherwood Crossing Pl	Mechanicsville	VA	23111
Atlee Branch Library	9212 Rutlandshire Dr	Mechanicsville	VA	23116
Hanover Branch Library	7527 Library Dr	Hanover	VA	23069

While the locations listed above are the sites currently planned to receive the listed equipment and services, installation may occur at any E-Rate eligible site based on the Applicant's need at the time of purchase and delivery.

Delivery

All equipment and/or materials under this solicitation shall be delivered to the following location(s):

- Mechanicsville Branch Library, 7461 Sherwood Crossing Place, Mechanicsville, VA 23111

Contract Requirements

The applicant prefers a multi-year agreement (term dates April 1, 2027 – September 30, 2029). An initial award term of April 1, 2027 – September 30, 2028, with one optional renewal to align with an extended E-Rate service delivery deadline, if needed, is also acceptable.

The quoted pricing must not assume the applicant will purchase the full quantities listed in the proposal.

The applicant reserves the right to place orders as needed and is not obligated to order all products or services.

Substitutions for alternative equipment must be agreed upon in writing by both parties before finalization of any changes/deviations from the original agreed-upon equipment list.

Offerors 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.

E-Rate Specific Considerations

FCC rules require vendors to offer discounted SPI billing. The applicant **requires** SPI discount method for these services. Vendors that do not offer SPI billing will be disqualified.

Basic Maintenance of Internal Connections and Managed Internal Broadband Services were included on the Form 470 out of an abundance of caution. The Applicant is not requesting time-and-materials basic maintenance services and is not requesting managed internal broadband services. These checkboxes were selected solely to ensure E-Rate compliance in the unlikely event that USAC determines that any element of the proposed solution should be treated or supported as such under Category 2 eligibility rules.

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 a temporary equipment loan 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 Parts 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 Regulations all offers in response to this solicitation **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 Public Procurement Act restrictions.

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.

Applicant reserves the right, subject to applicable procurement requirements and E-Rate rules, to make non-material modifications to the awarded contract and to add or remove eligible locations, quantities, equipment, or services when such changes remain within the general scope of the original procurement.

Applicant may, at its sole discretion, extend the due date for the submission of proposals and any extensions shall be made 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 fair and open competition or create 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, technical compliance/functionality of the offered solution, compatibility with existing network infrastructure, the Applicant's prior experience with the vendor, 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.