Mishawaka-Penn-Harris Public Library

Request for Proposals – Category 2 Equipment 2027

November 19, 2026

Mishawaka-Penn-Harris Public Library (the "Applicant") is seeking proposals for a project to supply and install network equipment at its eligible locations. 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.

The Applicant seeks an agreement that allows it to work with the selected vendor to adjust quantities and/or scale back or cancel the project entirely as needed based upon funding availability and/or the best interests of the Applicant.

Project Scope

The Applicant seeks eligible equipment as outlined in Appendix A. Equipment shall be new, factory-sealed equipment currently available from the manufacturer; the Applicant will not accept proposals of used, remanufactured, refurbished, "B stock," returns, open-box, discontinued, "gray market," or equipment in any other condition other than new and factory-sealed with all original manufacturer warranties.

Installation will be in place of existing equipment and the requested equipment will be integrated into the existing environment. Each bid should include all labor necessary for staging, installation, testing, and documentation of equipment. Equipment staging will consist of (but not be limited to) ensuring firmware version consistency, configuration loading, and hardware preparation for mounting. Software and firmware version for components will be agreed upon at time of deployment, and configurations will be coordinated with the Applicant's staff. Installation by the selected vendor shall include the removal of the existing equipment and placement of the new equipment. Equipment testing should verify access to internal resources and the Internet. Documentation should include configuration and summary reports of installations.

Questions/Site Visits

No informational meetings or building visits will be scheduled. Any questions related to the technical aspects of this document should be directed to Brandi McWilliams, IT Manager at b.mcwilliams@mphpl.org and copied to dan@adtecerate.com, no later than 10:00 AM ET on December 9, 2026. Answers to any written questions or any additional information, revisions, or clarifications to the RFP will 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

Responses should include the following, if applicable:

- Applicable items should include all related software and hardware components that enable the functionality of the equipment (including any necessary mounting brackets, software licenses, multi-year licenses, and basic maintenance).

- If applicable, vendor is to specify all fees, shipping charges, taxes, surcharges and contingency fees for eligible equipment.
- If applicable, vendor is to specify the manufacturer's warranty provided as an integral part of an eligible component without separately identifiable cost.
- Any ongoing subscription pricing must be listed separately.

Your response **must** include the following information:

- Line-item pricing for each item listed in Appendix A. Any discounting applied to your proposal must be reflected at the line-item level.
- In the case of proposed equivalent products, a thorough technical description of how each product from the manufacturer being bid meets each of the required functionalities of the product listed herein.
- Information outlining your company's certifications and connections regarding the manufacturer's equipment being bid, and length of time your company has provided equipment from the manufacturer being bid.
- Two (2) reference sites where your company has performed a similar installation of the equipment 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.
- Your E-Rate SPIN Number. (You must have a current SPAC form on file with USAC.)
- A 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.

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 be e-mailed to the office of the IT Manager and copied to dan@adtecerate.com by 10:00 AM ET on January 6, 2027.

APPENDIX A

Below is a reference of the type of equipment and capacities (or their equivalent) to be supplied. Bidders should price separately and clearly indicate any ineligible costs for all services and equipment associated with this RFP. For any part numbers that have been updated or replaced by the manufacturer, bidders should offer the most similar current part.

Qty	Manu	Part Number	Description
21 +/-	Cisco Meraki	C9300L-48PF-4X-M	Catalyst 9300L-M 48-port 1GbE full PoE+ switch with 4x 10G/1G SFP+ fixed uplinks
23 +/-	Cisco Meraki	LIC-C9300-48E-10Y	Meraki Enterprise license and support, 48-port, 10-year term (21 for the new switches above; 2 for two existing 48-port switches deployed in 2026)
23 +/-	Cisco Meraki	PWR-C1-1100WAC-P-M	1100W AC secondary power supply for C9300L-48PF-4X-M (21 for the new switches above; 2 for two existing switches deployed in 2026)
3 +/-	Cisco Meraki	C9300L-24P-4X-M	Catalyst 9300L-M 24-port 1GbE PoE+ switch with 4x 10G/1G SFP+ fixed uplinks
3 +/-	Cisco Meraki	LIC-C9300-24E-10Y	Meraki Enterprise license and support, 24-port, 10-year term
3 +/-	Cisco Meraki	PWR-C1-715WAC-P-M	715W AC secondary power supply for C9300L-24P-4X-M
16 +/-	Cisco Meraki	C9300L-STAK-KIT2-M	Stack kit for Catalyst 9300L-M switches
1 +/-	Cisco Meraki	LIC-MX250-SEC-10YR	Meraki MX250 Advanced Security license and support, 10-year term
2 +/-	Vertiv	GXT5-3000LVRT2UXLTAAN	Vertiv Liebert GXT5 3000VA/2700W 120V online double-conversion UPS, 2U rack-mount, TAA compliant