

## **2013-2014 E-Rate Funding Year RFP**

### **Northland Library Cooperative Consortium Application**

**CLOSE DATE: January 31, 2013**

**Email Contact Required:**  
[nlcweb@northland.lib.mi.us](mailto:nlcweb@northland.lib.mi.us)

Christine Johnson, Librarian  
Northland Library Cooperative  
220 W. Clinton  
Charlevoix, MI 49720  
Library phone: 231-855-2206  
Contact phone: 989-255-2352

### **Request for proposals:**

#### **General Requirements**

To warrant consideration for an award of contract resulting from this Request for Proposal, vendors must:

- Participate in the e-rate program by having a SPIN and having filed a current Service Provider Annual Certification Form.
- Acknowledge that any contractual relationship resulting from this RFP is contingent upon successful receipt of Universal Service Fund (E-rate) funding and existing budgetary requirements.
- Vendor will discount invoices and shall be solely responsible for timely filing of invoices with USAC. Vendor agrees that the Library will not be liable for any discounted amount that the Vendor submits late or submits improperly to USAC for payment.

**Part I: Internet Access/Digital Transmission Services**

Each library location *requires* the following:

- Internet connection at speeds at least equivalent to current connection. Current connection speed is listed beneath each library location's address (see pp. 2-4).
- Dedicated static ips used only by that location. The required number is listed below each location address.

Overall:

- Please provide quote for one-year and multi-year contracts with the option of voluntary extensions.
- Please provide pricing for the service-provider owned router/switch option (non-Customer Provided Equipment).
- RFP is for products and services for existing networks/systems
- Synchronous connection preferred. Bid *must* list up and down connection speeds.
- DNS with domain registration desired
- Ineligible equipment and/or services *must* be itemized on bid and invoices
- 24/7 technical support *required*. Please provide reliability/outage statistics and maximum response time. If an agent, bid *must* detail how each vendor provides technical support. Please provide references to three libraries (preferred) or other institutions currently receiving service.
- Billed entity pays only the non-discounted portion. Service provider responsible for billing USAC for the discounted portion.
- *Must* separate one-time installation fees from recurring service fees and list any additional fees
- *Must* indicate time required to install service at all locations.
- *Must* be able to serve all locations
- *Must* supply SPIN number with the bid
- *Must* supply contact person, phone, and email address with bid
- *Must* designate how many years vendor has participated in the e-rate program
- All quoted prices *must* be valid until close of the E-Rate Filing Window.
- All bids *must* be submitted via email to nlcweb@northland.lib.mi.us

***Bids not meeting the requirements listed above are subject to disqualification.***

**The Library reserves the right to change vendors in the event of a Breach of Contract or if the Vendor is unable to perform required service.**

**Locations for Internet Access/Digital Transmission Services:**

Charlevoix Public Library  
220 W. Clinton St.  
Charlevoix, MI 49720  
Phone: 231-547-2651  
Current connection: 25 Mbps down and 3 Mbps up. Would like bids for 1Gb  
Needs at least 1 dedicated static ip

Indian River Area Library  
3546 S. Straits Hwy.  
Indian River, MI 49749  
Phone: 231-238-8581  
Current connection: 1 Gb  
Needs at least 10 dedicated static ips

Johannesburg Branch – Otsego County Library  
10900 East M-32  
Johannesburg, MI 49751  
Phone: 989-732-3928  
Current connection: 1 Gb  
Needs at least 16 dedicated static ips

Jordan Valley District Library  
One Library Lane  
East Jordan, MI 49727  
Phone: 231-536-7131  
Current connection: 1 Gb  
Needs at least 10 dedicated static ips

Mackinaw Area Public Library  
528 W. Central Ave.  
Mackinaw City, MI 49701  
Phone: 231-436-5451  
Current connection: 1 Gb  
Needs at least 10 dedicated static ips

Ogemaw District Library  
107 W. Main St.  
Rose City, MI 48654-0427  
Phone: 989-685-3300  
Current connection: 1 Gb  
Needs at least 10 dedicated static ips

Otsego County Library – Gaylord main library  
700 S. Otsego Ave.  
Gaylord, MI 49735  
Phone: 989-732-5841  
Current connection: 1 Gb  
Needs at least 16 dedicated static ips

Presque Isle District Library – Rogers City main library  
181 E. Erie St.  
Rogers City, MI 49779  
Phone: 989-734-2477  
Current connection: 25 Mbps down; 5 Mbps up  
Needs at least 1 dedicated static ip

Vanderbilt Branch Library – Otsego County Library  
8170 Mill St.  
Vanderbilt, MI 49795  
Phone: 989-983-3600  
Current connection: 1 Gb  
Needs at least 12 dedicated static ips

Wolverine Community Library  
5716 West Main Street  
Wolverine, MI 49799  
Phone: 231-525-8800  
Current connection: 1.5 Mbps  
Needs at least 8 dedicated static ips

**Part II: VoIP (Voice over Internet Protocol)**

All general requirements from page one apply.  
This would be a new service at all four locations.

In addition:

- Please provide quote for one-year and multi-year contracts with the option of voluntary extensions.
- Please state if service will operate over existing Internet connection or if VoIP service must be bundled with vendor's Internet Access service
- Ineligible equipment and/or services *must* be itemized on bid and invoices
- Please provide reliability/outage statistics and maximum response time. If an agent, bid *must* detail how each vendor provides technical support. Please provide references to three libraries (preferred) or other institutions currently receiving service.
- Billed entity pays only the non-discounted portion. Service provider responsible for billing USAC for the discounted portion.
- *Must* separate one-time installation fees from recurring service fees and list any additional fees
- *Must* indicate time required to install service at all locations.
- *Must* be able to serve all locations
- *Must* supply SPIN number with the bid
- *Must* supply contact person, phone, and email address with bid
- *Must* designate how many years vendor has participated in the e-rate program
- All quoted prices *must* be valid until close of the E-Rate Filing Window.
- All bids *must* be submitted via email to [nlcweb@northland.lib.mi.us](mailto:nlcweb@northland.lib.mi.us)

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**Locations for VoIP:**

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East Jordan, MI 49727  
Phone: 231-536-7131

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Mackinaw City, MI 49701  
Phone: 231-436-5451

Otsego County Library – Gaylord main library  
700 S. Otsego Ave.  
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