

ES Broadband RFP

Introduction

The Enoch Pratt Free Library Sailor Project (hereinafter referred to as "EPFL/Sailor") requests proposals for these services as described in the attached specifications from interested persons (hereinafter known as "Vendor").

All aspects of the RFP response must comply with the Federal Communication Commission's competitive RFP requirement for Universal Service Fund (USF) ("Erate") support and services. Vendor bidding on Erate projects must supply a SPIN number in the response.

Erate Funding Year

The Erate funding year for this RFP is **July 1, 2024 to June 30, 2025**.

Schedule

The schedule may change depending on the results of the responses and other factors.

Event	Date, Time
RFP Response Due	03/01/2024

Response Submission

Email address for questions and responses for this RFP is:

mbesal@prattlibrary.org

The subject shall be:

Broadband Network - Maryland

It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. EPFL/Sailor will reject all late arrivals.

No substitutions or partial RFP's are allowed. Only the submitted RFP response shall be considered.

Locations

All sites serviced by the Sailor network are located in the State of Maryland.

Services/Equipment Requested

Sites for Services

Hub Site					
SitID	Address	Demar Location	Initial (mbps)	Minimum (mbps)	Estimated Maximum (mbps)
Pratt	400 Cathedral St, Baltimore, MD 21201	Annex Mezzanine Computer Room	7000	4000	10000
Site List A					
SitID	Address	Demar Location	Initial (mbps)	Minimum (mbps)	Estimated Maximum (mbps)
Anne Arundel	5 Harry Truman Parkway, Annapolis, MD 21401	Server room, Lower Level,	300	200	600
Baltimore Co	401 Bosley Ave, Towson, MD 21204	Room T101	800	500	2000
Calvert	850 Costley Way, Prince Frederick, MD 20678	Server Room	500	200	1000
Caroline	100 Market Street, Denton, MD 21629	Network Equipment Area	1000	500	2000
Dorchester	303 Gay Street, Cambridge, MD 21613	Downstairs Computer Room,	4000	2000	6000
Frederick	110 E. Patrick Street, Frederick, MD 21702	Server Room	300	200	800
ESRL (optional by EPFL/Sailor)	31901 Tri-County Way Salisbury, MD 21804	Suite 116-B	400	200	1000

Harford	1221-A Brass Mill Road, Belcamp, MD 21017	Server Room	500	300	1000
Howard	9411 Frederick Rd, Ellicott City, MD 21042	Server Room	300	200	600
Montgomery	100 Maryland Ave., Rockville, MD 20850	3rd Floor Data Center	1000	500	2000
MUNI	200 Holiday St., Baltimore, MD 21202	4th Floor Data Center	7000	4000	10000
Prince George's	9201 Basil Ct., Upper Marlboro, MD 20774	PG Co. Gov. Data Center	2000	500	3000
SMRLA	37600 New Market Road, Charlotte Hall, MD 20622	Server Room	500	200	800
Somerset	11767 Beechwood St., Princess Anne, MD 21853	Network Equipment Area	300	200	600
Wicomico	122-126 S. Division Street, Salisbury, MD 21801	Upstairs Computer Room	500	200	1000
Worcester	307 N. Washington Street, Snow Hill, MD 21863	Network Equipment Area	300	200	500
Site List B					
Washington	100 S. Potomac Street, Hagerstown, MD 21740	Room 313	500	200	1000
Site List C					
St. Mary's	23115 Leonard Hall Dr, Leonardtown, MD 20650	911 Center	400	100	800
St. Mary's alternate	23630 Hayden Farm Lane Leonardtown, MD 20650	St. Mary's Library	400	100	800

Services Requested

Provide telecommunications services supporting a fiber ethernet connection at either 1 Gbps or 10 Gbps.

Bidders shall describe their ability to provide telecommunication services greater than 10Gbps at the 400 Cathedral St, Baltimore, MD 21201 and 200 Holiday St., Baltimore, MD 21202 sites.

Initial bandwidth is indicated in the "Initial" column below. EPFL/Sailor desires the ability to reduce bandwidth to a site due to decreased demand to no less than the "Minimum", once in a 12 month period. EPFL/Sailor shall have the ability to increase bandwidth at any time.

Installation date for all sites: 7/1/2024. Installation date may change due to funding.

Hub Site

All services for Site List A, Site List B and Site List C terminate at Hub Site.

Site List A

Sites served.

Site List B

Optional site(s)

Site List C

Optional site(s)

Vendor Requirements

Vendor provides contact information including:

Name

Address

Phone Number

Email address

Declaration of Services Performance

Provide contact information and services provided for existing three (3) customers using services as requested in the service area(s) covered by the RFP for a minimum of 5 years.

Contract Term

Contract shall commence on the first day of the **Erate Funding Year**. **Contract Term shall be 3 years with 2 additional option years.**

Cost Submittal

Hub Site - Cost submittals shall use copies of **Price List Hub Site**. For each bandwidth, enter Initial and/or Installation and monthly and total costs as indicated.

