



Request for Proposal

Digital Transmission, Internet Services, & IP Addresses

January 3, 2023

Proposals Due Date: February 1, 2023 at 1:00 pm

In conformity with the FCC Schools and Library Division (SLD), "Universal Service Fund" (a.k.a. "E-Rate funding) application process, the Ramapo Catskill Library System, here after referred to as "RCLS", is seeking responses from qualified service providers of Digital Transmission, Internet Service, and IP Addresses.

Any and all updated project information will be distributed thru RCLS's website located at www.rcls.org/2023E-rateRFP. All documents shall be made part of and material to the contract for services.

Scope of Work

Digital Transmission Services & Internet Service

RCLS is requesting proposals for private ethernet digital transmission service **AND** public ethernet digital transmissions services connecting member libraries and their branches terminating in a hub at RCLS headquarters for a potential total of 53 locations. *Attachment A* details the library name, address and requested cost for private and public transmission services at varying speeds. RCLS will choose between the private or public services based on price. In addition, RCLS is requesting Internet Service to RCLS only. The successful bidder will include in their bid price, at a minimum, the following terms:

1. Bidder will provide all necessary equipment, IP addresses, connections, routers, etc. needed for Internet Access at RCLS headquarters.
2. Bidder will provide a detailed plan to update IP addresses as they may be required due to switching services from our present supplier.
3. Detailed cost breakdown for each of the locations and the data service provided in a format similar to *Attachment A*.
 - a. Not every site listed on this RFP may wish to receive services starting on 07/01/23, but the contract must reflect ALL the sites listed as being available to receive the contracted services during the contract term.

4. Separate Monthly Reoccurring Costs (MRC) for internet service charges (logical) and internet transportation charges (physical) on RFP and all monthly invoices are required.
 - a. RCLS and many of its member libraries are not Children Internet Protection Act (CIPA) compliant and so only Category One, transportation charges (physical) are E-Ratable. Separating costs on the monthly invoice is a requirement for E-Rate reimbursement.
5. Bidder to include a detailed breakdown of all estimated taxes and surcharges.
6. Bidder must state that this is your organization's lowest corresponding price and that your organization understands that this price will be published by USAC.
7. Include any/all costs associated with switching services from our present supplier. The bidder's presentation of a bid response is an acknowledgment of this requirement.
8. Bidder will provide any information about their work with the SCION network infrastructure.

Master Service Agreement Requirements

The bidder shall supply an industry standard Master Service Agreement to ensure the following objectives are maintained:

1. No other bidder's customers will have any physical or logical access to the owner's traffic/VLAN for the private ethernet digital transmission services.
2. Network Availability – 99.9%.
3. Packet Delivery Rate – 99.9%.
4. No dropped packets.
5. Mean time to repair 6 hours, end-to-end, including local loop.
6. 24/7 monitoring of the circuits.
7. SD WAN Solution within the fiber network can be used if it can provide lower costs and faster bandwidth performance.

RCLS intends to use the bidder's supplied Master Service Agreement to formalize any contractual relationship that results from this RFP. However, the following provisions **must** be specifically included in the bidder supplied agreement for the bidder's proposal to be considered responsive.

1. **Terms and Conditions** - RCLS would like to receive proposals that are based upon a four-year contract term with a possible one-year extensions.
 - a. The initial four (4) year contract term shall start: July 1, 2023, and end June 30, 2027. RCLS reserves the option to extend this contract for a period of one-year through June 30, 2028, not to exceed a total of five (5) contract years.
 - b. Any request for and acceptance of an extension shall be in written form.

2. **Service “Growth Clause”** – Growth Services may or may not be requested by RCLS as needed during the contract term. The growth clause shall not require a change in contract terms. The growth clause shall include a price for additional services of the same type/speeds/bandwidths of 25Mbps, 50Mbps, 100Mbps, 200Mbps & 300Mbps, 1Gig and 2Gigs. This clause permits a library listed in Attachment A, but not receiving services, to begin receiving services with 30 days’ notice.
3. **Service “Reduction Clause”** – Reduction of Services may or may not be requested by RCLS as needed during the contract term. The reduction clause shall not require a change in contract terms. The reduction clause shall allow a library to reduce services of the same type/speeds/bandwidths of 25Mbps, 50Mbps, 100Mbps, 200Mbps & 300Mbps, 1Gig and 2Gigs. This clause permits a library listed in Attachment A, receiving services, to terminate services altogether with 30 days’ notice.
4. The contract must allow for a library to exercise the Growth Clause or Reduction Clause as needed at any point during the contract, with 30 days’ notice, while remaining coterminous with the original contract expiration date.
5. Bidder must state that this is your organization’s lowest corresponding price and that your organization understands that this price will be published by USAC.

