Applicant: Nottoway Library System
BEN: 16022117
Form 470 #: 240015007
Attachment: Internet Service Specifications

Procurement Timeline

Task	Due Date
Deadline for vendors to submit questions	7 calendar days after certification of the Form 470 **(Posted date plus 7 calendar days)**
Deadline for vendors to submit proposals*	28 days after Questions & Answers are posted in EPC **(Q&A doc posted date plus 28 calendar days)**

*Applicant may, at its sole discretion, extend the due date for the submission of proposals when it is in its best interest to do so. Such extensions shall be done via addendum posted in EPC.

Communications and Questions

All communication with the Applicant regarding this solicitation, including questions or comments, should be submitted via email to Michael Ocampo at mocampo@e-ratecentral.com AND Jacqueline Zataweski jzataweski@nottlib.org, no later than the deadline provided in the Procurement Timeline. The subject line should include the Form 470 number. Contact initiated by an Offeror concerning this solicitation with any other Applicant representative is prohibited. Unauthorized contact may result in disqualification of the Offeror from this solicitation. Answers will be posted to EPC. It is the responsibility of every Offeror to ensure they have downloaded the latest version of the Form 470 and/or 470 RFP attachments, including any addenda. Applicant reserves the right to ask clarifying questions of vendors upon review of proposals.

Proposal Instructions

Proposals must be submitted by the deadline for guaranteed consideration by the Applicant.

Proposals should be emailed to ALL the following recipients:

- jzataweski@nottlib.org
- valibraries@centraled.com

Proposal submissions should include the following:

- Applicant name
- Form 470 number
- SPIN (Service Provider Identification Number)
- Service provider's terms and conditions

Proposals must include **all** costs associated with providing service, including but not limited to:

- monthly service fees
- managed router/modem lease fees (if required for service to function)
- one-time construction, installation, and/or connection charges
- estimated taxes, fees, and/or surcharges

Service Request

Applicant is seeking proposals for Internet Access to be delivered to the following location:

Entity Name	Street Address	Requested Bandwidths
Crewe Public Library	414 Tyler Street, Crewe, VA 23930-1906	10 Mbps – 100 Mbps

Service Requirements

Service providers are requested to submit offers for incremental bandwidths from minimum to maximum speeds identified above. Service providers are requested to submit offers in reasonable increments.

Contract Term and Modifications

Offers of month-to-month or contracted services will be considered. Service providers submitting proposals for contracted service are requested to provide 24-month, 36-month and 60-month pricing. **Services and contracts are expected to begin at the start of the funding year on July 1, 2024.** Contracts may include an option for annual voluntary renewals for up to 3 additional years, when agreed to in writing by both parties.

All contracts should allow for bandwidth increases throughout the term of the contract; increases in bandwidth during the contract period and/or optional renewal periods shall be considered modifications to the existing agreement, not new agreements and thus do not extend the term of the contract.

All contracts should include a provision permitting early termination of circuits, with no penalty, should a location be closed by the Applicant. Additionally, if the Applicant opens a new location, the final agreement should include a provision permitting that site to be added at the existing MRC rate for the duration of the contract, with the Applicant paying for any one-time charges associated with adding the new site to the network.

No increased pricing will be allowed during the term of the quoted special construction, NRC, and MRC rate. Service providers 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 life of the contract. Subject to contract restrictions, services may be reevaluated for cost-effectiveness at any time during the life of the agreement including renewal periods.

Disqualifying Factors

Proposals will be disqualified for the following reasons:

- Unauthorized Service Provider contact with Applicant.
- Proposal submitted after the posted due date.
- Proposal includes generic/encyclopedic price lists and/or solution is proposed by an artificial intelligence system that does not take into consideration the specific needs of Applicant.

Bid Evaluation Factors

Applicants should be aware that the evaluation of their proposals may be adversely affected by the following factors:

- Proposal does not fully meet Service Requirements.
- Proposal does not provide definitive costs for the services.

E-rate Specific Considerations/Information

Applicant is subject to the VA Public Procurement Act.

Per USAC E-rate rules, “cost of eligible services” will be the highest valued criterion in the evaluation process;

however, other criteria with a lesser value may also be considered.

Service providers proposing to temporarily loan equipment 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 on the requested services herein, the vendor certifies its proposed services and/or products comply with Part 47 Section 54.9 and 54.10 of the FCC rules which prohibits the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other covered company 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.

As required by Section 54.500(f) of Part 47 of the Code of Federal Regulation all bids in response to this RFP must offer the lowest corresponding price (LCP) which is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-rate applicant (school, library, or consortium) for similar services. See the following for more information on the requirements relating to LCP: https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/.

Additional Considerations/Information

Applicant reserves the right to award all, part or none of the services set forth in this procurement. This procurement in no manner obligates Applicant until a valid signed contract and/or valid Purchase Order is executed.

Applicant may in its sole discretion extend the time for the submission of proposals upon a finding that it is in the interest of Applicant to do so. Such extensions shall be by addendum(s), which may be issued before the submission due date.

After final contract is negotiated, approved, and awarded, all proposal documents pertaining to this procurement will be open to the public, except for material which is proprietary or confidential. Applicant will not make public any pages of a proposal on which the Offeror has stamped or imprinted "Proprietary" or "Confidential" subject to the following requirements. Proprietary or confidential data shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential portion of the proposal. The price of products offered, or the cost of services proposed shall not be designated as proprietary or confidential information.

By submitting a proposal, the Offeror certifies that no relationship exists between the Offeror and Applicant that interferes with fair competition or is a conflict of interest; and no relationship exists between such propose and another person or firm that constitutes a conflict of interest that is adverse to Applicant.