

Request for Proposal (RFP)
Broadband, Internet, and Related Services for
Marmot Library Network
December 15, 2015

1. Marmot Library Network

The Marmot Library Network (Marmot) is a Not For Profit 501(c)(3) Corporation serving and governed by educational institutions in Colorado. Marmot hosts an integrated library system, maintains a union catalog, and provides related services for public, academic, and school libraries.

2. Description of Current Broadband Services

- 2.1. Marmot **currently** supports a wide area **PRIVATE** network of ADSL, point-to-point, fiber, cable, and Metro Ethernet to 30 public library sites in western Colorado.
- 2.2. The main purpose of this network is to support Internet access for library users, including patrons and library employees. Another purpose is to enable active directory support for over 1,100 computers and servers in the libraries without having to transit the internet.
- 2.3. Some sites have multiple circuits installed to separate public workstations, library staff workstations, and public wi-fi traffic. At some sites, circuits (ADSL or P-to-P) are bonded to provide additional bandwidth.
- 2.4. See attached spreadsheet of “Marmot Library Network – Internet Facilities as of Dec 2015”. Columns E:G describe internet services for public wi-fi users in libraries. These typically include full internet service—traffic is not routed to Marmot for filtering between libraries and the internet. Columns H:J describe services for wired public users as well as library staff—this traffic is routed to Marmot for filtering and active directory computer management.
- 2.5. Circuits from member libraries are currently aggregated by Mammoth Networks in Denver or by Cedar Networks in Durango, and relayed to Marmot in Grand Junction before reaching the internet.
- 2.6. The Marmot link to the internet is currently a fiber circuit at 200Mbps (burst to 1Gbps).
- 2.7. Internet traffic for 30 library sites is routed through Marmot firewall and web filter equipment according to E-Rate CIPA requirements.

3. Services Requested by this RFP

- 3.1. Marmot requires comparable service at better prices or more bandwidth at competitive prices. The goal is to maximize bandwidth while still using cost-effective solutions such as DSL, Cable, Metro Ethernet or Fiber.
- 3.2. Note requested bandwidth in columns K:L of the attached spreadsheet. Detail the services proposed in columns M:N, and include the updated spreadsheet with your proposal.
- 3.3. Marmot requires flexibility to add, delete, move or reconfigure circuits to currently supported as well as new member libraries, and to take advantage of new options such as fiber and new technology that will reduce costs and/or increase connectivity without incurring significant additional fees.

3.4. Vendors may propose upgrades for all circuits. Partial solutions are welcome. Marmot will determine in the spring of 2016 which specific upgrades will be ordered in 2016.

4. Schedule

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| December 15, 2015 | RFP posted with E-rate 470 |
| December 31, 2015 | Deadline for Written Questions |
| January 8, 2016 | Marmot to answer written questions |
| January 12, 2016 | PROPOSAL CLOSING DATE |
| January | Marmot to select winning contractor(s) |
| May-October, 2016 | Contractor(s) to complete implementation(s) |

5. Terms and Conditions

- 5.1. Marmot reserves the right to reject all proposals, reject portions of any proposal, or accept the proposal or proposals deemed most advantageous to Marmot. Marmot may cancel this RFP at any time and for any reason. Any bidder may be disqualified if the proposal is not clear, comprehensive, and accurate; if the bid is not technically correct; if the bid is not submitted by the due date; or if there is ANY problem that might interrupt E-rate funding. All proposals received may be subject to clarification prior to contract award.
- 5.2. All documents provided to Marmot by Contractor will be the exclusive property of Marmot and subject to its use and control.
- 5.3. This RFP is not a commitment to purchase.
- 5.4. Marmot shall not reimburse Bidders for any costs incurred in the preparation and submission of the proposal. Marmot does not obligate itself with any action taken or cost incurred by Bidder in responding to this Request for Proposal.
- 5.5. This bid will be non-exclusive. Marmot reserves the right to purchase any supplies or services from multiple vendors each of whose proposed services are determined to be the best solution at the best price for one or more specific sites.

