

# RFP for Hotspot Lending

**Bullitt County Public Library**  
**BEN 128762**  
**740 Conestoga Parkway**  
**Shepherdsville, KY 40165**

**Issue Date: December 16, 2024**

**DUE DATE:** Bidding will remain open for *at least* 28 calendar days after the associated Form 470 is certified.

## **PURPOSE**

The Library seeks bids for monthly hotspot service and devices for a patron lending program to be discounted through the E-rate program.

## **SPECIFICATIONS**

The Library seeks the following for the service area of Bullitt County, Kentucky.  
QTY +/- 200 monthly unlimited hotspot service plans with 5G service preferred  
QTY +/- 99 hotspot hardware

Bids must separate E-rate eligible costs (monthly data, tax/surcharge, hardware, activation) from E-rate ineligible costs (CIPA filtering, administrative fees). The Library will consider multi-year contract options, if applicable. *The Library requests a contract that is contingent on receiving an E-rate funding commitment.* The Library is a tax-exempt government entity.

Vendor must have a Form 498 ID/SPIN, must have the FY2024 Form 473/SPAC on file, and must have Green Light Status with the FCC or their bid will be disqualified.

Vendors are strongly encouraged to include the following information in the bid:

- **Coverage map**
- **CIPA filtering option(s) provided by the vendor.** Please note that library CIPA compliance requires the ability to lift the filter for patrons age 17 or older who request unfiltered access for research purposes.
- **Description of management dashboard** that allows the Library to deactivate or reactivate individual hotspots and turn off CIPA filtering.

## **VENDOR E-RATE OBLIGATIONS**

Vendor must agree to the following E-rate program requirements:

- Provide usage reports at least once per pay period;
- Notify the Library when a hotspot device goes 60 days without usage;
- Deactivate the hotspot after 90 days without usage and not charge the Library a deactivation fee; and
- Maintain E-rate documentation for 10 years after the last date for service in the funding year

## **CONTACT PERSON**

Tara O'Hagan, Executive Director  
Bullitt County Public Library  
tohagan@bcplib.org