

COLUMBUS METROPOLITAN LIBRARY

Request for Proposal

E-Rate Cloud Security Appliances and Licensing

Issue Date: November 22, 2022

RFP Number: CML #22-045

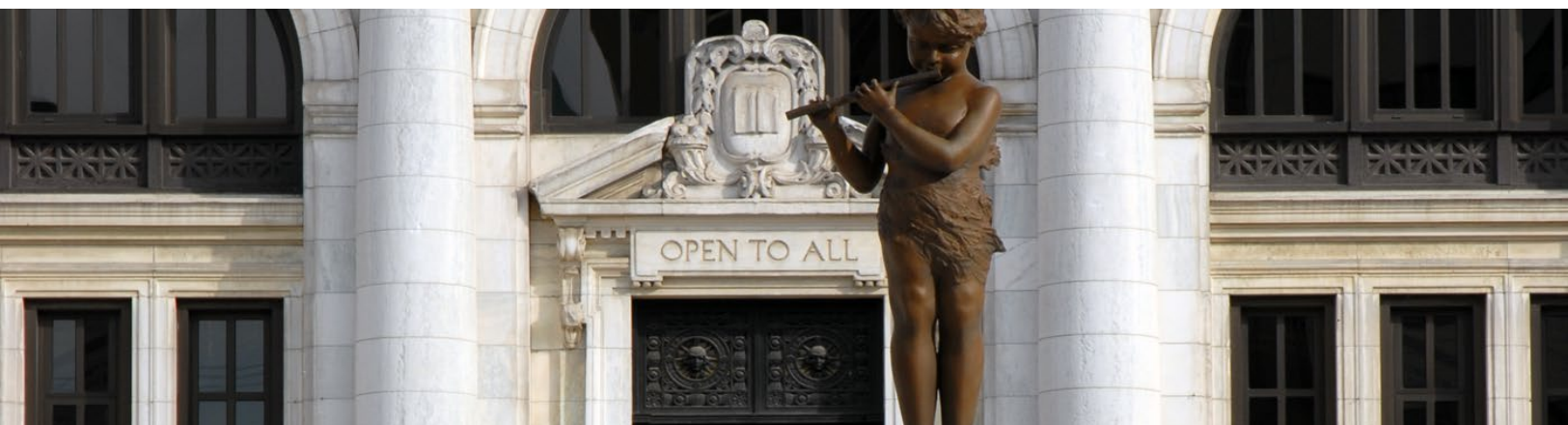
Issued by

Procurement Department
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal

December 22, 2022
No later than 12:00 NOON EST

Qualifies for E-Rate Funding



REQUEST FOR PROPOSAL COVER SHEET

The Columbus Metropolitan Library (“CML” or “Library” or “Owner”) is issuing this Request for Proposal (“RFP”) for *E-Rate Cloud Security Appliances and Licensing* (“Project”). The RFP Identification Number is: **CML #22-045**.

Proposals must be received by the Procurement staff at the Columbus Metropolitan Library via email to procurement@columbuslibrary.org **no later than 12:00 PM on 12/22/2022**.

Any Proposal (“Proposal”) arriving after 12:00 PM will be marked late and will receive no consideration for selection to provide the specified services.

All questions or requests for clarifications should be submitted no later than 5:00 p.m., seven (7) days prior to the proposal due date to procurement@columbuslibrary.org . All questions will be answered in the form of an addendum and posted on the CML website.

The proposer declares to have read and understood and agrees to be bound by all the instructions, terms, conditions, and specifications of this RFP and agrees to fulfill the requirements of any contract (“Contract”) for which it is selected to provide the specified goods and/or services at the prices proposed.

The proposer certifies, by signature affixed to this Request for Proposal Cover Sheet, that the information provided by it in response to the RFP, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)		
Name of person signing Proposal (Please print or type)	Title	
Proposer Name		
Mailing Address		
City	State	ZIP
Telephone		
Contact Person		
E-Mail Address		
Authorized Signature (Original signature only) Please use Blue Ink.		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL

OVERVIEW

The Columbus Metropolitan Library is seeking quotes from qualified Bidders for the purchase of hardware and licenses as detailed in the equipment section. The project is to provide hardware, licensing, and support as noted.

SCOPE OF WORK

The Proposer is responsible for all requirements as provided in this RFP and attached Project documents.

GENERAL INSTRUCTIONS

The contractor ("Contractor") shall furnish all labor, materials, equipment services and supervision required to complete the work ("Work"), complying with the scope of work outlined herein.

The Proposer shall be given the opportunity by CML to examine the work site(s) prior to submitting a Proposal.

The Contractor is responsible for all requirements as provided in the RFP documents.

DIVERSITY

Because Columbus Metropolitan Library serves a diverse central Ohio population, CML has a strong preference for professional service providers to propose teams made up of MBE/DBE/WBE certified staff to provide CML with a diverse professional staff representative of the central Ohio region in which they will be working and of the customers that CML serves every day. Minority Business Enterprises are encouraged to respond to this solicitation.

A completed Proposer's Diversity & Inclusion Participation Form or documentation of good faith efforts must accompany the completed Proposal. Please refer to Appendix B, *Proposer's Diversity & Inclusion Participation Form* to submit or denote the omission of participation.

COMPLIANCE WITH APPLICABLE LAWS

By submitting a Proposal for Work on the Project, the Proposer acknowledges that it is in compliance with applicable federal, state, and local laws and regulations, including, but not limited to, the following:

Equal Employment Opportunity/Nondiscrimination. The Proposer agrees that if it is awarded a contract that in the hiring of employees for performance of work under the Contract or any subcontract, neither it nor any subcontractor, or any person acting on its behalf or its subcontractor's behalf, by reason of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who are qualified and available to perform work to which the employment relates. The Proposer further agrees that neither it nor any subcontractor or any person on its behalf or on behalf of any subcontractor, in any manner, shall discriminate against or intimidate any employees hired for the performance of the work under the contract on account of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color.

