



**OCMULGEE REGIONAL LIBRARY SYSTEM  
CAT 2 E-RATE 2025**

**REQUEST FOR PROPOSAL**

**Network Infrastructure Update for  
Ocmulgee Regional Library System**

**E-Rate Funding Year July 1, 2025,  
through June 30, 2026**

**E-Rate Funding Year 2025 (July 1, 2025 – June 30, 2026) Billed Entity Number: 127427**

# REQUEST FOR PROPOSAL 2025-03

## SECTION I: INTRODUCTION

### A. GENERAL

The Ocmulgee Regional Library System (ORLS) invites bidders to submit proposals in accordance with the terms and conditions of this Request for Proposal 2025-03 (RFP). This RFP provides the requirements and evaluative criteria for Network Infrastructure Updates for the Ocmulgee Regional Library System and requests a detailed response from all prospective bidders, including pricing and service descriptions, in a specified format.

The Ocmulgee Regional Library System (ORLS) provides public Internet access from wired public Internet access stations and public wireless access points for patrons. The ORLS project consists of network infrastructure upgrades to provide a robust, high-capacity wired/wireless network that can handle demanding situations such as online testing, online streaming video/audio, POE Network Devices, and patron BYODs needing Internet access. The proposed solution will be an upgrade to the existing legacy network infrastructure. The goal is to select a qualified bidder to provide the network infrastructure updates needed for all ORLS's six (6) branch locations.

**The work proposed in these specifications is dependent upon receipt of E-rate Cat2 Funding for the E-rate Funding Year July 1, 2025, through June 30, 2026.**

It is anticipated that the contract resulting from this RFP will be for a period of (1) year from July 1, 2025 through June 30, 2026.

### B. PROJECT DESCRIPTION & SCOPE OF SERVICES

ORLS is soliciting bids from reputable Bidders. The selected Bidder will be our primary source for the following:

- Installation and configuration services for Universal Service Fund \E-Rate eligible products.
- Universal Service Fund\E-Rate-approved purchased and installed equipment, software, and services.
- System improvements and upgrades to the Universal Service Fund\E-Rate-Approved installed equipment and software as necessary.

Please note that the term Universal Service Fund\E-Rate (hereafter to be called USF or E- Rate) is used throughout this RFP for defining all eligible products and services for which libraries can receive discounts from the providers of these products and services.

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ORLS is soliciting proposals from qualified bidders that can provide the Basic Firewall Services needed for all ORLS's six (6) library locations to support current Firewall needs. The selected bidder will provide all necessary cabling, firewalls, UPS's, installation.

**Network Infrastructure Updates sought in a contract resulting from this RFP are as follows:**

1. All 6 branches of the ORLS will require a firewall solution either on site physical or off site cloud based.
2. Provide, Configure, and Install Basic Firewalls. The library is seeking six (6) basic firewalls and any associated licenses that allow the firewall to function, for all six branches
3. Provide network power protection from short-term power outages or power surges\brownouts with UPS (Uninterruptible Power Supply)
4. Provide Management Interface for control/configuration purposes.

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**ORLS Sites, Current, and Proposed Network Environments Covered by this RFP**

Name	Address	Current Network Environment	E-Rate Eligible Proposed Network Environment
<b>ORLS HDQ Dodge Co. Library</b>	531 Second Avenue, Eastman, GA, 31023, US	ClearOS 7 firewall with full control over DNS, DHCP, etc.	Similar or improved service.
<b>Tessie Norris / Bleckley county library.</b>	103 N. 3rd Street, Cochran, GA, 31014, US	ClearOS 7 firewall with full control over DNS, DHCP, etc.	Similar or improved service.
<b>M. E. Roden Library</b>	151 Commerce St, Hawkinsville, GA, 31036, US	ClearOS 7 firewall with full control over DNS, DHCP, etc.	Similar or improved service.
<b>Telfair County Library</b>	101 W College Street, Mcrae, GA, 31055, US	ClearOS 7 firewall with full control over DNS, DHCP, etc.	Similar or improved service
<b>Wilcox County Library</b>	104 North Broad Street, Abbeville, GA, 31001, US	ClearOS 7 firewall with full control over DNS, DHCP, etc.	Similar or improved service
<b>Wheeler County Library</b>	61 W Main St., Alamo, GA, 30411, US	ClearOS 7 firewall with full control over DNS, DHCP, etc.	Similar or improved service

