



Keewauvin Branch
405 S. Dayton St.
Kennewick WA. 99336
(509) 586-3156

Request for Proposal for WAN and Internet Connectivity

General Information

Background

Mid-Columbia Libraries' 12 branch libraries, rural delivery service, and digital branch provide quality library services to the more than 260,000 residents of Benton, Franklin, and parts of Adams Counties.

Community members came together in 1948 to form the first board of directors. Mid-Columbia Libraries has continually provided Bookmobile services since 1949. The early library district was meant to serve the region's unincorporated areas and provided a rare opportunity for families to explore the world through reading. Founding director Neva LeBlond Bequette guided the library district through many decades and helped instill a pioneering spirit of innovation, relevance, and excellent service.

Purpose

This RFP is intended for solicitation of competitive proposals for a contract to purchase WAN and Internet services for all locations of Mid-Columbia Libraries, preferably retaining the multipoint-to-multipoint logical topology of the current solution. Contracted services will be used to support Mid-Columbia Libraries' efforts in providing materials, services, and information access to the public.

Contract Term

The term covered by the Contract(s) for Services in this RFP is July 1, 2025 through June 30, 2030.

Scope of Services

Mid-Columbia Libraries is seeking data transmission services and Internet Access to connect the listed branch locations. Desired minimum WAN/Internet bandwidth per location is as follows.

<i>Branch</i>	<i>Service</i>	<i>Address / Demarcation point</i>	<i>Desired BW</i>
Basin City	WAN	50-A N Canal Blvd, Basin City, WA 99343	500Mbps
Benton City	WAN	810 Horne Drive, Benton City, WA 99320	500Mbps
Connell	WAN	118 N Columbia, Connell, WA 99326	500Mbps
Kahlotus	WAN	E 225 Weston, Kahlotus WA 99335	500Mbps
Kennewick	INTERNET	1620 S Union St, Kennewick, WA 99338	1Gbps
Kennewick	WAN	1620 S Union St, Kennewick, WA 99338	1Gbps
Keewaydin Park	WAN	405 S Dayton St, Kennewick, WA 99336	1Gbps
Merrill's Corner	WAN	5240 Eltopia West Road, Eltopia WA 99330	500Mbps
Othello	WAN	101 E Main, Othello, WA 99344	500Mbps
Pasco	WAN	1320 W Hopkins, Pasco, WA 99301	500Mbps
Prosser	WAN	902 7th St Prosser, WA 99350	500Mbps
West Pasco	WAN	7525 Wrigley Drive, Pasco, WA 99301	500Mbps
West Richland	WAN	3803 W. Wan Giesen, West Richland WA 99353	500Mbps

Timeline

Event	Day	Date
Release RFP	Wednesday	Jan 15, 2025
Questions due	Thursday	Jan 30, 2025
Answers emailed/ Addendum (if any) posted not later than	Thursday	Feb 6, 2025
Proposal responses due	Thursday	Feb 20, 2025 4:00 PM
Reference checks complete	Friday	Feb 28, 2025
Contract awarded / signed	Tuesday	Mar 18 2025
Implementation begins **		after contract is signed
Services begin	Tuesday	Jul 1 2025
**Invoices for installation of infrastructure (that Internet/telecommunications services depend on) cannot be dated before July 1, 2025 and services cannot start before July 1, 2025.		

Current Operating Environment

Within the scope of this request, Mid-Columbia Libraries operates 12 brick and mortar locations currently connected via Metropolitan Ethernet.