Ethics Laws. The Proposer represents that it is familiar with all applicable ethics law requirements, including without limitation Sections 102.04 and 3517.13 of the Ohio Revised Code, and certifies that it is in compliance with such requirements.

E-Rate Considerations

E-rate Guidelines shall govern the work and payments on the selected system and VAR (Value Added Reseller) for this installation and as such, no funds will be able to be billed or collectible on this project until after July 1. Furthermore, any and all hardware not sold as a service but as a capitalized expense will be submitted to E-Rate for Category Two level funding and will require review and E-rate approval before work can begin which will most likely not occur until after July 1.

To warrant consideration for an award of a contract resulting from this RFP, Offerors must agree to participate in the Universal Service Support Mechanism for Schools and Libraries (commonly known as “E-Rate”) as provided for and authorized under the federal Telecommunications Act of 1996 (Reference 47 U.S.C. § 254, “Universal Service”).

Offerors acknowledge that any contractual relationship resulting from this solicitation of proposals may be partially or entirely dependent upon the successful receipt of Universal Service Fund (“USF”) subsidies.

Complete Universal Service (E-Rate) Requirements are found in Appendix E.

Due to the nature of E-Rate funding approval and the time that may lapse between Contract and installation, the Contractor agrees to evaluate the proposed system software and versions of the equipment listed in the Contract schedule and if available provide the Library with the most up-to-date version and releases to the versions at the time install at no additional charge to the Library.

PROPOSAL SUBMISSION REQUIREMENTS

1. Proposers are cautioned to carefully review all parts of the RFP. No allowance may be made for any error or negligence of the Contractor.
2. Proposals are to be prepared in such a way as to provide a straightforward, concise description of the Contractor's capabilities to satisfy the requirements of this RFP and provide sufficient information to fully establish the Contractor's ability to perform all of the actions, activities and functions described in this RFP.
3. Emphasis should be on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness and clarity of content, and should minimize extraneous marketing materials.
4. Costs for developing the Proposal are entirely the responsibility of the Contractor and shall not be chargeable to the Library.
5. The Proposer must address all of the requirements listed in the Request for Proposal. All Proposals must be emailed to procurement@columbuslibrary.org , with the Proposal Identification Number **CML #22-045**, title, and Contractor's name in the subject line of the email and the file names.

PROPOSAL SUBMITTAL

Each Proposer must submit a Technical Proposal and a Cost Proposal as part of its Proposal package. Proposals must be submitted as two (2) separate components – Technical Proposal and Cost Proposal.

Each Technical Proposal package must be clearly marked "**CML #22-045 – E-Rate Cloud Security Appliances and Licensing- Technical Proposal**" along with the Contractor's Name in the filename of the Technical Proposal File.

Each Cost Proposal package must be clearly marked "**CML #22-045 – E-Rate Cloud Security Appliances and Licensing- Cost Proposal**" along with the Contractor's Name in the filename of the Technical Proposal File.

IMPORTANT: Technical Proposals must not contain cost or pricing information.

Columbus Metropolitan Library
Attn: Theresa Kauffman
procurement@columbuslibrary.org
96 South Grant Avenue
Columbus, OH 43215

Proposal Format and Content

To facilitate the comparison of Proposals, Technical Proposals shall be organized into the following marked or tabbed sections:

1. Proposals must include a table of contents listing all sections:
 - a. A cover letter, on the Proposer's letterhead, shall be submitted and shall include, but need not be limited to, the following information:
 - i. The signature of a person authorized to bind the Proposer legally to the extent of work and financial obligation outlined in its Proposal.
 - ii. A statement that the Proposal will be valid for the FY23 E-Rate window.

- iii. Identification of all the material enclosures submitted in response to this RFP.
 - iv. A summary of the submitted Proposal and a brief statement of the Proposer's qualifications to meet all requirements as described in this RFP.
- b. Executive-level summary of the proposed solution, which shall include but shall not be limited to:
- i. The Contractor's Work Plan. The Work Plan must address exactly how the Contractor will provide all required services specified in this RFP.
- c. Statement as to the Contactor's particular abilities and qualifications to include, but not limited to:
- i. Brief history of the company.
 - ii. Product and service offerings.
 - iii. Describe the core competencies.
 - iv. The number of years the Contractor has been in business.
 - v. Primary Corporate location's address.
 - vi. The geographical area of operations and professional affiliations.
 - vii. Overview of the ownership structure of the company.
 - viii. All alliances and/or strategic partnerships with other companies.
 - ix. Size and composition of the organization.
 - x. Number of current customers.
- d. A disclosure of all adverse information that may be publicly available, which shall include but shall not be limited to:
- i. Lawsuits, judgments, liens, bankruptcies, or claims made against the Contractor within five (5) years of the proposal due date.
 - ii. Debarment from entering into contracts with the State of Ohio, any county in the State of Ohio, or any other government entity within five (5) years of the proposal's due date.
- e. References - The Contractor shall provide at least three (3) references for engagements within three (3) years of the proposal submission date.
- f. Include any other documentation believed to be pertinent, but not specifically mentioned in this RFP, that may be useful and applicable to this project.
- g. The Contractor must include a completed W-9 Form.
- h. The Contractor must provide a Certificate of Insurance ("COI") with coverage per the terms provided herein and list CML as an Additional Insured. Waiver of Subrogation shall also apply and be indicated on the COI.
- i. A list of all assumptions and exceptions to the specifications outlined in the RFP.
2. Completed Acknowledgement of Addenda Form – See Appendix D

COST PROPOSAL

The Cost Proposal package shall contain the following items:

1. Completed Price Proposal Form – Appendix A
2. Completed Proposer's Diversity & Inclusion Participation Form – Appendix B

The Proposal shall contain all price information in the format specified on the Cost Proposal Form.