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### C. Issuing Office and Contact Person for Questions

Any inquiries regarding this RFP must be in writing (email preferred) by the deadline of February 24, 2025. ORLS will not respond to phone inquiries. Answers to questions as well as any amendments and clarifications will be posted on ORLS's website.

Kim Spencer  
Library Director  
kes@orls.org  
Ocmulgee Regional Library System  
Address: 531 Second Avenue,  
Eastman, GA, 31023, US  
Telephone: 478-374-5182

### D. Site Surveys

If a site survey is needed, please submit a written request to the contact listed in item C to schedule dates and times for a site visit. Site visits must be conducted Monday through Friday during library business hours.

## SECTION II: PROPOSAL INSTRUCTIONS AND EVALUATIONS

### A. Proposed Schedule

February 10, 2025	Issue RFP
March 10, 2025	Proposals Due
July 1, 2025	Project Start Date
June 30, 2026	Project End Date

### Questions

No verbal instructions or information to Service Providers will be binding. The specifications will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness thereof before the opening of bids. Questions must be submitted in writing or via email and will be answered via email.

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## **Cost of Proposal**

ORLS is not responsible for any expenses incurred by the proposer in preparing and submitting their response to this RFP.

## **Proposal Rejection**

ORLS reserves the right to reject any or all proposals, to waive any informality in a proposal, or to accept that proposal which, in the judgment of the proper officials, is in the best interest of ORLS.

## **Proposal Submission and Deadline**

Each proposer shall submit only one proposal. RFPs should be emailed and/or submitted in a sealed envelope addressed to the following by mail, delivery service, or hand delivery no later than 12:00 P.M. EST, Monday, March 10 2025. Proposals will be submitted to:

Kim Spencer  
Library Director  
kes@orls.org  
Ocmulgee Regional Library System  
Address: 531 Second Avenue,  
Eastman, GA, 31023, US  
Telephone: 478-374-4711

Requests for an extension of time to submit will not be granted.

**Proposal Requirements** – Proposal Signature Page (Exhibit B) is provided. This Proposal Signature Page must be completely filled out, and the whole signed by the Service Provider. No modifications of any bid will be allowed after the same is sealed and delivered to ORLS. Proposals should include:

1. Pricing-related information requested within this RFP. Proposals may provide additional details, diagrams, heat maps, etc.
2. Exhibit A- Statement of Service Provider's Qualification
3. Exhibit B- Proposal Signature Page
4. Exhibit C – Contractor Affidavit
5. At least three references for like-type installations.

All responses will be evaluated and questions answered/clarified before any announcements of bid results.

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### **Cancellation, Addenda, and Amendments to the RFP**

If it becomes necessary to revise or amend any part of this RFP, notice of the revision will be given to all prospective proposers.

### **Minimum Qualifications of Service Providers**

ORLS intends to apply for discounts under the Schools and Libraries (“E-rate”) program that is the subject of this RFP. Therefore, all Service Providers responding to this RFP must participate in the E-rate Program and must comply with all applicable FCC rules. The Service Provider is required to submit its SPIN and FCCRN as part of the Proposal, and have significant experience with the E-Rate Program. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP. Service Providers are responsible for maintaining evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-responsive. ORLS reserves the right to reject any bid if investigation of such Service Provider fails to satisfy ORLS that such Service Provider is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

Service Providers may be required to submit the names and addresses of the officers or principals of the Corporation, firm, or partnership submitting a bid. Failure to comply could result in the rejection of such a bid as non-responsive.

