

## Overview

The Bullitt County Public Library (“BCPL”) in Bullitt County, Kentucky, is now accepting proposals for an Internet Services Provider. BCPL seeks a vendor to provide at least 1 gigabit per second of Internet access, delivered through a Fiber-Optic medium, to be installed at one of our existing Library locations. The Library’s buildings are all connected via an existing fiber-optic gigabit WAN. Proposals must state all recurring and non-recurring costs to BCPL associated with the proposed service.

The objective of this Request for Proposal (“RFP”) is to accomplish a fair, open, and competitive procurement in accordance with the Kentucky Local Model Procurement Code as outlined in KRS 45A. This RFP may be viewed at the BCPL Ridgway Memorial Library located at 127 N. Walnut St., Shepherdsville, KY, 40165. The RFP is accessible electronically at <http://www.bcplib.org/rfp>.

## Bidding

The process of accepting proposals and choosing the successful proposer shall be by sealed proposals using the Local Model Procurement Code as outlined in KRS 45A. Sealed proposals will be received by mail at the Ridgway Memorial Library, 127 N. Walnut St., PO Box 99, Shepherdsville, KY, 40165, until 3:00 PM, September 3, 2014. Bids will be opened and all bid prices read aloud at that time in the library meeting room. Bids received after 3:00 PM on September 3, 2014, will not be opened.

Only signed paper copies of proposals will be accepted. No proposals will be accepted by electronic means (e.g. fax or e-mail). BCPL may cancel the procurement at any time.

BCPL assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. Late proposal will not be accepted.

Applications from vendors without an e-rate SPIN and a current Service Provider Annual Certification (SPAC) on file with USAC will be disqualified.

Responding vendors may request clarifications regarding specifications outlined in this RFP. Clarifying questions will be answered directly. Any clarifying questions and associated answers will be posted on the BCPL website at <http://www.bcplib.org/rfp>.

Requests for clarifications can be directed to BCPL administration:

Joe Schweiss, Executive Director  
(502) 543-7675 Ext 8  
[joe@bcplib.org](mailto:joe@bcplib.org)

## Scope

1. The chosen Internet provider shall provide one BCPL location (location information found on our website at <http://bcplib.org/about/locations.html>) with the following services:
  - a. At least 1 gigabit per second of duplex business class of Internet transit.
  - b. Connectivity via one-gigabit Ethernet interface.

Request For Proposal  
Bullitt County Public Library

- c. Proof of two redundant upstream providers.
  - d. Bandwidth 24 hours per day, 365 days per year.
  - e. Network engineering support 24 hours per day, 365 days per year.
  - f. Network monitoring capability and notification to BCPL at the point of any disruption of service.
  - g. Web-based bandwidth utilization reporting.
  - h. A contiguous range of at least 5 Public IP addresses.
  - i. The granting of BCPL with control over DNS services as primary with authoritative control.
  - j. Installation of all services and equipment included in proposal.
  - k. Guaranteed quality of service to include:
    - i. A minimum uptime of 99% per month.
    - ii. A maximum of 4 hours response and resolution to problems with discounts given for outage exceeding 4 hours.
    - iii. All pre-arranged outages to occur outside of the range of 8 AM to 9 PM.
2. The chosen Internet provider must:
- a. Employ an all-fiber network for the services provided to BCPL.
  - b. Employ a physical network backbone with at least a 10-gigabit capacity.
  - c. Allow BCPL the option of using its own routing and/or firewall hardware to connect to any vendor-supplied CSU/DSU or equivalent.
  - d. Supply contact information and details on whom to contact for all types of outages, including escalation procedures.
3. All interested bids must provide the following:
- a. Service level agreement as part of the contract for service.
  - b. E-rate SPIN information.
  - c. Pricing showing all monthly recurring costs and non-recurring costs, including installation costs.

## Judging Process

The contract will be awarded based on best value to BCPL as well as evaluation criteria set forth in this document. Weighted factors contributing to this award are included in the following breakdown:

<b>Factor</b>	<b>Weight</b>
Price of E-rate Eligible Services	40%
Meeting Technical Specifications	25%
BCPL Vendor Familiarity	10%
Vendor Reputation	25%

The eligible vendor receiving the highest score shall be awarded the bid.

## Form of Proposal

All proposals must be capable of being understood without reference to other documents and must include, at a minimum, the following sections:

1. Cover letter with original signature of the Vendor's authorized representative, including:
  - a. A statement certifying the Vendor's compliance with the RFP requirements.
  - b. The name and address of the firm submitting the proposal.
  - c. Name of the person(s) authorized to represent the firm during the proposed consultation process.
2. Vendor profile, including brief descriptions of:
  - a. Corporate background.
  - b. Organization.
  - c. Staff.
  - d. Previous experience.
  - e. Product line.
3. References of customers of similar size/scope, including:
  - a. Entity name.
  - b. Address.
  - c. Names of contact persons.
4. Configuration and costs of all items and services associated with the proposal.
5. Contract and license terms.
6. Response to specifications.