Proposers may not amend, alter or omit any items on the Price Proposal Form or include additional clarifying or contingent language on or attached to the form. Failure to adhere to any of these instructions may result in the Proposal being determined to be non-responsive and rejected by CML. Prices offered shall be all inclusive and shall remain fixed for the duration of the agreement. CML is a tax-exempt entity.

ADDITIONAL INFORMATION

1. Addenda to this RFP will be posted on the Columbus Metropolitan Library Website: www.columbuslibrary.org/about/doing-business at least five (5) business days prior to the RFP opening. Proposers are responsible for information provided in any issued addenda. Proposers are required to acknowledge the receipt of all RFP addenda by using the supplied "Acknowledgement of Addenda" form.
2. Correct and proper invoices will be paid within 30 days of receipt. Invoices are to detail the services provided, the date, and detail costs and are to be submitted on company letterhead, to the e-mail address on the Library's purchase order. Refer to terms and conditions herein for additional information regarding payment.
3. Times referenced herein are Columbus, Ohio local time.
4. Submission of a Proposal in response to this RFP is the Proposer's acknowledgment that subjective criteria may be used in the evaluation of Proposals. Award shall be made to the responsive and responsible Proposer determined to be the most advantageous to the Library. Price, although an important consideration, will not be the sole determining factor.

RFP & PROPOSAL QUESTIONS

All questions regarding this RFP must be sent to procurement@columbuslibrary.org and must reference the RFP Identification Number and title of the RFP no later than **5:00 p.m. seven (7) days prior to the proposal due date. CML will post written responses to all properly received questions no later than five (5) days prior to the proposal due date** Answers to all questions will be documented and posted on the "Doing Business with the Library" page of the Library's Web site at www.columbuslibrary.org/about/doing-business

PROJECTED TIMELINE

The projected timeline for this RFP process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for a thorough and complete analysis of responses.

Activity	Target Completion Date
Issuance of RFP Inquiry Period Begins	November 22, 2022
Inquiry Period Ends	December 14, 2022 (5:00 PM)
Final Response to Vendor Questions	December 19, 2022 (5:00 PM)
Due Date	December 22, 2022 by 12:00 p.m. (Noon)
Selection of Successful Proposer	January 2023

Notification of changes in the response due date would be posted on the CML website or as otherwise stated herein. All times are Eastern Time

Award

CML may award the Contract to as many Contractors as necessary to achieve the desired outcome.

SELECTION PROCESS

A. Selection Process

1. CML will form an evaluation committee comprised of members of IT and other relevant departments, to review and evaluate Contractor proposals. The following criteria weights will be assigned:
 - a. Quality of the Contractor's Technical Solution – 400 Points (Per Appendix C)
 - b. Cost Score – 600 Points
 - c. Total allowable Points - 1,000 points
2. CML may invite any or all Proposers to present an oral presentation on the specifics of their technical and/or price submission. Proposers will be provided with sufficient notice to prepare. All oral presentations will be conducted virtually.
3. Members of the evaluation committee may choose to retain their original technical score following the oral presentation or may choose to re-score any or all Proposers following oral presentations.
4. The final score will be collected and recorded by the CML procurement staff.

B. Evaluation Criteria

1. Technical Proposal

- a. Members of the evaluation committee will utilize a zero (0) to five (5) scale to evaluate each proposal. Members of the evaluation committee will utilize the evaluation form in Appendix C and apply the scoring formula outlined below:

Zero (0)	Unsatisfactory	Does not conform to requirements.
One (1)	Poor	Conforms to requirements in a limited manner.
Two (2)	Satisfactory	Generally meets requirements with limitations.
Three (3)	Good	Meets CML requirements as written.
Four (4)	Excellent	Meets and generally exceeds requirements as written.
Five (5)	Outstanding	Exceeds requirements in all aspects.

- b. Members of the evaluation committee will review the completeness and comprehensiveness of all Contractor proposals. Scores will be averaged for each responsiveness criterion to determine a Contractors score. That score will be multiplied by the criteria weight to establish the extended score for that responsiveness criteria. All extended scores will be added together to establish the Contractor weighted technical score.
 - c. Emphasis will be placed on the quality and comprehensiveness of the proposal, including the understanding of the requirements by the Contractor, Contractor qualifications, quality of the proposed solution, organizational history, and capacity, experience, and references. The evaluation form that will be used can be found in Appendix C.
2. Cost Score
 - a. The Contractors Total Price shall be calculated based on the number of services multiplied by the net price. The lowest responsive proposal will be awarded the maximum amount of points for this category.
3. The Total Composite Score will be comprised of the Technical Proposal Score + Cost Score which will not exceed 1,000 points.

Contract Award

The Library is not, by virtue of issuing this RFP, obligated to enter into a Contract and reserves the right to not issue a Contract as a result of this solicitation.

All Proposers that respond will receive a notification if they have been selected or not.

Columbus Metropolitan Library

Procurement Department

Standard Contract Terms and Conditions

Contract Components. Entirety. Changes Interpretation

Contract Components: This contract consists of this document, the Standard Contract Terms and Conditions, the Special Contract Terms and Conditions (if any), the specifications or scope of work (SOW), and any written amendments to this document, valid Columbus Metropolitan Library (CML) purchase orders or other ordering documents (together referred to as the "Contract").

Entire Agreement; Parties to the Contract: This contract is the entire agreement between the individual or entity selected to provide equipment, supplies and/or services on the basis of a SOW submitted to CML in response to a request (referred to as the Contractor in these Terms and Conditions) and Columbus Metropolitan Library (CML).

Contract Changes: Waivers, Changes or Modifications to this Contract must be made in writing and signed by both parties. If a party to this Contract does not demand strict performance of any item of this Contract, the party has not waived or relinquished any of its rights; the party may at any later time demand strict and complete performance of the term.