- a. Protection By Service Provider: The Service Provider agrees to indemnify and hold harmless ORLS and their representatives from all suits or actions of every nature and description brought against them or any of them, on account of the use of patented or copyrighted appliances, materials, products or processes, and from all legal expenses and costs of suits regarding the same.
- b. The Service Provider shall obey all Federal, State, County, and City laws or ordinances in any way pertaining to the work, and shall obtain all permits that may be necessary for its performance if required. (a) That in the hiring of employees for the performance of such contract, no Service Provider, sub-Service Provider, nor any person acting on behalf of such Service Provider or sub-Service Provider shall by reason of race, creed, or color discriminate against any citizen of the United States who is qualified and able to perform the work to which the employment relates; (b) Nor shall they in any manner discriminate against or intimidate any employees hired for the performance of the work on account of race, creed or color. House Bill 87, Section 3, E-verify

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Form. The Service Provider shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or any part thereof to anyone without the written consent of ORL

- c. Georgia Security and Immigration Compliance Act: Proposer will provide a completed and notarized affidavit (Exhibit C), including a statement of registration and ongoing use of the federal work authorization program, company user identification number, and the date of authorization.

### **Evaluation and Award**

The selection process used for determining the most favorable proposal is best described as a “Competitive Proposal” process in which as seen below cost is one of the most important criteria but not the only criteria. ORLS (or its designees) will select the proposal that best meets the ORLS’s needs. ORLS reserves the right to reject any proposal for any reason, to waive technicalities, or to accept any proposal that does not conform to all the requirements of this RFP and to make any and all purchases to the best interest and advantage of ORLS.

ORLS will evaluate proposals from qualified Service Providers using the following criteria:

<b>Evaluation Criteria</b>	<b>Weight</b>
Cost of Eligible Services	40%
Prior Experience with Service Provider Local or In-State Service Provider Experience with libraries and schools preferred	20%
Completeness of response and adherence to bid specifications	20%
Flexible Invoicing (SPI-Form 474)	15%
Industry Credentials and Certifications	5%
<b>Total</b>	<b>100%</b>



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### **B. Terms and Conditions**

- a. Installation: With bid submission, the Service Provider shall provide either an expected delivery date or an expected installation interval for the project being quoted. Such date or expected interval shall include the time required for any special construction or Subcontractor work.
- b. Adds/Moves/Changes: The Service Provider shall provide a mechanism for requesting changes. ORLS anticipates that most changes will be minor and therefore expects that most requests can be completed within 1-5 business days. If the request cannot be completed within that time, the Service Provider shall communicate a firm completion date to ORLS within 5 business days of the change request.

Invoicing: SPI (Service Provider Invoice Billing) is to be the billing method. Monthly billing statements must be current. Services may be requested under this RFP for both E-rate eligible and non-E-rate eligible locations and/or services. Separate invoices are required for E-rate eligible locations and services from those that are not eligible. ORLS will provide a summary of the services ordered and the corresponding locations, together with all costs. It is the burden of the Service Provider to reconcile, to ORLS's satisfaction, its invoices to that summary.

All invoices must be based on a first-of-the-month through end-of-the-month cycle. All invoices must be manually created in a form and format that ORLS has approved. Invoices may only be submitted after services have been provided, as ORLS does not pay in advance for services. Errors on invoices cannot be remedied by credits on invoices. All errors must be repaid by a check cut by the Service Provider within 30 days of notification of such error. All locations and/or services not eligible for E-rate must be invoiced separately. ORLS will attempt to pay correct and properly-submitted invoices within 30 days of receipt. ORLS will not be obligated to pay for services rendered earlier than one billing cycle prior to the current month. Billing in arrears (more than one bill cycle) or in advance is not acceptable, and ORLS will not be obligated to pay.

- c. The billing cycle for this contract shall be a maximum of thirty-one (31) days from the date of the first bill when the contract term and service begin on July 1, 2025.
- d. Invoicing: Products and services must be delivered before billing can commence. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). ORLS will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage ORLS will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Alternatively, should

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ORLS decide that it is in the best interest of ORLS to file a Form 472, ORLS will inform the Service Provider of its intent. It is the Service Provider's responsibility to understand and comply with all rules and procedures required by USAC. All Service Providers invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, ORLS will only be responsible for paying its non-discounted share.

