

## Request for Proposal (RFP) for Internet Access via Leased Lit Fiber

### Overview

The Bullitt County Public Library (“BCPL”) in Bullitt County, Kentucky, is now accepting proposals for Leased Lit Fiber bundled with Internet Access to cover the period beginning July 1, 2018 and ending June 30, 2021. The services requested in this document are part of the E-rate filing for BCPL for the 2018–19 funding year and are necessary for enhancing Internet access at our branches. All bids must include the Service Provider Identification Number (SPIN) or the bid will be disqualified. Information about the E-rate program can be found at [www.usac.org/sl](http://www.usac.org/sl).

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 Street, Shepherdsville, KY, 40165. The RFP is accessible electronically at [www.bcplib.org/rfp](http://www.bcplib.org/rfp).

BCPL is a tax-exempt government entity.

### Due Date

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 in person or by mail to the Contact Person: Joe Schweiss, Executive Director, at the Ridgway Memorial Library, 127 N. Walnut Street, PO Box 99, Shepherdsville, KY, 40165, until 5:00 PM EST, March 19th, 2018. BCPL assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. It is the vendor’s responsibility to verify receipt of any correspondence with the Contact Person. Late proposals will not be accepted.

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 reject all bids or cancel the procurement at any time.

### Specifications

BCPL seeks vendors to provide at least 100 Mbps fiber Internet access, with 1 Gbps of Internet access being preferred, with installation and fees for 2 static IP addresses, at one or more of our existing Library locations. The locations requiring service include the following:

Hillview Branch Library

155 Terry Boulevard

Hillview, KY 40229

Lebanon Junction Branch Library

11382 S. Preston Highway

Lebanon Junction, KY 40150

Mt. Washington Branch Library  
214 N. Bardstown Road  
Mt. Washington, KY 40047

Additionally, BCPL seeks the same service to be installed at a new location expected to be completed during the 2018-2019 fiscal year; the service period to begin on the installation date and the installation date to be based on the future construction schedule. The location will be:

Nichols Branch Library  
10697-10741 Highway 44 West  
West Point, KY 40177

Proposals must state all recurring and non-recurring costs to BCPL associated with the proposed service. It is recommended that a walkthrough of the facilities be made prior to submitting a bid.

## Scope

1. The chosen Internet provider(s) shall provide one or more of the BCPL branch locations (location information found on our website at [www.bcplib.org/locations](http://www.bcplib.org/locations)) with the following services:
  - a. At least 100 megabit per second, 1 gigabit per second preferred, of duplex business class of Internet transit.
  - b. Connectivity via one-gigabit Ethernet interface.
  - 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 2 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 6:00 AM to 10:00 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.

## Bidding Formats

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.

## Bid Evaluations

Bids will be opened and all bid prices read aloud at 9:00 AM EST on March 20th, 2018 in the Ridgway Memorial Library meeting room. Bids received after 5:00 PM on March 19th, 2018, will not be opened.

**Disqualification factors:** Applications from vendors that (1) fail to provide an e-rate SPIN, (2) don't list all items requested, and/or (3) don't separate costs by line item, will be disqualified.

## 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	60%
Meeting Technical Specifications	20%
Prior Experience with BCPL	20%

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

## **Installation**

BCPL anticipates that these installations will occur on or before July 1, 2018, unless otherwise specified.

## **Vendor Questions**

Responding vendors may request clarifications regarding specifications outlined in this RFP through March 14, 2018 at 3:00 PM EST to the Contact Person. Clarifying questions will be answered directly. Any clarifying questions and associated answers will be posted on the BCPL website at [www.bcplib.org/rfp](http://www.bcplib.org/rfp) and in the E-rate Productivity Center no later than March 15, 2018 at 12:00 PM EST. Vendors may request to receive a notification when the addendum has been posted.

## **Contact Person**

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)