# Humboldt County Library
# E-Rate Category Two Equipment

**BEN:** 17006521
**Form 470 #:** 270004156
**Form 470 Contacts:** Jessica Anderson, Jessica.Anderson@humboldtcountynv.gov and Mel Van Patten, Nevada@e-ratecentral.com

## Procurement Timeline

| Task | Due By |
|---|---|
| Deadline to Submit Questions | December 1, 2026 |
| Posting of Questions/Clarifications | December 2, 2026 |
| Proposal Submission Deadline | January 6, 2027 |

## Communications and Questions

All communication with the Library 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.

## Proposal Instructions

Proposals **must** be submitted via email 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 in xlsx format / Vendor pricing

Proposals **must** include all costs associated with providing the requested products/services to the Library 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 delivery of the equipment, and components including, but not limited to, configuration, travel, per diem, shipping, etc.

Submission of the completed Pricing Attachment provided with this solicitation is **required**.

When submitting the Pricing Attachment, offerors shall provide it as a Microsoft Excel-compatible file (.xlsx). Offerors may use any spreadsheet application capable of saving in .xlsx format (e.g., Microsoft Excel, Google Sheets, LibreOffice Calc).

- To ensure all offers are evaluated on an equal basis, Offerors must not alter the Pricing Attachment's structure (rows, columns, line-item descriptions, order, headings, or formulas) and must enter pricing only in the designated cells.
- Offerors may also submit a PDF copy for reference. The .xlsx file will be used for evaluation and will control if there is a discrepancy.

Pricing for each proposed product or service 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

The Library requests proposals for new E-Rate eligible Category 2 equipment.

**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 Library will be the arbiter of whether the proposed solution is functionally and technically equivalent to the requested solution.

The quantities requested are the Library's best estimate and may be adjusted based on the Offeror's recommendations. The Library 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. Offerors must provide pricing for all requested hardware to have their bid considered.

**Installation Scope of Work**
For this solicitation, vendor installation services **are not** being requested.

## Contract Requirements

The Library 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 Library will purchase the full quantities listed in the proposal.

The Library 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

The Library intends to utilize the Service Provider Invoicing (SPI) method for this funding request. Vendors must be willing and able to provide discounted billing and submit FCC Form 474 invoices to USAC. Vendors unable to support SPI billing **will be** disqualified.

Offerors must hold a valid, active nine-digit SPIN (498 ID) issued by USAC as of the proposal submission deadline. The SPIN must belong to the legal entity that will contract with and invoice the Library. A pending registration, a SPIN assigned to an unrelated entity, or a commitment to obtain one after the deadline will not satisfy this requirement.

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, the vendor certifies that the proposed products and services comply with 47 C.F.R. §§ 54.9 and 54.10, which prohibit the use of Universal Service Fund support to purchase, obtain, maintain, improve, modify, or otherwise support any equipment or services produced or provided by a company on the FCC's Covered List (including Huawei and ZTE) as 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.

Pursuant to 47 C.F.R. §§ 54.500(f) and 54.511(b), service providers may not charge applicants a price above the Lowest Corresponding Price (LCP) for supported services. LCP is the lowest price a service provider charges to nonresidential customers similarly situated to a particular 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

The language in this solicitation has been standardized: "must," "shall," "mandatory," and "required" indicate mandatory specifications that the Library 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.

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

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

The Library 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 Library 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 Library 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

These criteria are to be utilized in the evaluation of offers to be considered. Individual criteria have been assigned a weight to reflect relative importance. Vendors are encouraged to provide details in their proposals that address the following criteria.

| Criteria | Description | Weight |
|---|---|---|
| **E-Rate Eligible Costs** | Total cost of E-Rate eligible components, including equipment, licenses, shipping, and any associated eligible services, as applicable. | **40%** |
| **E-Rate Ineligible Costs** | Total cost of E-Rate ineligible components, including equipment, licenses, shipping, and any associated ineligible services, as applicable. | **20%** |
| **Technical Compliance and Functionality** | Degree to which the proposed solution meets or exceeds the Library's functional requirements, performance needs, and technical specifications. | **25%** |
| **Prior Experience** | The Library's own past experience with this vendor's performance and service quality, if any. | **15%** |
| | **TOTAL POINTS AVAILABLE:** | **100%** |