Contract Orders: CML will order supplies or services under this Contract from the Contractor directly. The Contractor may receive purchase orders by telephone, facsimile, electronically or in-person by authorized employees of CML. The Contractor is not required to fill an order date more than 30 days beyond the date of Contract expiration, termination, or cancellation unless the Contract provides for a quarterly delivery or quarterly service. Under a Contract that provides for quarterly delivery, the Contractor is not required to fill an order with a delivery date of more than 90 days beyond the date of Contract expiration, termination, or cancellation.

Standard Invoice and Payment

Invoice: The Contractor shall submit invoices to accountspayable@columbuslibrary.org. The invoice must be a proper invoice to receive consideration for payment. A "proper Invoice" is defined as being free of defects, discrepancies, errors or other improprieties. Improper invoices will be returned to the Contractor noting the areas of discrepancy.

Payment: In consideration for the Contractor's performance, CML will pay the Contractor at the rate specified in the contract. *Payments will be made by electronic funds transfer (EFT)*. For all transactions, the Contractor must have a valid W9 form on file with the Finance Department. The completed form should be mailed to: Finance Department, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215.

Payment Due Date: CML will pay invoices 30 days after it has received an invoice for supplies and services it has received and accepted, unless otherwise indicated herein.

Taxes: Columbus Metropolitan Library is exempt for all federal, state and local taxes as CML is a political subdivision of the State of Ohio.

Term of Contract: This contract is effective upon the projected beginning date of the Contract Cover Page or upon signature of CML by the Fiscal Officer, whichever comes later in time. This Contract will remain in effect until the Contract is fully performed by both parties or canceled in accordance with the Terms found herein.

Contract Renewal: This contract may be renewed solely at the discretion of CML for a period of one month. Any further renewals will be by agreement of both parties, any number of times for any period of time. The cumulative time of all renewals may not exceed two years.

Delivery

F.O. B. The Place of Destination: The Contractor must provide the supplies or services under this Contract F.O.B., the place of delivery/destination unless otherwise stated. The address of delivery will be specified by the purchase order or other ordering document. Freight will be prepaid unless otherwise stated.

Time of Delivery: If the Contractor is not able to deliver the supplies or services on the date and time specified by CML ordering department on the ordering document, the Contractor must coordinate an acceptable date and time for delivery. If the Contractor is not able to, or does not, provide the supplies or services to an ordering department by the time and date agreed upon, CML may obtain any remedy provided below or any other remedy at law.

Minimum Orders-Transportation Charges: For purchase orders placed that are less than the stated minimum order, the transportation will be prepaid and added to the invoice by the Contractor to the delivery location designated in the ordering documents. Shipment is to be made by private or commercial freight service, airmail, water, parcel post, express or commercial package delivery, whichever is the most economical and expeditious method for proper delivery of the item. Failure of the Contractor to utilize the most economical mode of transportation shall result in the Contractor reimbursing CML the difference between the most economical mode of transportation and the mode of transportation used by the contractor. Failure to reimburse CML shall be considered a default.

Contract Cancellation: Termination: Remedies

Contract Cancellation: If a Contractor fails to perform any one of its obligations under this Contract, it will be in default, and CML may cancel this Contract in accordance with this section. The cancellation will be effective on the date delineated by CML.

- A. **Contract Performance is Substantially Endangered:** If the Contractor's default is substantial and cannot be cured within a reasonable time, or if CML determines that the performance of the contract is substantially endangered through no fault of CML, CML may cancel this Contract by written notice to the Contractor.
- B. **Cancellation by Unremedied Default:** If a Contractor's default may be cured within a reasonable time, CML will provide written notice to the Contractor specifying the default and the time within which the Contractor must correct the default. If the Contractor fails to cure its default in the time required, CML may cancel this Contract by providing written notice to the Contractor. If CML does not give timely notice of

default to Contractor, CML has not waived any of its rights or remedies concerning the default.

- C. Cancellation by Persistent Default: CML may cancel this Contract by written notice to Contractor for defaults that are cured but persistent. "Persistent" means three or more defaults. After CML has notified Contractor of its third default, CML may cancel this Contract without providing Contractor with an opportunity to cure, if the Contractor defaults a fourth time. CML shall provide written notice of the termination to the Contractor.
- D. Cancellation for Financial Instability: CML may cancel this Contract by written notice if Contractor does not pay its subcontractors and material suppliers within 10 days of payment to the Contractor by CML. To the extent permitted by law, CML may cancel this Contract by written notice to Contractor if a petition in bankruptcy or similar proceedings has been filed by or against the Contractor.

Contract Termination: CML may terminate this Contract for convenience after issuing 30 days' written notice to the Contractor.

Remedies for Default:

- A. Actual Damages. The Contractor is liable to CML for all actual and direct damages caused by the Contractor's default. CML may buy substitute supplies or services, from a third party, for those that were to be provided by the Contractor, and CML may recover the costs associated with acquiring substitute supplies or service, less any expenses or costs saved by the Contractor's default, from the Contractor.
- B. Deduction of Damages for Contract Price. CML may deduct all or any part of the damages resulting from Contractor's default from any part of the price still due on the Contract, after CML has provided prior written notice to Contractor of such default and intent to deduct damages from the Contract Price.

Force Majeure: If CML or Contractor is unable to perform any part of its obligation under this Contract by reason of force majeure, the party is excused from its obligation, to the extent that its performance is prevented by force majeure, for the duration of the event. The party must remedy with all reasonable dispatch the cause preventing it from carrying out its obligations under this Contract. The term "force majeure" means without limitation: Acts of God, such as epidemics, lightning, earthquakes, fires, storms, hurricanes, tornadoes, floods, washouts, droughts, and any other severe weather; explosions; arrests; restraint of government and people; strikes; and any other like events or any other cause that could not be reasonably foreseen in the exercise of ordinary care, and that is beyond the reasonable control of the party.