Site List A - Cost submittals shall use copies of **Price List List A**. For each bandwidth, enter Initial and/or Installation and monthly and total costs as indicated. The Vendor shall indicate the site(s) covered by a copy of **Price List A** by checking the appropriate boxes. The Vendor must supply costs for all site(s) provided in **Site List A**.

Site List B - Cost submittals shall use copies of **Price List List B**. For each bandwidth, enter Initial and/or Installation and monthly and total costs as indicated. Vendor must supply costs for all site(s) provided in **Site List B**.

Site List C - Cost submittals shall use copies of **Price List List B**. For each bandwidth, enter Initial and/or Installation and monthly and total costs as indicated. Vendor must supply costs for all site(s) provided in **Site List C**.

All Price Lists shall be part of the contract for services.

EPFL/Sailor intends to use the BEAR process for funds disbursal.

Costs Associated with Preparation of the Vendor's Response

EPFL/Sailor will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

Interpretation and Changes

The intent of this RFP is to communicate EPFL/Sailor's requirements to any qualified and interested vendor. The intent is to receive responses for the RFP.

EPFL/Sailor may make corrections or changes to the RFP. Any changes or corrections to the RFP shall be via a written Addendum. Interpretations, corrections, or changes to the RFP made in any other manner shall not be binding, and Vendor shall not rely upon such interpretations, corrections, or changes.

Vendor must provide an Intent to Respond email to receive RFP Addendum.

Proposal Binding Period

Prices quoted in Vendor's response for all services and equipment will remain in effect for the duration of the **Contract Term**. If lower pricing is offered at the time of procurement, Vendor shall provide an updated price response to reflect the change.

Funding

EPFL/Sailor is a tax exempt entity in the State of Maryland.

Vendor understands EPFL/Sailor may use E-rate discounts for these services. EPFL/Sailor may elect not to exercise use of the selected Vendor from lack of funds due to budget or E-rate.

Omissions

Omissions in the proposal of any provision herein described shall not be construed as to relieve Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

Vendor Registration and Compliance with The Schools and Libraries Corporation

Vendor must provide proof of registration with the Schools and Libraries Division (SLD) a division of the Federal Communications Commission (FCC), for reimbursement under E-Rate guidelines and maintain a Green Light status with the FCC. If Vendor fails to file the appropriate forms with the SLD or fails to receive an SLD Vendor Number (SPIN) or fails to remain in good standing with FCC,

Documentation for Schools and Libraries Division (SLD) Form 471 Filing

Vendor must provide Item 21 Attachment documentation ready for filing for Universal Service Administrative Company (USAC), Schools and Libraries Division (SLD) Form 471. Vendor will itemize the cost between eligible and ineligible services and or products.

Right to Reject

EPFL/Sailor reserves the right to award without further discussion. Responses should be submitted with the most favorable terms that Vendor proposes. EPFL/Sailor reserves the right to reject the proposal of the Vendor who has previously failed to perform properly or completed on time contracts of a similar nature; and to reject the proposal of any Vendor who in the opinion of EPFL/Sailor is not in a position to adequately perform the contract.

EPFL/Sailor reserves the right to reject any or all proposals; any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of EPFL/Sailor. Contracts will be awarded to Vendor submitting the proposal determined to be in the best interests of the EPFL/Sailor.

In event E-Rate funding is not approved or available for any reason, any/all contracts or agreements may be made null and void at the discretion of EPFL. No subsequent

contract language shall override these terms. Submission of a response to this RFP indicates acceptance of these terms.

Submission

1) *Company Information*

Company name, address, phone number, fax number, contact. Billing address if different.

2) *SPIN*

Provide your SPIN. Vendor must participate in the Erate; program.

3) *Declaration of Services Performance*

Vendor shall provide contact customer information for existing customers in the service area(s) covered by this RFP and have used Vendor's services for a minimum of 5 years.including:

- Name
- Address
- Phone Number
- Email address
- Services provided

Provide Service Level Agreement (SLA). Information on SLA shall include:

- Expected network availability
- Expected recovery times from a failure.
- Refunds provided when network availability fails to meet requirements.
Minimum uptime measured on a monthly basis should exceed 99.95%.

Vendor must supply information indicating ability to serve all sites requested in this document.

4) *Price List(s)*

- **Price List Hub Site**
- **Price List Site List A**
- **Price List Site List B**
- **Price List Site List C**

Contract term shall be **3 years with 2 additional option years.**

5) *Ability for Extended Contract*

Vendor shall indicate/supply an agreement to provide equipment and/or services requested in the RFP at the prices provided for the duration extending from the proposal submittal date through the Contract Term; subject to EPFL/Sailor funding availability.

Required Qualification

SPIN Provided

Evaluation Criteria

Technical qualification – providing services requested (25%)

Customer references (25%)

Price, for **Initial (mbps)** [from **Services Requested**] - (50%)