

**Kitsap Regional Library
E-Rate BEN 145246
Program Year 2024-25
REQUEST FOR PROPOSAL (RFP)**

Title	Due Date
Routers with Firewall Capabilities	Friday, January 31, 2025, at 5 p.m. Pacific Time

Submit bids and direct questions to:

Contact: Claire O’Flaherty Christnacht, Consultant, E-Rate Expertise, Inc.

claire@erateexpertise.com (253) 320-0664

SCOPE OF PROJECT:

Kitsap Regional Library seeks to purchase routers with some firewall and security capabilities. In an effort to support operational sustainability, the Library is evaluating options to move from a hub and spoke architecture to independent internet connections at each branch, which would require additional routing and security functions.

The FortiGate 200F and 100F series (or equivalent) have the desired capabilities needed to support the security of the Library’s desired network structure, but the FortiGate 80F (or equivalent) will also be considered as a cost saving alternative. The Library’s central hub currently has a FortiGate 601E that may remain operational if FortiGate routers or other equivalent compatible devices are selected. Vendors who propose another manufacturer should indicate whether their solution would be compatible with the FortiGate 601E. If the alternative manufacturer’s products are not compatible with the FortiGate 601E, vendors should indicate if a centralized router or firewall would also be necessary and propose a model with the same functionality as the FortiGate 601E.

Licensing, support and Cloud Hosted Management capabilities are requested for these devices. Configuration and installation services should be included as separate optional line items with the bids. New devices must have Software-Defined Wide Area Network (SD-WAN) capability to support centralized network management across this new network configuration.

Based on the proposed prices, the library will choose which products best meet the Library’s technical and financial needs. Approximately 10 devices will be purchased in the 2025 E-Rate program year, and up to 30 devices may be purchased throughout the term of the contract, although there is no guarantee of total sales for this contract.

This RFP process has the following disqualifying factors and bids that do not meet these requirements will not be evaluated: 1. Recycled or refurbished products will not be considered, 2. Generic or auto generated bids that were not specifically created as a response to this RFP will not be considered, and 3. Vendors must have an E-rate Service Provider Identification Number (SPIN) and be up to date on annual certifications.

BID REQUIREMENTS:

1. Bids should include the unit price for each of the products (or equivalent) listed above in this RFP. Proposed products should include Cloud Hosted Management and Software-Defined Wide Area Network (SD-WAN) capabilities. If a different manufacturer is proposed, please indicate its compatibility with the existing FortiGate 601E and propose a replacement central router/firewall if needed. All equivalents will be considered. After the winning bid has been selected, the Library will work with the winning vendor to finalize the models and quantities that most cost-effectively meet the Library's technical and financial needs. Final models and quantities will be consistent with the scope of this RFP and will provide equivalent functionality of the products listed above. An updated quote with the required models and quantities for 2025 will be requested and will be used for contracting and E-rate application purposes. Equivalent substitutions depending on product availability and Library needs may be necessary to fulfill orders during the term of the contract.
2. Provide the manufacturer's list price as a reference for price evaluation.
3. Provide the costs for 5-year licenses and support for each of these products. Please also provide the cost for 1-year extensions on these licenses. Indicate whether the licenses are a Right to Use type license that is required for the products to function, or if the licenses are Basic Maintenance of Internal Connections type licenses that provide technical support and software upgrades, etc. Vendor must ensure that the licenses expire on June 30th at the end of an E-rate program year, which may require some pro-rating if the library chooses to purchase these routers in the 3-month allowable period prior to the start of the program year.
4. Product configuration and installation services should be included as an optional line item with this bid. The Library will make the decision about installation at the time of contracting and may choose to self-install the new equipment.
5. Bids should include an estimate for shipping costs, if any, and if they are not included in the bid, the Library cannot be invoiced for these costs. Please include the estimated lead time between order date and delivery date.
6. Bids should indicate if any items are not eligible or are partially eligible for E-rate funding. If the item is only partially eligible for E-rate funding, provide the eligibility % with bid. Ineligible items should be included in a separate Non-E-Rate quote. If there is another comparable item that is fully eligible, please also include that item in your bid. The Library may work with the winning vendor to adjust the final quotes for ineligible products and/or locations.
7. Include a copy of your company's standard contract for these products/services (if any).
8. Please indicate if your company has successfully sold this equipment before as part of the E-rate program and your number of years of experience with the E-rate program. Vendors should include their E-Rate SPIN number in their bid and confirm that they are current with their USAC SPAC/Form 473 requirements. Failure to maintain E-rate SPIN eligibility requirements could result in contract termination. Vendor must be willing to do either SPI or BEAR methods of reimbursement and the Library will select the reimbursement method, unless the BEAR method is required per E-Rate early purchase rules (see Item 1 in Contract Terms).