CML Consent to Assign or Delegate: The Contractor may not assign any of its rights under this contract unless CML consents to the assignment or delegation in writing. Any purported assignment or delegation made without CML's written consent is void.

Indemnification: Contractor will indemnify CML, its employees, members of the Board of Trustees, and its Officers and administrators for any and all claims, damages, lawsuits, costs, judgments, expenses, liabilities that may arise out of, or are related to, the Contractor's performance under this Contract, including the performance by Contractor's employees and agents and any individual or entity for which the Contractor is responsible.

Confidentiality: Contractor may learn of information, documents, data, records and other material that is confidential in the performance of this Contract. Contractor may not disclose any information obtained it as a result of the Contract without written permission from CML. Contractor must assume that all CML information, documents, data, records or other material is confidential.

Publicity: Contractor and any of its subcontractors may not use or refer to this Contract to promote or solicit Contractor's or subcontractor's supplies or services. Contractor and its subcontractors may not disseminate information regarding this Contract, unless agreed to in writing by CML.

Governing Laws; Severability: The Laws of the State of Ohio govern this Contract, and venue for any dispute will be exclusively with the appropriate court of competent jurisdiction in Franklin County, Ohio. If any provision of the Contract or the application of any provision is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of the Contract will remain in full force and effect to the extent that the remaining provisions continue to make sense.

Workers Compensation: The Contractor shall carry Workers' Compensation Liability Insurance as required by Ohio law for any work to be performed within the State of Ohio. Failure to maintain Workers Compensation Liability Insurance for the duration of the contract and any renewal hereto will be considered a default.

Automobile and General Liability Requirements: During the term of the Contract and any renewal hereto, the Contractor, and any agent of the Contractor, at its sole cost and expense, shall maintain a policy of automobile liability and commercial general liability insurance as described in this clause. Copies of the respective insurance certificates shall be filed with the Procurement Department within seven (7) calendar days after notification by the CML of its selection of the Contractor to provide the specified supplies and/or services. Failure to submit the insurance certificates within the time period may result in the Contractor being considered in default. Said certificates are subject to the approval of the CML Procurement Manager and shall contain a clause or endorsement providing thirty (30) days prior written notice of cancellation, non-renewal or decrease in coverage will be given to the Procurement Manager. Failure of the Contractor to maintain this coverage for the duration of the Contract, and any renewals, thereto may be considered a default.

Automobile Liability: Automobile Insurance is required for anyone coming onto CML branches and/or property to deliver goods or perform services using a vehicle, which is owned, leased, hired, or rented by the Contractor. Any Contractor, broker, or subcontractor who will be on CML property, but not delivering goods or performing services, is required to carry Automobile Liability Insurance that complies with the state and federal laws regarding financial responsibility. Automobile liability insurance, including hired, owned, and non-owned vehicles used in connection with the Work, shall have a combined single limit coverage covering personal injury, bodily injury (including death) and property damage of not less than \$2,000,000 per accident.

Commercial General Liability: Insurance coverage with a \$2,000,000 annual aggregate and a \$1,000,000 per occurrence limit for bodily injury, personal injury, wrongful death and property damage. The defense cost shall be outside of the policy limits. Such policy shall designate CML as an Additional Insured, as its interest may appear. The policy shall also be endorsed to include a blanket waiver of subrogation. The certificate shall be endorsed to reflect a per project/per location General Aggregate limit of \$2,000,000. If the Contractor uses an umbrella/excess policy to meet the required limits, it is understood that the policy shall follow from per project/per location basis. It is agreed upon that the

Contractor's commercial general liability insurance shall be primary over any other coverage. The Procurement Department reserves the right to approve all policy deductibles and levels of self-insurance retention.

Contract Compliance: The participating CML branches and departments will be responsible for the administration of the Contract and will monitor the Contractor's performance and compliance with the terms, conditions and specifications of the Contract. If a branch or department observes any infraction such shall be documented and conveyed to the Contractor for immediate correction. If the Contractor fails to rectify the infraction, the department/branch will notify the Procurement Department in order to resolve the issues. These terms and conditions will be used by the Procurement Department to resolve the issues.

Warranties: Unless otherwise stated, all supplies shall be new and unused. All products shall carry manufacturer's warranties in addition to implied warranties. The Contractor warrants all supplies to be free from defects in labor, material, and workmanship (manufacturing) and be in compliance with the contract specifications.

ADDITIONAL TERMS:

1. This Contract represents the entire agreement of the parties hereto, and may not be amended except in writing signed by both parties.
2. All times referenced herein are Columbus, Ohio local times.
3. *CML is not responsible for any work or services provided by Contractor prior to the issuance of a P.O. by CML.*
4. Contractor will supply its own tools and materials.
5. Contractor will make arrangements for EFT (electronic funds transfer).
6. A completed W9 form is required on file with CML prior to CML issuing payment for services provided by Contractor. The W9 form can be found at
7. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Please fill out the form and return with the signed contract to the Procurement Department of the Columbus Metropolitan Library at 96 S. Grant Avenue, Columbus, OH 43215 or email: procurement@columbuslibrary.org.

E-Rate Cloud Security Appliances and Licensing
RFP Number: CML #22-045

All equipment noted below is NOT required to be Cisco Meraki. Bids for equivalent products will be accepted and given equal consideration.