E-Rate Information

The services requested in this RFP are dependent on funding from the E-Rate Program. RCLS expects each prospective bidder to make themselves thoroughly familiar with all applicable rules and regulations regarding the E-Rate Program. For further information, please reference the Universal Service Administrative Company’s (USAC) Schools and Library Division (SLD) website at <https://www.usac.org/e-rate/>

RCLS will pay monthly vendor invoices in full and use the E-Rate Billed Entity Applicant Reimbursement (BEAR) to obtain E-Rate rebates.

All contracts entered as a result of this RFP and the associated Form 470 will be contingent upon:

1. Funding approval by USAC.
2. The bidder providing, at the time of bid, and maintaining a valid Service Provider Identification Number (SPIN) consistent with the type of service requested in this RFP throughout the contract period.
3. A certified Form 486 filed by RCLS and/or a written “Notice to Proceed” from RCLS to the winning bidder to initiate service.

Bid Package Requirements

No bid will be accepted from, or contract awarded to a bidder:

1. Who is not licensed in accordance with Federal and New York State laws.
2. Who does not hold a valid Service Provider Identification Number (SPIN) and is not in good standing with the FCC/USAC.
3. Who has not successfully performed on projects of similar character and scope to the proposed work.

Bid Evaluation Criteria

1. Pricing for Transmission Services – The price of eligible goods and services will be the highest weighted factor. Only the eligible monthly costs will be evaluated. Non-eligible costs will not be included in the evaluation.
2. Ability to provide service to all locations – Being able to provide lit fiber to every location will weigh into the ranking.
3. Experience – RCLS will evaluate the bidder's experience based on, but not limited to, the bidder's ability to successfully provide the requested service and prior history with RCLS.

It is mandatory that all prospective bidders wishing to provide a proposal for this project submit (hand delivered, mail or email) their bid to: **Ramapo Catskill Library System, 619 Route 17M, Middletown, NY 10940**, email: shoefer@rcls.org, to be received no later than **February 1, 2023 at 1:00 pm**.

All inquiries regarding this RFP will be directed to Stephen Hoefer, Fiscal Officer, at shoefer@rcls.org or 845-243-3747 Ext. 223.

RAMAPO CATSKILL LIBRARY SYSTEM (RCLS)