VENDOR CONTRACT TERMS:

1. **Contract Contents:** The new contract for these services will include a copy of the vendor's proposal/quote, the terms outlined below and elsewhere in this RFP, and additional terms provided by the vendor and agreed upon by the Library.

2. **Start/End Date:** The months of the official start and end dates for this E-Rate Category 2 contract would coincide with the Category 2 purchasing period for the E-Rate program year which is April 1st to September 30th of the following program year.
 - a. Most purchases would be made in the standard purchasing period of July 1st – September 30th of the following program year.
 - b. If purchases are made between April – June prior to the start of the program year, as allowed by program rules, the Library will pay the full invoice price and will seek the E-rate reimbursement through the BEAR process after the Funding Commitment has been received and the program year has officially started.
 - c. The purchase date will be coordinated with the start of the new internet service and may need to be adjusted for a smooth transition of service. If equipment is purchased prior to the start of the program year, vendor will work to ensure that license expirations coincide with the end of an E-rate program year.
3. **Term:** The Library seeks a 5-year contract with the option to automatically extend it for one additional year.
4. **Non-Appropriation of Funds:** The contract may be canceled or not renewed in the event of loss of federal E-rate, State or Library funds.
5. **Price Updates:** If the market supports a price reduction after the initial term, the library will exercise price reduction options, if any are available, as an amendment to the original contract or with a revised quote. Similarly, the library recognizes that market conditions, inflation, and other factors beyond the vendor's control could increase the pricing of the products during the term of this contract and reasonable changes based on similar discounts from current list prices may be made via updated quotes and amendments.

BID PROCESS, EVALUATION & CONTACT INFO:

Bidding Process Information:

1. **The bid deadline is listed at the top of this RFP.** The bidding period may be extended at the library's discretion if necessary to conduct a competitive bidding process.
2. The Library reserves the right to request additional information and/or a Best And Final Offer (BAFO) during this bidding process as responses are compared and evaluated.
3. The Library reserves the right to reject all proposals and to not pursue this project at this time.
4. Responders are required to read and understand all information contained within this entire RFP package. Submitting a bid constitutes complete understanding and compliance with the terms and conditions in this RFP.

Evaluation criteria for selecting the winning bid:

Proposals will be judged on the following criteria:

1. 40 Points Price (Most heavily weighted criteria)
2. 30 Points Capacity of products meet Library's needs and/or are compatible with existing systems
3. 20 Points Completeness, quality, and reliability of the proposal
4. 10 Points Positive previous experience with the Library

Disqualifying Factors:

This RFP process has the following disqualifying factors and bids that do not meet these requirements will not be evaluated:

1. Recycled or refurbished products will not be considered.
2. Generic or auto generated bids that were not specifically created as a response to this RFP will not be considered.
3. Vendors must have an E-rate Service Provider Identification Number (SPIN) and be up to date on annual certifications.

Contact, Submittal & Misc. Information:

1. **The bid deadline is listed at the top of this RFP.** Any responses received after the deadline will be considered non-responsive and will not be included in the scoring process.
2. Questions regarding the RFP should be submitted in writing to Claire O'Flaherty Christnacht at claire@erateexpertise.com within 14 days after the 470 has been issued. Answers will be posted on the library's website and on the 470 form within 5 business days after the questions deadline.
3. Bids should be submitted via **TWO** methods:
 - a. Mail your sealed bid to Kitsap Regional Library, Attn: Mike Rose, Sealed Bid for Internet and WAN Services, 1301 Sylvan Way, Bremerton, WA 98310
 - b. ALSO email the bid to Claire Christnacht, claire@erateexpertise.com and copy Mike Rose mrose@krl.org.
4. All RFP documents, including instructions, bid formats, Q&A, updates, etc. will be uploaded to the original E-Rate 470 form on the E-rate EPC system and will also be posted on the library's website at: <https://www.krl.org/rfp>
5. To confirm library branch addresses, please see <https://www.krl.org/locations>