Hardware Specifications

- Contractor must be an APPROVED Cisco Meraki (or equivalent) OEM dealer or distributor.
- All equipment noted is NOT required to be a specific vendor. Bids for equivalent products will be accepted and given equal consideration.
- All quantities listed are only estimates and the Library is not required to purchase any or all items, related services, and stated quantities.
- Licensing pricing is requested at both the 3 year and 7 year terms at the “Advanced Security” equivalent tier where available.
- Hardware will be purchased with EITHER 3 year OR 7 year licensing.
- Offer valid for the 2023 E-Rate window

Hardware by Building

Main Library		
Part Number	Description	Quantity
MS120-8FP-HW	Meraki MS120-8FP 1G L2 Cloud Managed 8x GigE 124W PoE Switch	2
LIC-MS120-8FP-3YR	Meraki MS120-8FP Enterprise License and Support, 3 Year	2
LIC-MS120-8FP-7YR	Meraki MS120-8FP Enterprise License and Support, 7 Year	2
MR76-HW	Meraki MR76 Outdoor Wireless Access Point	19
MR46-HW	Meraki MR46 Indoor Wireless Access Point	3
LIC-ENT-3YR	Meraki, MR Enterprise License, 3YR	22
LIC-ENT-7YR	Meraki, MR Enterprise License, 7YR	22

Barnett		
Part Number	Description	Quantity
Access Switches		
MS210-48FP-HW	Meraki MS210-48FP 1G L2 Cld-Mngd 48x GigE 740W PoE Switch	1
MA-CBL-40G-3M	Meraki 40GbE QSFP Cable, 3 Meter	1
LIC-MS210-48FP-3YR	Meraki MS210-48FP Enterprise License and Support, 3 Year	1
LIC-MS210-48FP-7YR	Meraki MS210-48FP Enterprise License and Support, 7 Year	1

Linden		
Part Number	Description	Quantity
Access Switches		
MS210-48FP-HW	Meraki MS210-48FP 1G L2 Cld-Mngd 48x GigE 740W PoE Switch	1
MA-CBL-40G-3M	Meraki 40GbE QSFP Cable, 3 Meter	1
LIC-MS210-48FP-3YR	Meraki MS210-48FP Enterprise License and Support, 3 Year	1
LIC-MS210-48FP-7YR	Meraki MS210-48FP Enterprise License and Support, 7 Year	1

Marion Franklin		
Part Number	Description	Quantity
Access Switches		
MS210-48FP-HW	Meraki MS210-48FP 1G L2 Cld-Mngd 48x GigE 740W PoE Switch	1
MA-CBL-40G-3M	Meraki 40GbE QSFP Cable, 3 Meter	1
LIC-MS210-48FP-3YR	Meraki MS210-48FP Enterprise License and Support, 3 Year	1
LIC-MS210-48FP-7YR	Meraki MS210-48FP Enterprise License and Support, 7 Year	1

Reynoldsburg		
Part Number	Description	Quantity
Access Switches		
MS120-8FP-HW	Meraki MS120-8FP 1G L2 Cloud Managed 8x GigE 124W PoE Switch	2
LIC-MS120-8FP-3YR	Meraki MS120-8FP Enterprise License and Support, 3 Year	2
LIC-MS120-8FP-7YR	Meraki MS120-8FP Enterprise License and Support, 7 Year	2
MS210-48FP-HW	Meraki MS210-48FP 1G L2 Cld-Mngd 48x GigE 740W PoE Switch	2
MA-CBL-40G-3M	Meraki 40GbE QSFP Cable, 3 Meter	2
LIC-MS210-48FP-3YR	Meraki MS210-48FP Enterprise License and Support, 3 Year	2
LIC-MS210-48FP-7YR	Meraki MS210-48FP Enterprise License and Support, 7 Year	2
Wireless Access Points		
MR46-HW	Meraki MR46 Indoor Wireless Access Point	15
LIC-ENT-3YR	Meraki, MR Enterprise License, 3YR	15
LIC-ENT-7YR	Meraki, MR Enterprise License, 7YR	15
UPS		
PSI5-2200RT120	Liebert PSI5-2200RT120 UPS	1
IS-UNITY-SNMP	Liebert Liebert IS-UNITY-SNMP Intellislot Web/SNMP Card	1
PSI5-72VBATT	Liebert PSI5-72VBATT External Battery Cabinet	2

Hilltop		
Part Number	Description	Quantity
Access Switches		
MX105-HW	Cisco Meraki MX105 - security appliance	1
LIC-MX105-SEC-3Y	Cisco Meraki Advanced Security - subscription license (3 years) + Support	1
LIC-MX105-SEC-7Y	Cisco Meraki Advanced Security - subscription license (7 years) + Support	1

Karl Rd		
Part Number	Description	Quantity
Access Switches		
MX105-HW	Cisco Meraki MX105 - security appliance	1
LIC-MX105-SEC-3Y	Cisco Meraki Advanced Security - subscription license (3 years) + Support	1
LIC-MX105-SEC-7Y	Cisco Meraki Advanced Security - subscription license (7 years) + Support	1

Appendix A

Price Proposal Form
E-Rate Cloud Security Appliances and
Licensing
RFP Number: CML #22-045

Category	Part #	Qty	Unit Price	Total (A) x (B) = (C)
		(A)	(B)	(C)
Firewall	MX105-HW	2	\$ _____	\$ _____
Switches	MS210-48FP-HW	5	\$ _____	\$ _____
Switches	MA-CBL-40G-3M	5	\$ _____	\$ _____
Switches	MS120-8FP-HW	4	\$ _____	\$ _____
WAP	MR76-HW	19	\$ _____	\$ _____
WAP	MR46-HW	18	\$ _____	\$ _____
UPS	PSI5-2200RT120	1	\$ _____	\$ _____
UPS	IS-UNITY-SNMP	1	\$ _____	\$ _____
UPS	PSI5-72VBATT	2	\$ _____	\$ _____
			TOTAL	\$ _____
Licensing 3Y - Firewall	LIC-MX105-SEC-3Y	2	\$ _____	\$ _____
Licensing 3Y - Switches	LIC-MS210-48FP-3YR	5	\$ _____	\$ _____
Licensing 3Y - Switches	LIC-MS120-8FP-3YR	4	\$ _____	\$ _____
Licensing 3Y - WAP	LIC-ENT-3YR	37	\$ _____	\$ _____
			3 Year Total	\$ _____

