

CATEGORY 2 EQUIPMENT SERVICE SPECIFICATIONS

Applicant: SAMUELS PUBLIC LIBRARY
BEN: 126459
Form 470 #: 270000775
Form 470 Contacts: Eileen Grady – egrady@samuelslibrary.net
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Communications and Questions

All communication with the Applicant regarding this solicitation **must** be emailed only. 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.

Proposal Instructions

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 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 equipment and components including, but not limited to, configuration, travel, per diem, shipping, installation, etc.

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.

Equipment/Service Request

SAMUELS PUBLIC LIBRARY requests proposals for new E-Rate eligible Category Two equipment and related services. Proposals featuring equipment that is used, open box, refurbished, or categorized in any way other than new will be disqualified.

Type	Make or Equivalent	Description	Model or Equivalent	Quantity
Firewall Service, Components, and Necessary Software and Licenses	Watchguard	WatchGuard Total Security Suite for Firebox M295 – 3-Year Subscription (for new appliance)	WGM2950083	1
Firewall Service, Components, and Necessary Software and Licenses	Watchguard	WatchGuard Firebox M295 appliance only	WGM295000	1
Managed Internal Broadband Services	n/a	Premium Firewall Management of new equipment	MIBS for new WatchGuard M295 firewall	1

Equipment Scope of Work

Proposals are requested for the makes/models specified in the table above. 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 bids/offers **will not** be considered.

Managed Internal Broadband Services Scope of Work

Managed Internal Broadband Services should cover the new firewall for a term not to exceed 12 months within Funding Year 2027 (July 1, 2027 – June 30, 2028). Services should include ongoing monitoring of the firewall, configuration and policy changes requested by Library IT staff, application of firmware and security signature updates, and technical support. Proposals should describe the services included, support hours, and response times, and should price MIBS as a recurring charge separate from equipment and installation.

Installation Scope of Work

For this solicitation, vendor installation services are: ☒ Required ☐ Optional ☐ Not Requested

Installation includes mounting the new firewall, license registration and activation, configuration, migration of existing firewall policies, NAT and VPN settings from the current appliance, testing, and cutover coordinated with Library IT staff.

Installation Location Information

Location Name	Street	City	State	Zip
Samuels Public Library	330 E Criser Road	Front Royal	VA	22630-2150

Delivery

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

- Samuels Public Library – 330 E Criser Road, Front Royal, VA 22630-2150

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

Basic Maintenance of Internal Connections was included on the Form 470 out of an abundance of caution. The Applicant is not requesting time-and-materials basic maintenance services. This checkbox was 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. The Applicant is requesting Managed Internal Broadband Services for the new firewall, as described in the Equipment/Service Request.

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

Samuels Public Library is subject to the Virginia 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.

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.

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. In the event of a tie, the award will be made to the Offeror with the lowest total cost of E-Rate eligible services over the contract term.