***Invoices must be issued and mailed to:***

Ocmulgee Regional Library System  
Attn:  
Kim Spencer  
531 2<sup>nd</sup> Ave Eastman Ga 31023

- e. Service Provider shall retain all documentation related to the purchase, payment, delivery and/or installation, including Forms 474 and receipt of payment from USAC, for all products and services provided to the applicant. Related documentation must be retained for a period of 10 years from the last date of service.
- f. Pricing: Pricing should be inclusive of any and all costs, fees, taxes, etc., including but not limited to sub-Service Provider's fees, installation, and special construction fees and it should be broken down by eligible and non-eligible items.
- g. Contract Period: The contract period is from July 1, 2025 to June 30, 2026.
- h. Even after the award of contract(s) and/or e-rate funding approval is obtained, ORLS may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of ORLS.
- i. The items requested within the RFP may or may not be USF eligible. All non-eligible products and services must be itemized using the USF Eligible Services List located on the USAC website.
- j. Within one (1) week of the award, the awarded Service Provider must provide ORLS a bill of materials using a completed USAC "Item 21 Template". Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions.
- k. In the event of questions during an e-rate pre-commitment review, post-commitment review, and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.

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- l. No change in the products and/or services specified in this document orders will be allowed without prior written approval from ORLS and a USAC service substitution approval with the exception of a Global Service Substitutions.
- m. The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered public and non-confidential pursuant to §54.504 (2)(i)(ii).
- n. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b) guidelines as dictated by the SLD. Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of the lowest corresponding price.
- o. This offer is in full compliance with USAC's Free Services Advisory. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.
- p. The awarded Service Provider is required to send copies of all forms and invoices to ORLS before invoicing USAC for pre-approval. Failure to comply with this requirement may result in ORLS placing the vendor on an "Invoice Check" with the USAC.
- q. All bidders must have an E-Rate SPIN (Service Provider Identification Number) and a current Service Provider Annual Certification Form 473 on file with USAC.
- r. The implementation and completion of services are contingent upon the library system receiving approved funding from USAC. The services may be revised or terminated if the funds from the USAC program are not approved. Additionally, services may be revised or terminated if supplementary funds from GPLS (Georgia Public Library Services) are not approved.
- s. ORLS is exempt from Georgia State Sales Tax. Net prices as shown in the proposal shall exclude said State tax amounts. Service Providers shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of the ORLS. An exemption certificate will be furnished by ORLS to the selected Service Provider.
- t. All quotes submitted are subject to E-Rate funding approval by USAC/SLD
- u. Quotes submitted must be firm for a period of ninety (90) days from the submission date.

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- v. By submitting a proposal, the proposer certifies that the RFP has been read and the proposer understands the RFP and has full knowledge of the scope of this RFP.
- w. Proposer acknowledges that ORLS are public facilities and that installation work must be coordinated / scheduled with ORLS management. Ingress / egress also to be coordinated with ORLS management.
- x. Proposer agrees to indemnify and hold harmless ORLS, its officers, agents, and employees from any and all claims, legal actions and judgments advanced against ORLS and for expenses ORLS may incur in this regard arising out of Service Provider's intentional acts and negligent acts or omissions with respect to the rights and privileges granted by ORLS to Proposer in this agreement.
- y. ORLS further reserves the right to make corrections or amendments due to errors identified in proposals by ORLS or the Service Provider.
- z. Additions and Deductions: ORLS shall have the right, without invalidating the contract, to make additions to or make deductions from the work covered by these specifications, and in case such deductions or additions are made, an equitable adjustment of the addition to or deduction in cost shall be made between ORLS and the Service Provider, as shown in a written amendment to the contract.
- aa. ORLS further reserves the right to select one or more Service Providers to perform the services.
- bb. Should the selected Service Provider, its principals, agents, or employees act in violation of the FCC's policy regarding gifts, and should ORLS be denied funding on a funding request or be subject to a commitment adjustment as a result of the aforementioned action, the selected Service Provider shall be liable for liquidated damages in the amount of ORLS's discounted portion on each of the funding requests so denied.
- cc. The selected Service Provider shall comply with all applicable FCC rules, Orders, and guidance that govern the E-rate program. Notwithstanding any other remedies at law or equity, in the event the selected Service Provider acts or fails to act in such a way that causes ORLS to lose E-rate funding, the selected Service Provider shall be liable to ORLS for the amount of denied, reduced or adjusted funding. Additionally, the selected Service Provider shall be liable to ORLS for legal or consulting fees ORLS incurs to: ensure compliance with the E-rate program; to respond to the FCC or USAC directives; and/or to pursue an appeal.
- dd. Proposal Signature Page- Attached to these specifications is Exhibit B (Proposal Signature Page) must be signed by each Service Provider and included in their RFP submission. All bids must be sealed, marked, and delivered in accordance