Request for Proposal - Attachment A

Digital Transmission and Internet Services to RCLS

January 3, 2023

	Library Name	Library Address	Private Ethernet Digital Transmission Services							
			Cost for 25 Mbps	Cost for 50 Mbps	Cost for 100 Mbps	Cost for 200 Mbps	Cost for 300 Mbps	Cost for 500 Mbps	Cost for 1 Gig	Cost for 2 Gig
1	RAMAPO CATSKILL LIBRARY SYSTEM - Headquarters	619 Rt 17M, Middletown, NY								
2	ALBERT WISNER PUBLIC LIBRARY	One McFarland Drive, Warwick, NY								
3	BLAUVELT FREE LIBRARY	541 Western Hwy, Blauvelt, NY								
4	CHESTER PUBLIC LIBRARY	1784 Kings Highway, Chester, NY								
5	CORNWALL PUBLIC LIBRARY	395 Hudson Street, Cornwall, NY								
6	CRAGSMOOR FREE LIBRARY	355 Cragmoor Road, Cragmoor, NY								
7	DANIEL PIERCE LIBRARY	328 Main Street, Grahamsville, NY								
8	ELLENVILLE PUBLIC LIBRARY	40 Center Street, Ellenville, NY								
9	E. B. CRAWFORD PUBLIC LIBRARY	479 Broadway, Monticello, NY								
10	FALLSBURG LIBRARY	12 Railroad Plaza, South Fallsburg, NY								
11	FINKELSTEIN MEMORIAL LIBRARY	24 Chestnut Street, Spring Valley, NY								
12	FLORIDA PUBLIC LIBRARY	4 Cohen Circle, Florida, NY								
13	GARDINER LIBRARY	133 Farmer's Turnpike, Gardiner, NY								
14	GOSHEN PUBLIC LIBRARY	203 Main Street, Goshen NY								
15	GREENWOOD LAKE PUBLIC LIBRARY	79 Waterstone Road, Greenwood Lake, NY								
16	HAVERSTRAW KINGS DAUGHTER LIBRARY	10 W. Ramapo Road, Garnerville, NY								
17	HAVERSTRAW KINGS - BRANCH	85 Main Street, Haverstraw, NY								
18	HIGHLAND FALLS LIBRARY	298 Main Street, Highland Falls, NY								
19	JOSEPHINE-LOUISE PUBLIC LIBRARY	5 Scofield Street, Walden, NY								
20	LIBERTY PUBLIC LIBRARY	189 North Main Street, Liberty, NY								
21	LIVINGSTON MANOR FREE LIBRARY	92 Main Street, Livingston Manor, NY								
22	MAMAKATING FREE LIBRARY	128 Sullivan Street, Wurtsboro, NY								
23	MOFFAT LIBRARY OF WASHINGTONVILLE	6 W Main Street, Washingtonville, NY								
24	MONROE FREE LIBRARY	44 Millpond Parkway, Monroe, NY								
25	MONTGOMERY FREE LIBRARY	133 Clinton Street, Montgomery, NY								
26	NANUET PUBLIC LIBRARY	149 Church Street, Nanuet, NY								
27	NEW CITY FREE LIBRARY	220 North Main Street, New City, NY								
28	NEWBURGH FREE LIBRARY	124 Grand Street, Newburgh, NY								
29	NEWBURGH LIBRARY - MALL BRANCH	140 Route 300, Suite 1090, Newburgh, NY								
30	NYACK LIBRARY	59 South Broadway, Nyack, NY								
31	ORANGEBURG LIBRARY	20 S. Greenbush Road, Orangeburg, NY								
32	PALISADES FREE LIBRARY	19 Closter Road, Palisades, NY								
33	PEARL RIVER PUBLIC LIBRARY	80 Franklin Avenue, Pearl River, NY								
34	PIERMONT LIBRARY DISTRICT	25 Flywheel Park West, Piermont, NY								
35	PINE BUSH AREA PUBLIC LIBRARY	223-227 Maple Ave. Pine Bush, NY								
36	PORT JERVIS FREE LIBRARY	138 Pike Street, Port Jervis, NY								
37	ROSCOE FREE LIBRARY	85 Highland Avenue, Roscoe, NY								
38	ROSE MEMORIAL LIBRARY ASSOCIATION	79 East Main Street, Stony Point, NY								
39	SLOATSBURG PUBLIC LIBRARY	1 Liberty Rock Road, Sloatsburg, NY								
40	SUFFERN FREE LIBRARY	210 Lafayette Avenue, Suffern, NY								
41	SUNSHINE HALL FREE LIBRARY	14 Proctor Road, Eldred, NY								
42	TAPPAN LIBRARY	93 Main Street, Tappan, NY								

Public Ethernet Digital Transmission Services							
Cost for 25 Mbps	Cost for 50 Mbps	Cost for 100 Mbps	Cost for 200 Mbps	Cost for 300 Mbps	Cost for 500 Mbps	Cost for 1 Gig	Cost for 2 Gig

RAMAPO CATSKILL LIBRARY SYSTEM (RCLS)
Request for Proposal - Attachment A
Digital Transmission and Internet Services to RCLS
January 3, 2023

		Private Ethernet Digital Transmission Services							
Library Name	Library Address	Cost for 25 Mbps	Cost for 50 Mbps	Cost for 100 Mbps	Cost for 200 Mbps	Cost for 300 Mbps	Cost for 500 Mbps	Cost for 1 Gig	Cost for 2 Gig
43	THRALL PUBLIC LIBRARY								
44	TOMKINS COVE PUBLIC LIBRARY								
45	TUXEDO PARK LIBRARY								
46	VALLEY COTTAGE FREE LIBRARY								
47	WALLKILL PUBLIC LIBRARY								
48	WEST NYACK FREE LIBRARY								
49	WESTERN SULLIVAN - JEF BRANCH								
50	WESTERN SULLIVAN - DEL BRANCH								
51	WESTERN SULLIVAN - NAR BRANCH								
52	WOODBURY - HML BRANCH								
53	WOODBURY - CVL BRANCH								
		Estimated Taxes & Surcharges							

Public Ethernet Digital Transmission Services							
Cost for 25 Mbps	Cost for 50 Mbps	Cost for 100 Mbps	Cost for 200 Mbps	Cost for 300 Mbps	Cost for 500 Mbps	Cost for 1 Gig	Cost for 2 Gig

12 Locations not receiving services, but may begin services with 30 days notice

		Internet Services with Cost Broken out Between Logical and Physical							
		Cost for 25 Mbps	Cost for 50 Mbps	Cost for 100 Mbps	Cost for 200 Mbps	Cost for 300 Mbps	Cost for 500 Mbps	Cost for 1 Gig	Cost for 2 Gig
1	RAMAPO CATSKILL LIBRARY SYSTEM - Internet (logical)								
	RAMAPO CATSKILL LIBRARY SYSTEM - Internet Transportation (physical)								
		Estimated Taxes & Surcharges							