Licensing 7Y - Firewall	LIC-MX105-SEC-7Y	2	\$ _____	\$ _____
Licensing 7Y - Switches	LIC-MS210-48FP-7YR	5	\$ _____	\$ _____
Licensing 7Y - Switches	LIC-MS120-8FP-7YR	4	\$ _____	\$ _____
Licensing 7Y - WAP	LIC-ENT-7YR	37	\$ _____	\$ _____
		7 Year Total		\$ _____

Signed By: _____ Date: _____

Printed Name: _____ Title: _____

Company Name: _____

- Notes:
- A. The Contractor shall provide fixed unit prices for Hardware listed. The fixed unit prices shall be fully burdened, and shall include but shall not be limited to, labor, materials, shipping, warehousing, Social Security, Medicare, Insurance, Bonds, tools, vehicles, travel time, general and administrative expenses and Contractor profit.
 - B. CML does not guarantee a fixed quantity of work. CML will compensate the Contractor only for services rendered and approved by the CML Authorized Representative.
 - C. All prices shall remain fixed for the 2023 E-Rate window and shall not be subject to any markups, cost of living adjustments, or increases at any time.
 - D. CML is a tax exempt organization.
 - E. Contractor must be an APPROVED Cisco Meraki (or equivalent) OEM dealer or distributor. All equipment noted is NOT required to be a specific vendor. Bids for equivalent products will be accepted and given equal consideration
 - F. All quantities listed are only estimates and the Library is not required to purchase any or all items, related services, and stated quantities
 - G. Licensing pricing is requested at both the 3 year and 7 year terms at the 'Advanced Security' equivalent tier where available
 - H. Hardware will be purchased with EITHER 3 year or 7 year licensing

Appendix B
Proposer's Diversity & Inclusion Participation Form
E-Rate Cloud Security Appliances and
Licensing
RFP Number: CML #22-045

A completed Proposer's Diversity & Inclusion Participation Form or documentation of good faith efforts must accompany the completed Proposal Form.

_____ ("Proposer") submits the following information regarding its levels of MBE/WBE Participation:

List all MBE/WBE subcontractors and suppliers, with contract amounts, that Proposer will use for its work on the Project. (Continue list on additional sheets of paper if necessary.)

Name of Subcontractor / Supplier	MBE or WBE	Subcontract Amount
1.		\$
2.		\$
3.		\$
4.		\$
	A. TOTAL AMOUNT OF MBE/WBE SUBCONTRACTS	\$
	TOTAL PROPOSAL	\$
	B. PERCENTAGE OF DIVERSITY PARTICIPATION* (A ÷ B x 100)	%

The Proposer's commitment of total workforce hours for Minority Workforce participation on the project is: _____%.

The Proposer's commitment of total workforce hours for Women Workforce participation on the project is: _____%.

I certify under penalty of perjury that the foregoing and/or attached statements and information are true and correct. The undersigned will immediately notify the Owner in the event that any of the information provided in this Diversity & Inclusion Participation Form changes in any material way.

By: _____ Date: _____

Print Name and Title: _____

***If the Proposer does not indicate that it has achieved the Diversity & Inclusion Participation Goal set forth in the Instructions to Proposers, the Proposer must attach to this Form, a narrative, including exhibits, demonstrating and certifying that good faith efforts, as set forth in the Instructions to Proposers, were actively and aggressively undertaken by the Proposer, to reach such goals.**

Appendix C
Evaluation Tool
E-Rate Cloud Security Appliances and Licensing
RFP Number: CML #22-045

<u>Responsiveness Criteria</u>	<u>Criteria Weight</u>	<u>Score (0-5)</u>	<u>Extended Score</u>
Technical Evaluation	400		
1. Quality and comprehensiveness of the Proposal: a. Demonstrated understanding, by the proposer, of the Library and the Library's requirements. b. Qualifications and ability to perform. c. Responsiveness and adherence to RFP instructions.	25		
2. Ease of integration for the proposed solution with existing CML infrastructure	25		
3. Proposer's experience on projects of similar scope.	15		
4. Input from reference contacts.	15		
Weighted Technical Score			
Cost Evaluation	600		
Weighted Cost Score			
Total Composite Score (Weighted Technical Score + Weighted Cost Score)			

The weighted points will be multiplied times the numbers of Criteria's listed above for a maximum total of 400 points for the Technical Score.

Members of the evaluation committee will utilize a zero (0) to five (5) scale to evaluate each proposal. Members of the evaluation committee will utilize the evaluation form in Appendix C and apply the scoring formula outlined below:

Zero (0)	Unsatisfactory	Does not conform to requirements.
One (1)	Poor	Conforms to requirements in a limited manner.
Two (2)	Satisfactory	Generally meets requirements with limitations.
Three (3)	Good	Meets requirements as written.
Four (4)	Excellent	Meets and generally exceeds requirements as written.
Five (5)	Outstanding	Exceeds requirements in all aspects.

Appendix D
Acknowledgment of Addenda
E-Rate Cloud Security Appliances and Licensing
RFP Number: CML #22-045

Instructions: The respondent is to complete Part I or Part II of this form, whichever is applicable, and sign and date this form. This form serves as the respondent's acknowledgment of the receipt of the Addenda to this solicitation which may have been issued by the CML prior to the Proposal Due Date and Time.

Part I: Check Box if Applicable:

Listed below are the dates of issue for each Addendum received in connection with this solicitation.

Addendum # 1, dated: ___/___/___ Addendum # 2, dated: ___/___/___

Addendum # 3, dated: ___/___/___ Addendum # 4, dated: ___/___/___

Addendum # 5, dated: ___/___/___ Addendum # 6, dated: ___/___/___

Part II: Check Box if Applicable: NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS COMPETITIVE SEALED BID.