<i>Branch</i>	<i>Address / Demarcation point</i>	<i>County</i>
Basin City	50-A N Canal Blvd, Basin City, WA 99343	Franklin
Benton City	810 Horne Drive, Benton City, WA 99320	Benton
Connell	118 N Columbia, Connell, WA 99326	Franklin
Kahlotus	E 225 Weston, Kahlotus WA 99335	Franklin
Kennewick	1620 S Union St, Kennewick, WA 99338	Benton
Keewaydin Park	405 S Dayton St, Kennewick, WA 99336	Benton
Merrill's Corner	5240 Eltopia West Road, Eltopia WA 99330	Franklin
Othello	101 E Main, Othello, WA 99344	Adams
Pasco	1320 W Hopkins, Pasco, WA 99301	Franklin
Prosser	902 7th St Prosser, WA 99350	Benton
West Pasco	7525 Wrigley Drive, Pasco, WA 99301	Franklin
West Richland	3803 W. Wan Giesen, West Richland WA, 99353	Benton

All locations have at least one existing fiber installation into the building. The currently implemented WAN technology is multipoint-to-multipoint Metro Ethernet.

Internet access is delivered to the Kennewick Union Street location, filtered on-premises, and then provided to all locations via WAN connections along with voice, video, and other traffic. A /27 subnet of public IPv4 addresses are available for customer-hosted services, including but not limited to web hosting, mail hosting, and VPN access. Firewall and other security services are performed on customer equipment.

Technical Specifications

Specifications

Provider-owned equipment at the demarcation point will provide a copper or fiber Layer 2 Ethernet interface for connection to customer equipment for WAN connectivity, provided a copper connection is technically feasible.

A separate copper or fiber Ethernet interface is required for Internet connectivity at the Union Street Kennewick location. Along with Internet connectivity, the provider will provision a /27 range of public IP addresses. Preference will be given to a solution that also provides rDNS for at least one of these addresses.

Provider instructions

Proposal Responses

Proposals received after February 20, 2025 4:00PM will not be accepted. No additional time will be granted to any proposer unless by addendum to this RFP. One digital and/or two physical versions of the proposal should be delivered to the following address:

Physical copies addressed to:
Jon Stuckel, IT Director
Mid-Columbia Libraries
405 S Dayton ST
Kennewick, WA 99336

Digital copy can be mailed to:
jstuckel@midcolumbialibraries.org

Proposal Format and Contents

The proposal should follow this format:

Section	Title	Contents
Section 1	About your organization	Organization structure, qualifications, experience, financials and references
Section 2	Technical requirements and alternatives	Solutions and alternative solutions described
Section 3	Implementation and timeline	Implementation methods and time-frames
Section 4	Agreement contract(s)	Sample agreement contract(s)
Section 5	Additional information	Diagrams, charts, etc. if necessary
Section 6	Pricing	Pricing information covering minimum bandwidth as described in scope of services. Also include availability and cost of additional bandwidth on installed connection for each location. Optionally, see attached pricing summary template

Required section contents are as follows.

- Section 1 – About your organization
 - a) Describe your organizational structure. Show how your organization will be responsive to the requirements of this RPF. Include contact information.
 - b) Describe your organization’s financial, staff, and technical resources. Show how those resources support proposed services.
 - c) Describe your organization’s qualifications and experience. If you have experience with Mid-Columbia Libraries, describe your current or past relationship. Describe any similar implementations of proposed services performed by your organization.

- d) Address your level of familiarity (if any) with Universal Service Administrative Company (USAC) and the E-Rate program, specifically regarding invoicing and the Billed Entity Applicant Reimbursement (BEAR) process.
 - e) Provide 3 customer references from projects of similar type and scope. References should include
 - a contact name
 - that person's title
 - postal address
 - email address
 - phone number
- Section 2 – Technical requirements and alternatives
 - a) Describe both the overall solution and individual service location's solution in detail.
 - b) Describe any required customer-provided equipment.
 - c) Describe any infrastructure, architectural, or engineering changes required for your proposed solution, as well as any changes required for a capacity increase of up to 1Gbps. Examples would include but are not limited to breaching interior or exterior walls/ceiling, installation of equipment racks, or installation of additional power circuits.
 - d) List currently supported bandwidth tiers for each location, if bandwidth can only be provided at specific speeds.
 - Section 3 – Implementation and Timeline
 - a) Describe your implementation process. Specifically address any outages or cutover time.
 - b) Provide a timeline.
 - c) Describe any steps or events required by any party that would involve access to any Mid-Columbia Libraries location. Include anticipated day/time, duration, and any environmental impacts.
 - Section 4 – Agreement contract(s)
 - a) Attach sample agreement contract(s). Include performance guarantees, including uptime and response time.
 - b) Agreement contracts must include the following terms:

Service upgrades, adding, disconnecting, or moving service locations will be considered a minor contract modification and be permitted under this agreement.
 - c) Agreement contracts should include the following (or similar) terms:

Payment will be made on a monthly basis and within thirty days from receipt of a correct invoice or billing statement.

If a city (or other administrative entity) withdraws from Mid-Columbia Libraries, causing a service location to no longer be operated by Mid-Columbia Libraries, that service may be cancelled

without penalty. Mid-Columbia Libraries is required to give written notice to the Service Provider ninety days before cancellation (or within two weeks of receiving a written withdrawal notification).

- Section 5 – Additional Information
 - a) Include any additional clarifying information relating to the proposal. Examples include appendices, charts, diagrams, cut sheets, etc.
- Section 6 – Pricing
 - a) Include the completed pricing template and additional explanations, if necessary.

Pre-Submittal Questions

There will be no pre-bidders conference. Questions may be submitted to Mid-Columbia Libraries by January 30, 2025 via mail or email:

Mid-Columbia Libraries – Pre-Submittal Questions
Attn: Jon Stuckel, IT Director
405 S. Dayton St, Kennewick, WA 99336

Email: jstuckel@midcolumbialibraries.org

Answers will be provided as soon as possible, but no later than January 30, 2025. Mid-Columbia Libraries may, at its discretion, provide an addendum to this RFP in response to Pre-Submittal Questions. Addendum will be posted no later than February 6, 2025.

Conditions

Mid-Columbia Libraries is participating in the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The provider must have and maintain a Service Provider Identification Number (SPIN) from USAC.

Mid-Columbia Libraries will make access to service locations available on request. Contact Jon Stuckel (jstuckel@midcolumbialibraries.org, (509) 737-6382).

All materials are subject to State public and disclosure laws. If a Proposer considers any portion of his/her proposal to be protected under the law, the Proposer shall clearly identify those portions on the page(s) affected using such words as "CONFIDENTIAL" or "PROPRIETARY". The Proposer shall also use the descriptions above in the following table to identify the effected page number(s) and location(s) of any material to be considered as confidential (attach additional sheets as necessary). If a request is made for disclosure of such portion, MCL will determine whether the material should be made available under the law. If the material is not exempt from public disclosure law, MCL will notify the Proposer of the request and allow the Proposer ten (10) days to take whatever action it deems necessary to protect its interests. If the Proposer fails or neglects to take such action within said period, MCL will release the portion of the Proposal deemed subject to disclosure.

Additionally, after equipment and/or services are purchased, pricing data will be published by USAC as required in FCC 14-99 (Report and order and further notice of proposed rulemaking), V.A.158 (Increasing price transparency). By submitting a Proposal, the Proposer agrees to the procedure outlined in this paragraph and shall have no claim against MCL on account of actions taken under such procedure.

Evaluation of Proposals

Disqualifications

Service Provider does not maintain a SPIN.

Evaluation Criteria

Mid-Columbia libraries will select the most responsive and cost-effective provider. Price will be the heaviest weighted factor, but will not be the only factor. Other factors include, but are not limited to:

- Prior experience with the vendor
- Completeness of proposal/Compliance with proposal format
- Appropriateness or completeness of technical solution
- Response from provided reference checks

Pricing

Proposals may include the respondent's standard pricing template, so long as it addresses both the minimum bandwidth as stated in the scope, and the availability and cost of incremental bandwidth increases.