

Request for Proposal (RFP) for Systems Manager Licenses

Overview

The Bullitt County Public Library (“BCPL”) in Bullitt County, Kentucky, is now accepting proposals for Systems Manager Licenses.

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 Central Library, located at 740 Conestoga Parkway, Shepherdsville, KY, 40165. The RFP is also accessible electronically at 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 labeled, “Sealed Bid Systems Manager Licenses”, will be received in person or by mail to the Contact Person: Tara O’Hagan, Executive Director, at the Bullitt County Public Library, 740 Conestoga Parkway, Shepherdsville, KY, 40165, until 5:00 PM EST, July 17th, 2024.** 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

Licensing for Existing Equipment:

- Quantity: 50 licenses
- Type: Meraki System Management Licenses
- Purpose: Cisco Meraki Systems Manager (SM) offers a full, Enterprise Mobility Management (EMM) solution, which includes Mobile Device Management (MDM), Mobile Application Management (MAM), Mobile Content Management (MCM), and Mobile Identity (MI), and integrations with other parts of the Cisco stack for managed devices.

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. Configuration and costs of all items and services associated with the proposal, including:
 - a. Quantity
 - b. Description
 - c. Unit price (Unit price per license and total cost for 50 licenses)
 - d. Technical specifications and system requirements
 - e. Delivery timeline
3. Contract and license terms.

All bids must reflect any available governmental unit discounts and the Lowest Corresponding Price. BCPL is a tax-exempt government entity.

We kindly request that your quote be valid for a minimum of 30 days from the date of issue.

Bid Evaluations

Bids will be opened and all bid prices read aloud at 9:00 AM EST on July 18th, 2024, in the Central Library Conference Room 1 at 740 Conestoga Parkway, Shepherdsville, KY 40165. Bids received after 5:00 PM EST on July 17th, 2024, will not be opened.

Disqualification factors: Applications from vendors that don't list all items requested will be disqualified.

BCPL reserves the right to reject all bids. If awarded, the contract will go to the bidder submitting the lowest evaluated bid price.

Judging Process

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

Factor	Weight
Price of Services	75%
Knowledge of Provider	25%

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

Installation

BCPL anticipates that these upgrades will occur beginning on August 1, 2024.

Vendor Questions

Responding vendors may request clarifications regarding specifications outlined in this RFP through July 15th, 2024, at 3:00 PM EST to the Contact Person. Any clarifying questions and associated answers will be posted on the BCPL website at www.bcplib.org/rfp. Vendors may request to receive a notification when the addendum has been posted.

Request For Proposal
Bullitt County Public Library



Contact Person

Requests for clarifications can be directed to BCPL administration via email:

Tara O'Hagan, Executive Director

tohagan@bcplib.org