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with the instructions of this RFP. Bids will be opened and read by ORLS administrative staff, and the Library Director.

### **WORKERS COMPENSATION**

Proposer agrees to provide Workers Compensation and Employer's Liability Insurance as required by Federal and/or State statutes for Service Provider employees and agents. Proposer shall provide ORLS with a Certificate of Insurance evidencing said coverage if requested.

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**Exhibit A -STATEMENT OF VENDOR'S QUALIFICATION**

To accompany proposals submitted for Network Infrastructure Update for the Ocmulgee Regional Library System.

Name of Vendor's Firm: \_\_\_\_\_

Name of Company Representative: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

When / Where Organized? \_\_\_\_\_

\_\_\_\_\_

Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

Vendor must provide a Service Provider Information Number assigned by the Schools and Libraries Division (SLD):

SPIN Number: \_\_\_\_\_

How many years have you been engaged in this business under the present firm name? \_\_\_\_\_

Please attach to this statement at least three references, including: (name, address, title, phone number, and brief description of work performed, including dates of work).

Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

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**Exhibit B-PROPOSAL SIGNATURE PAGE**

Date \_\_\_\_\_

TO: Ocmulgee Regional Library System

This bid is submitted in accordance with the RFP inviting bids to be received for the project identified as “Network Infrastructure Update.” Having carefully examined the RFP, all Instructions, Specifications, all addenda, and being familiar with the various conditions affecting the work, the undersigned, hereby agree to furnish all material, perform all labor, and do all else necessary to complete the work in strict accordance with the specifications for the price as contained herein.

In the event this bid is accepted the undersigned is hereby bound to commence and complete all of the work included under this contract in such time and such manner as designated for the various items he has contracted to supply or perform.

In submitting this bid, it is understood that the unrestricted right is reserved by the Ocmulgee Regional Library System in making the award to reject any and all bids or parts thereof, or to waive any informalities or technicalities in said bids.

The undersigned hereby certifies that this bid is genuine and made in the interest or on behalf of any person, firm, or corporation not herein named; that the undersigned has not directly or indirectly induced or solicited any bidder to refrain from bidding, and that the undersigned has not, in any manner, sought by collusion to secure for himself an advantage over any other bidder.

**TOTAL AMOUNT BID OPTION:**

Evidence of a Performance Bond may be required if your bid is or exceeds \$100,000 for the one (1) year contract. Can you provide a Performance Bond in the amount of the contract? \_\_\_\_Yes \_\_\_\_No

Bidder **MUST** provide Federal EIN \_\_\_\_\_ and E-Rate SPIN \_\_\_\_\_

(Print Name)\_\_\_\_\_

**Bid must be signed for Consideration:**

\_\_\_\_\_(Signature)

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Exhibit C

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT
CONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(1)

Contract/Project Name: Network Infrastructure Update for Ocmulgee Regional Library System\_

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of Ocmulgee Regional Library System has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b).

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number Date of Authorization (E-Verify Number)

Legal Name of Contractor or Entity Legal Address of Contractor or Entity

Ocmulgee Regional Library System
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_