

REQUEST FOR PROPOSAL (RFP) for Library Hot Spot Service

470 #

Library Name: North Chicago Public Library

BEN: 135303

The North Chicago Public Library (the “Applicant”) seeks bids for commercially-available wireless service (data plans) and associated equipment necessary to provide E-rate-eligible off-premise Wi-Fi to eligible users. The goods and services requested in these documents are part of the E-Rate filings for the Applicant beginning on or after July 1 of the upcoming funding year. The vendor must provide their E-Rate Service Provider Identification Number (SPIN) number on their proposal in order to be eligible for consideration.

Specifications

We seek wireless data service and equipment functioning at the specifications articulated below within the geographical boundaries of Lake County, IL. The wireless service must function with equipment/specifications such as what is described below. The Applicant reserves the right to select a single or multiple vendors based upon coverage needs and reserves the right to adjust quantities as necessary.

# of Lines	Internet Service Specifications	# of Hotspots	Equipment specifications (desired)...
20 +/-	Average 4G LTE download speeds in the 5 to 200 Mbps range (+/-) and 5G service to 1000 Mbps if available. Unlimited data preferred.	20 +/-	4G LTE, 5G ready where available
		# of Hotspots	Where Applicant already owns some or all of the necessary equipment...
		## +/-	Service shall be compatible with Applicant's existing [N/A] hotspot equipment.

Month-to-month and contracted service offerings will be considered. In the case of contracted service, the applicant requests a one-year contract with the option for two (2) voluntary one-year extensions. The applicant expects that the goods and services bid in response to this RFP will comport with the FCC's E-rate "Off-Premises Use of Wi-Fi Hotspots and Services" Order issued summer 2024, and include the following features:

"On the first day of each month, service providers shall determine whether any E-Rate-supported lines have zero data usage in the prior 60 days and provide notice to the applicant of the particular lines within 5 business days. If there is zero data usage for 90 days, service providers shall discontinue service to such lines."

"Service providers must exclude or waive early termination fees for lines of service associated with Wi-Fi hotspots that are lost, broken, or unused, including those for which service is discontinued as described in the paragraph above. Service providers shall not bill applicants for unused lines of service that are discontinued."

Response Format

- Each proposal shall provide a separate section listing all costs associated with the proposal. One-time costs for the purchase of equipment should be priced separately from monthly recurring costs for service.
- Additional features included in the service without a separately identifiable cost, such as equipment warranties, basic firewall service, client access control, VPN and routing, any management interface, and/or CIPA-compliant filtering capabilities should also be described in your proposal.
- All cost proposals must reflect the LCP (Lowest Corresponding Price), GSA pricing and any available governmental unit discounts.
- While price will be the most heavily weighted factor in our evaluation of the bids, the Applicant reserves the right to award the proposal to the best-qualified vendor.
- Vendor should indicate in their proposal whether SPI (service provider) billing is available.

Proposals must be prepared with specificity with regard to the equipment/services listed herein. Bids merely listing a general menu of 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.

Questions

No informational meetings or building visits will be scheduled. Any questions related to the technical aspects of this document should be directed to Louis Carlile, Director at erate2022@ncplibrary.org no later than 2 pm Central on November 27, 2024. 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.

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 Louis Carlile, Director at erate2022@ncplibrary.org by 2 pm Central on December 23, 2024.