Jackson County Public Library

Request for Proposals – Category 2 equipment and services
Form 470# 270002459

October 23, 2026

Jackson County Public Library (the "Applicant") seeks services provided by a third party for the purchase, operation, management, and monitoring of eligible broadband LAN/WLAN components (managed Wi-Fi), including installation, activation, and initial configuration of eligible components necessary for broadband connectivity within the Applicant's facility at 303 W 2nd Street, Seymour, IN 47274. The Applicant is requesting solutions to update/replace the current public network for the library patrons.
We seek a multi-year contract with or without the option of voluntary extensions for eligible equipment and MIBS services, if necessary, under this agreement. Jackson County Public Library understands that eligible Basic Maintenance of Internal Connections items are also sometimes necessary to provision a Managed Internal Broadband service and expects bidders to propose those as necessary.

> *Managed Internal Broadband Services* are those that include the operation, management, and monitoring of eligible broadband internal connections. Service Providers should include those expenses that directly support and are necessary for the broadband connectivity within schools. Those expenses include the management and operation of the LAN/WLAN, including installation, activation and initial configuration of eligible components, and on-site training on the use of eligible equipment. The applicant will own the equipment and the service provider will manage it for them.
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> *Basic maintenance and technical support services* are those appropriate to maintain reliable operation when provided for eligible broadband internal connections. Repair and upkeep of E-rate eligible hardware, wire and cable maintenance, configuration changes, basic technical support including online and telephone based technical support, software upgrades and patches including bug fixes and security patches.

Bidders are advised that this project will be contingent upon the successful obtaining of Category 2 E-Rate funding, and the contract agreement between the district and the successful bidder must recognize that contingency.

Project Scope
The list below represents equipment (with any associated licensing) that is projected to be required and managed (or better). Bidders may add other eligible equipment as may be needed for a turnkey, fully-functional managed Wi-Fi network. The Applicant reserves the right to adjust this list prior to finalizing the agreement with the awarded service provider to meet the needs of the organization.

Bidders should clearly indicate any ineligible costs by line item for all services associated with this RFP.

Quantity	Description
1 +/-	Router
8 +/-	Access Points
1 +/-	Switch
2 +/-	UPS – one with standard wall outlet and one with a high voltage plug
1 +/-	Firewall (1 Gbps is current bandwidth)

The Applicant wishes to purchase the equipment and will consider proposals to lease or purchase this equipment along with managed services from a single vendor, or to lease or purchase the equipment and the managed services separately. The management of the equipment could be provided with a product dashboard with no monthly service fee, depending on the equipment procured. While the Applicant is interested in options where vendors could provide a fixed monthly payment with no up-front costs for this service, all options meeting the requirements described in this RFP will be considered. The Applicant requires that the selected vendor be willing to utilize the E-Rate SPI form of invoicing (discounted invoices).

Proposals should be an offering of new equipment. A vendor wishing to also propose used equipment as a cost-saving alternative must clearly label the proposal as such and fully describe the equipment being proposed within the alternative. The Applicant reserves the right to give preference to proposals for new equipment.

Questions/Site Visits

A **voluntary** site visit will be held at 303 W. 2nd Street, Seymour, IN 47274 at 10:00 AM on November 11, 2026. This will be the only opportunity to ask questions or to receive answers to questions related to this RFP. Respondents choosing not to attend in so doing acknowledge their understanding that they were offered and voluntarily declined the opportunity. Please email erate@myjclibrary.com with a copy to karenr@adtecerate.com with your intent to attend the meeting in case it needs to be rescheduled.

Answers to any written questions or any additional information, revisions, or clarifications to the RFP may be provided in the form of an addendum to be posted with the FCC Form 470 on the Universal Service (E-Rate) website. It is the sole responsibility of the Service Provider to check for any addenda that may be issued.

Response Format

All bids must include the following information:

1. A description of products and services to be provided with detailed information regarding any required installation, including a timeline for completion of every phase of work.
2. Complete pricing for the products and services described herein. Your proposal must clearly separate eligible and ineligible costs, and should outline any non-recurring costs, recurring costs, and fees for the service being proposed.
3. Your Service Level Commitment for the proposed service, including information regarding trouble-reporting and tracking.
4. Two (2) reference sites where your company has provided similar products to those being bid, including business name, contact name and contact information. It is preferable that at least one reference should be for a school corporation or library system within 90 miles of the Applicant.
5. Your E-Rate SPIN Number. (You must have a current SPAC form on file with USAC.)
6. A ready-to-execute or sample contract which includes the proposal requirements and the E-Rate contingencies outlined herein.

The Applicant's review of information will be primarily focused on the substance of the details provided in response to the requirements herein including but not limited to technical details, pricing and terms, experience, references, and adherence to the response format provided. Per E-rate rules, the cost of eligible goods and services will be the most heavily weighted evaluation factor. Preference may be given to proposals with a full solution including installation rather than proposals for equipment only.

Proposals must be prepared with specificity with regard to the equipment and/or services listed herein. Bids merely listing a general menu of equipment and/or services available from a vendor, bids appearing to be automatically generated without specificity in relation to the requirements of this RFP, and bids missing

substantial information but inviting the applicant to contact the bidder to refine the bid and/or discuss specifics will not be considered valid bid responses and will be disqualified from consideration. This includes any SPAM and/or robotic responses. For more information, please review the USAC E-Rate News Brief of February 15, 2024.

Proposal Delivery

The Applicant reserves the right to reject each and every bid, and to waive informalities, irregularities, and errors in the bidding to the extent permitted by law. This includes the right to extend the date and time for receipt of bids. In the event that a responsible bid is not received or if it is determined that the low bid received is too high, the bid received will be rejected and the project will be cancelled or re-bid.

Bids should e-mailed to the office of Benjamin Boyer at erate@myjclibrary.com with a copy to karenr@adtecerate.com by Noon on December 11, 2026.