Request for Proposal (RFP) for Fiber Internet Access

Overview

The Bullitt County Public Library ("BCPL") in Bullitt County, Kentucky, is now accepting proposals for fiber Internet access for the period beginning July 1, 2027, and ending June 30, 2030, for our branches in Shepherdsville (Central Library), Hillview, Mt. Washington, and Lebanon Junction.

BCPL will accept proposals that cover all or part of the locations listed.

The services requested in this document are part of the E-rate filing for BCPL for the 2027-28 funding year and are necessary for enhancing Internet access at our branches. All bids must include the Service Provider Identification Number (SPIN) or the bid will be disqualified. Information about the E-rate program can be found at https://www.usac.org/e-rate/.

The objective of this Request for Proposal ("RFP") is to accomplish a fair, open, and competitive procurement in accordance with the Kentucky Local Model Procurement Code as outlined in KRS 45A. This RFP may be viewed at the Central Library, located at 740 Conestoga Parkway, Shepherdsville, KY, 40165. The RFP is also accessible electronically at www.bcplib.org/rfp.

BCPL is a tax-exempt government entity.

Due Date

The process of accepting proposals and choosing the successful proposer shall be by sealed proposals using the Local Model Procurement Code as outlined in KRS 45A. Sealed proposals will be received in person or by mail to the Contact Person: Tara O'Hagan, Executive Director, at the Bullitt County Public Library, 740 Conestoga Parkway, Shepherdsville, KY, 40165, until 5:00 PM EST, January 7, 2027. BCPL assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. It is the vendor's responsibility to verify receipt of any correspondence with the Contact Person. Late proposals will not be accepted.

Only signed paper copies of proposals will be accepted. No proposals will be accepted by electronic means (e.g., fax or e-mail). BCPL may reject all bids or cancel the procurement at any time.

Specifications

BCPL seeks vendors to provide between dedicated fiber Internet access, with installation and fees for 5 static IP addresses, at one or more of our existing Library locations. The locations requiring service include the following:

Hillview Branch Library
155 Terry Boulevard
Hillview, KY 40229
2 Gbps internet access
Period beginning July 1, 2027, and ending June 30, 2030

Lebanon Junction Branch Library
11382 S. Preston Highway
Lebanon Junction, KY 40150
1 Gbps internet access
Period beginning July 1, 2027, and ending June 30, 2030

Mt. Washington Branch Library
214 N. Bardstown Road
Mt. Washington, KY 40047
1 Gbps internet access
Period beginning July 1, 2027, and ending June 30, 2030

Central Library
740 Conestoga Parkway
Shepherdsville, KY 40165
2 Gbps internet access
Period beginning July 1, 2027, and ending June 30, 2030

Proposals must state all recurring and non-recurring costs to BCPL associated with the proposed service. It is recommended that a review of the facility's building plans be made prior to submitting a bid.

Scope

1. The chosen Internet provider(s) shall provide the following services:
    a. 1-2 gigabits per second of duplex business class of Internet transit as indicated for each branch
    b. Connectivity via Ethernet interface.
    c. Proof of two redundant upstream providers.
    d. Bandwidth 24 hours per day, 365 days per year.
    e. Network engineering support 24 hours per day, 365 days per year.
    f. Network monitoring capability and notification to BCPL at the point of any disruption of service.
    g. Web-based bandwidth utilization reporting.
    h. A contiguous range of at least 5 Public IP addresses.
    i. The granting of BCPL with control over DNS services as primary with authoritative control.
    j. Installation of all services and equipment included in proposal.
    k. Guaranteed quality of service to include:
        i. A minimum uptime of 99% per month.
        ii. A maximum of 4 hours response and resolution to problems with discounts given for outage exceeding 4 hours.
        iii. All pre-arranged outages to occur outside of the range of 6:00 AM to 10:00 PM.
2. The chosen Internet provider must:

   a. Employ an all-fiber network for the services provided to BCPL.
   b. Employ a physical network backbone with at least a 10-gigabit capacity.
   c. Allow BCPL the option of using its own routing and/or firewall hardware to connect to any vendor-supplied CSU/DSU or equivalent.
   d. Supply contact information and details on whom to contact for all types of outages, including escalation procedures.
3. All interested bids must provide the following:
   a. Service level agreement as part of the contract for service.
   b. E-rate SPIN/Form 498 ID information.
   c. Pricing showing all monthly recurring costs and non-recurring costs, including installation costs.

Bidding Formats

All proposals must be capable of being understood without reference to other documents and must include, at a minimum, the following sections:

1. Cover letter with original signature of the Vendor's authorized representative, including:
   a. A statement certifying the Vendor's compliance with the RFP requirements.
   b. The name and address of the firm submitting the proposal.
   c. Name of the person(s) authorized to represent the firm during the proposed consultation process.
2. Vendor profile, including brief descriptions of:
   a. Corporate background.
   b. Organization.
   c. Staff.
   d. Previous experience.
   e. Product line.
3. References of customers of similar size/scope, including:
   a. Entity name.
   b. Address.
   c. Names of contact persons.
4. Configuration and costs of all items and services associated with the proposal.
5. Contract and license terms.
6. Response to specifications.

Bid Evaluations

Bids will be opened and all bid prices read aloud at 10:00 AM EST on January 8, 2027, in the Central Library Conference Room 1. Bids received after 5:00 PM EST on January 7, 2027, will not be opened or considered.

Disqualification factors: Applications from vendors that (1) fail to provide an E-rate SPIN/Form 498 ID, (2) don't list all items requested, and/or (3) don't separate costs by line item, will be disqualified.

Judging Process

The contract will be awarded based on best value to BCPL as well as evaluation criteria set forth in this document. Weighted factors contributing to this award are included in the following breakdown:

Factor	Weight
Price of E-rate Eligible Services	50%
Meeting Technical Specifications	20%
Prior Experience with BCPL	30%

The eligible vendor receiving the highest score shall be awarded the bid.

Installation

BCPL anticipates that these services will begin on or before July 1, 2027.

Vendor Questions

Responding vendors may request clarifications regarding specifications outlined in this RFP through December 17, 2026, at 3:00 PM EST to the Contact Person. Any clarifying questions and associated answers will be posted on the BCPL website at www.bcplib.org/rfp and in the E-rate Productivity Center. Vendors may request to receive a notification when the addendum has been posted.

Contact Person

Requests for clarifications can be directed to BCPL administration:
Tara O'Hagan, Executive Director
tohagan@bcplib.org