NOTE: THE BIDDER MUST SIGN AND COMPLETE THIS FORM

Company Name: _____

Name: _____

Signature: _____

Title: _____

Date: _____

Appendix E
Universal Service (E-Rate) Requirements
E-Rate Cloud Security Appliances and Licensing
RFP Number: CML #22-045

To warrant consideration for an award of contract resulting from this Request for Proposal, vendors must agree to participation in the Universal Service Support Mechanism for Schools and Libraries (commonly known as “E-Rate”) as provided for and authorized under the federal Telecommunications Act of 1996 (Reference 47 U.S.C. § 254, “Universal Service”). Vendors acknowledge that any contractual relationship resulting from this solicitation of proposals may be partially or entirely dependent upon the successful receipt of Universal Service Fund (“USF”) subsidies. To ensure compliance with all applicable USF regulations, program mandates and auditing requirements, vendors must comply with the following:

- USF Knowledge - Vendor shall have, at a minimum, a working knowledge of the federal Universal Service Support Mechanism for Schools and Libraries (commonly known as “E-Rate”).
- USF Registration - Vendor shall submit with its proposal a valid Service Provider Identification Number (“SPIN”) and a valid Federal Communications Commission Registration Number (“FCCRN”).
- USF Participation - Vendor shall agree to participate in the E-Rate Program and to cooperate fully and in all respects with the Columbus Metropolitan Library, the Universal Service Administrative Company (“USAC”), and any agency or organization administering the E-Rate Program to ensure that the Columbus Metropolitan Library (“CML” or “Library”) receives all of the E-Rate funding for which it has applied and to which it is entitled in connection with Vendor's services and/or products.
- USF Documentation - Vendor shall provide to CML staff and/or the CML’s E-Rate consultant within a commercially reasonable period of time, all of the information and documentation that the Vendor has or that Vendor reasonably can acquire that the CML may need to prepare its E-Rate applications and/or to document transactions eligible for E-Rate support.
- Invoicing Procedures - Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-Rate funding. Vendor must include the following information on all invoices to CML for E-Rate eligible equipment and/or services:
 - Date of invoice
 - Date(s) of service
 - Funding Request Number (“FRN”)
 - Detailed description of services performed and materials supplied that matches CML’s contract specifications, Form 470 and Form 471 descriptions of same
 - Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the CML (non-discounted amount of eligible charges)
 - Invoice on Vendor’s letterhead or on a Vendor-generated form
 - CML’s Billed Entity Number – **BEN 129176**

- CML's Federal Communications Commission Registration Number – **FCCFRN 0012033577**
 - Proper E-Rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter (“FCDL”)
- USF Discounted Invoicing and Reimbursement Processes - Vendor shall, at the CML's request, either (a) invoice CML only for the non-discounted amounts due on E-Rate-approved transactions [Discounted Invoice Process - SPI] or (b) invoice CML for the gross amounts due on E-Rate-approved transactions [Billed Entity Applicant Reimbursement Process (BEAR)].
 - Discounted Invoice Process (SPI)
 - Invoicing: Within fourteen (30) days from the date that Vendor delivers to CML, E-Rate approved materials or services, when delivery of such services triggers a payment obligation under Vendor's contract with CML, Vendor must invoice CML for its share of the pre-discount cost of those materials or services.
 - Invoice Filing: Vendor shall be solely responsible for filing invoices with USAC. Accordingly, Vendor understands and agrees that CML will NOT be liable to Vendor and Vendor shall have no recourse against CML for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing.
 - Invoice Rejection: Vendor understands and agrees that CML shall not be liable to Vendor and Vendor shall have no recourse against CML for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC's refusal to pay; if CML is at fault, CML shall not be liable to Vendor and Vendor shall have no recourse against CML for the amount at issue until both the CML and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.
 - Reimbursement Process (BEAR)
 - Vendor agrees to provide any necessary documentation, including but not limited to invoices, packing slips, and bills of material, necessary for the Billed Entity Applicant Reimbursement Process.
 - Delayed USF Funding Commitment - Vendor understands that, due to circumstances beyond CML's control, CML may not receive an E-Rate funding commitment by the beginning of the E-Rate funding year, July 1, for the services it intends to purchase from Vendor during that funding year.
 - USF Audit and Document Retention Requirement - Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services to CML. All such records shall be retained for ten (10) years following completion of services and shall be subject to inspection and audit by CML. Vendor shall include in all subcontractor agreements for services, provisions requiring subcontractors to maintain the same records and allowing CML the same right to inspect and audit those records as set forth herein. In addition to the foregoing, Vendor will create, implement and enforce an

internal E-Rate audit process that ensures that the Vendor complies with all E-Rate program rules and regulations. This process must include the following:

- Separating ineligible project management and other professional services costs, if any, from other charges.
- Where labor is involved, maintaining detailed, signed individual timesheets.
- Ensuring that ineligible charges are not submitted to USAC.
- Invoicing to USAC that is consistent with the contract and CML's 470 and 471.
- Ensuring that services or products are not provided to CML without CML's express written permission or official purchase authorization.
- Supporting documentation sufficient to evidence that what was approved per the FCDL and provided to CML, was actually provided to CML and when.
- If E-Rate eligible services and/or installation or equipment costs are included as part of a larger contract or service/equipment billing, support the allocation of E-Rate eligible amounts and reconciliation of that total to the total amount billed.
- If E-Rate eligible services or equipment are allocated to multiple sites, support for the allocation consistent with the amount and locations identified in the Form 471.
- Documenting that E-Rate-funded services were provided within the allowable contract period and program year.
- Ensuring that invoices are submitted to CML in a timely manner.
 - Contract Term Modification - CML will reserve the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E-Rate "program year" or an extended service end date for an E-Rate program year pursuant to a "service delivery deadline extension," as those terms are defined by the Federal Communications Commission ("FCC") and/or the Universal Service Administrative Company ("USAC").