6. Statement of Qualifications

- 6.1. Detail your firm’s experience installing, supporting, and maintaining telecommunication services for libraries in the not-for-profit sector, as well as for-profit corporations of comparable size.
- 6.2. Describe how your firm will implement the proposed services, in particular how you can minimize downtime for transferring circuits and reconfiguring the existing network.
- 6.3. Identify the project manager who will be assigned to Marmot if you win the bid, including a statement of qualifications and experience.
- 6.4. Provide names and contact information of three clients comparable to Marmot who are also E-rate applicants.
- 6.5. Include your USAC SPIN.

7. COSTS

- 7.1. Itemize fees and terms.
- 7.2. State any guarantees regarding limits to future cost increases.
- 7.3. Confirm that all prices are Lowest Corresponding Pricing (LCP).

8. Bid procedures and evaluation

- 8.1. Questions may be submitted in writing to Executive Director Jimmy Thomas, Marmot Library Network, 123 N. 7th Street, Suite 302, Grand Junction, CO 81501 **or** to jimmy@marmot.org. Additional information and/or clarifications based on written questions will be sent to all bidders via email. Verbal questions or questions submitted after the Deadline for Written Questions will not be considered.
- 8.2. Should Marmot omit anything from this RFP that may be necessary for a clear understanding of requirements, or should any instructions appear to conflict, bidders should contact Executive Director Jimmy Thomas at 970-242-3331, x119 prior to Deadline for Written Questions.
- 8.3. Bidders must respond in detail to requirements stated herein; and acknowledge terms, conditions, and scope of work by completing the "Proposal Sheet" at the end of this document.
- 8.4. Bids must be received by email to jimmy@marmot.org with subject line "Marmot Broadband RFP Response". Attach proposal documents in current Microsoft Office formats (doc, xls). Include a scanned pdf of the "Proposal Sheet" below, completed and signed by an authorized representative
- 8.5. LATE PROPOSALS WILL NOT BE ACCEPTED OR CONSIDERED. IT IS THE RESPONSIBILITY OF THE BIDDER TO INSURE THE PROPOSAL ARRIVES AT THE MARMOT LIBRARY NETWORK PRIOR TO THE PROPOSAL CLOSING DATE.
- 8.6. After proposals are opened, a Bidder may be given an opportunity to explain any error, and may request their proposal be withdrawn. Such proposals may, with the approval of the Executive Director, be withdrawn and not resubmitted. Errors, determined by Marmot to be minor, may be allowed in an otherwise acceptable proposal.
- 8.7. The contract shall be awarded based on BEST VALUE as determined by Marmot Library Network in compliance with E-rate rules. Criteria are not limited to the lowest price, however PRICE is the most important factor per E-rate rules.
- 8.8. In the event the selected Contractor believes that a change in, or addition to, work is beyond the scope of this contract, it must notify the Marmot in writing prior to beginning such work.

**MARMOT LIBRARY NETWORK
REQUEST FOR PROPOSAL
PROPOSAL SHEET**

Terms, Conditions and Specifications are stated on the previous pages.

PRINT THE WORDS "NO EXCEPTIONS" HERE _____ IF
THERE ARE NO EXCEPTIONS TAKEN TO ANY OF THE TERMS, CONDITIONS, OR SPECIFICATIONS OF THESE
PROPOSAL DOCUMENTS. IF THERE ARE EXCEPTIONS TAKEN TO ANY OF THESE TERMS, CONDITIONS, OR
SPECIFICATIONS OF THESE PROPOSAL DOCUMENTS, THEY MUST BE CLEARLY STATED ON A SEPARATE
SHEET OF PAPER, ATTACHED TO THIS PROPOSAL SHEET AND RETURNED WITH YOUR PROPOSAL.

FIRM OR INDIVIDUAL _____ TELEPHONE _____

ADDRESS: _____

PRINT NAME AND TITLE: _____

AUTHORIZED SIGNATURE DATE: _____