

Sno-Isle Libraries

E-RATE BEN 145230

REQUEST FOR PROPOSAL (RFP)

Title: Meraki MX Licensing	Proposal Due Date: 28 Days After 470 Form is Posted (January 28, 2021 at 5 p.m.)
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Contact: Claire O’Flaherty, Consultant, E-Rate Expertise, Inc.
Phone: (253) 320-0664
Email: claire@erateexpertise.com

SCOPE:

Sno-Isle Libraries seeks licensing/technical support for existing Meraki products that were purchased in prior years by the Library. New equipment is not needed at this time and this RFP only covers licensing/technical support.

The Library seeks MX Enterprise Licenses but may choose to upgrade this license level to Advanced Security, SD-WAN Plus or similar/equivalent licenses offered by the manufacturer during the term of the contract. The vendor will inform the Library of the E-rate eligibility % for each level of licensing and ineligible amounts will be cost allocated out of any E-rate funding requests.

The current make/model numbers and existing quantities are listed in the chart below, but licenses for any new and/or upgraded equipment with equivalent functionality purchased during the term of the contract will also be covered.

Due to budget considerations, the Library will likely purchase 1-year licenses each year throughout the term of the contract, or until the products are replaced. Bids should list the price for 1-year licenses, but the Library may choose to increase the license length in any year.

Upgrading licenses and increasing the number of products or years covered by the licenses can be accomplished with new vendor quotes and/or amendments to this contract and would not require a new competitive bidding process or a new contract.

Make/Model	Current Quantity*
Meraki MX68CW	1
Meraki MX100	12
Meraki MX250	11
Meraki MX450	1
Controller	2
Total	27
<i>*These quantities are estimates and will be confirmed before the contract is signed and with each annual purchase.</i>	

BID REQUIREMENTS:

1. In your bid response, please provide a separate quote for one-year MX Enterprise licenses with technical support for each of the product models and current quantities listed in the chart above. Include any applicable taxes, fees, and charges on each quote. Please also provide the unit costs and eligibility % of the Advanced Security and SD-WAN Plus licenses (see also item 3 in this Bid Requirements section below).
2. The Library reserves the right to work with the winning vendor to modify the quantities and levels of licensing/support as outlined above in this RFP. An updated quote may be required for the final E-rate 471 application. Equivalent substitutions can also be made via amendment throughout the term of this contract.
3. Bids should indicate if any items/services are not eligible or are partially eligible for E-rate funding. If the item/service is only partially eligible for E-rate funding, provide the eligibility % with bid. If there is another comparable item that is fully eligible, please also include that item in a separate bid.
4. Describe whether license is for a Right to Use and is required for the product to function or if it is for Software Patch/Tech Support/ Maintenance. Please provide a description of the level of Technical Support included with the license.
5. Include a copy of your company’s standard contract for these products/services (if any).
6. Please indicate if your company has successfully sold this equipment/service 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 on their 2021 SPAC/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).

7. Responders are required to read and understand all information contained within this entire quote package and submitting a bid constitutes complete understanding and compliance with the terms and conditions of this RFP.

VENDOR CONTRACT TERMS:

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

1. **Start/End Date:** The official start and end dates for the contract would coincide with the Category 2 purchasing period for the initial E-Rate program year of July 1, 2021 to September 30, 2022. However, E-rate rules also allow for purchases to be made between April – June prior to the start of the program year if the equipment is needed early, for example to ensure dependent services can be functional at the start of the program year. If the Library purchases products/services in this allowable period prior to the start of any program year, 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. License years may be adjusted if necessary to coincide with E-Rate program years.
2. **Term:** The Library seeks a 5 year contract with the option to extend for 1 year.
3. **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.
4. **Optional Purchases Beyond Initial Quantity:** Additional optional units may be purchased during the term of this agreement to meet future demand, to accommodate new branch openings or branch relocations/remodels, as part of an equipment replacement plan or for similar but currently unknown reasons that support the Library's mission. Future purchases may be for updated models with the equivalent functionality and do not require a new contract. Note that the quantities listed are not a guarantee of sales.
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.

RFP SUBMITTAL, Q&A and CONTACT INFORMATION:

1. Interested responders should provide their contact information to claire@erateexpertise.com in order to receive notifications, updates and Q&A regarding this RFP. **This is a formal sealed or closed bid process.** Sealed bids should be delivered to: Attention Karen Kramer, Procurement Specialist, Sno-Isle Libraries, 7312 35 Ave NE, Tulalip, WA 98271. Bids are due by 5:00pm on the bid due date of January 28, 2021. Bid Opening to be held via video conference due to the COVID-19 pandemic; the conference link will be posted as an addendum two weeks prior to the bid due date.
2. Questions regarding the RFP should be submitted in writing to Claire O’Flaherty at claire@erateexpertise.com no later than 7 days before the response deadline to ensure that information can be disseminated to all interested bidders.
3. All RFP documents, including instructions, proposal formats, Q&A, updates, etc. will be uploaded to the original E-Rate 470 form and posted at <https://www.sno-isle.org/vendors/>
4. The Response period will last 28 days from the date the 470 application is posted, but may be extended at Library’s discretion if necessary to conduct a competitive bidding process. The library reserves the right to reject all proposals and not pursue this project at this time. Any responses received after 5:00 p.m. on the due date of this solicitation (e.g. due date is 28 days from the date of the 470 application is posted), will be considered non-responsive and will not be included in the scoring process. The Library reserves the right to also ask for electronic copies of sealed documents after the public opening has occurred.
5. Please see <https://sno-isle.bibliocommons.com/locations/list/> for library branch addresses.
6. Proposals will be judged on the following weighted criteria:
 - 75 Points - Price (most heavily weighted criteria)
 - 10 Points - Vendor experience in the market and prior experience with the Library
 - 10 Points - Completeness, quality, and reliability of the proposal
 - 5 Points - Prices for ineligible services, products, and fees