

Spokane County Library District (SCLD)
E-Rate BEN 145509

REQUEST FOR PROPOSALS (“RFP”)

Title	Bid Due Date
RFP for Wireless Access Points (WAPs)	Friday, December 12, 2025 at 5 p.m. Pacific Time

Contact: Claire Christnacht, Consultant, E-Rate Expertise, Inc.
Phone: (253) 320-0664
Email: claire@erateexpertise.com

SCOPE:

The Spokane County Library District (SCLD) seeks to replace existing Meraki MR56 wireless access points, including licensing, configuration, and installation. The District plans to upgrade to new WAPs with Wi-Fi 7 capabilities, which may include the Cisco CW91661-MR or equivalent wireless access points.

SCLD requests quotes for required licensing, including right-to-use, support licenses, Basic Maintenance of Internal Connections (i.e. SmartNet), Management of Internal Broadband Systems (MIBS), or all equivalents.

In addition, proposals will include a solution for remote management of the Wireless Access Points. SCLD currently uses a Meraki cloud-based service to manage its existing WAPs and is satisfied with the dashboard functionality (or equivalent) but would also consider the Cisco Catalyst 9800 Wireless LAN Controller (or equivalent). All proposals for remote management will include any applicable licensing and support. If your proposed solution requires equipment, include the costs for installation, if applicable.

SCLD has 10 locations and a Service Center building all located within Spokane County. As a Non-Instructional Facility (NIF), the Service Center building is not eligible for E-Rate funding, but it will still be covered by this bidding process and contract. SCLD may request a separate quote and invoice from the contracted vendor for the ineligible wireless access points at this location to ease administration of the E-Rate funds.

The chart below in the RFP contains a list of quantities and locations for WAPs, including the maximum quantity of WAPs that could be purchased over the life of the contract. The WAP installations at Moran Prairie (2 WAPs) and Airway Heights (1 WAP) will require special lifts, but the WAPs and cables at all other locations can be reached with standard ladders. Costs for any other accessories required for mounting the WAPs will also be included in submitted proposals. All installation work must be guaranteed to be up to current safety codes and consistent with industry best practices.

This RFP process has the following disqualifying factors and bids that do not meet these requirements will not be evaluated: 1. Late submittals cannot be evaluated. 2. Generic or auto-generated bids will not be considered, and 3. Vendors must have an E-Rate Service Provider Identification Number (SPIN).

Product Description, Quantities and Locations for WAPs:

See <https://www.sclld.org/locations/> for a list of the District building locations. The Service Center address is not listed on this website and the address is 12004 East Main Avenue, Spokane Valley, WA, 99206.

Product # or Description (or equivalent)	Estimated Purchase Qty for 2026	Maximum Potential Purchase Qty Over Contract Term (not a guarantee of sales)
WAPs with Wi-Fi 7 Capabilities Cisco CW91661-MR (or equivalent)	40	85
Location Name	Estimated Qty of WAPs for 2026	
Airway Heights	2	
Argonne	4	
Cheney	3	
Deer Park	2	
Fairfield	2	
Medical Lake	2	
Moran Prairie	3	
North Spokane	6	
Otis Orchards	2	
Spokane Valley	10	
Service Center (Ineligible for E-Rate C2)	4	
Total	40	

SUBMISSION REQUIREMENTS:

- Proposals for this RFP for Wireless Access Points will include product numbers and itemized costs for equipment, licensing, configuration, remote management, WAP mounting/installation and other required software, equipment, and accessories. Configuration, mounting, and WAP installation costs should be provided for all locations listed in the chart in this RFP. An installation cost per WAP is acceptable. The projected number of units for 2026-27 is approximately 40.
 - SCLD will choose the most cost-effective option for the equipment purchase and WAP mounting, and that may include self-installation of the WAPs. Finalized models, services, bundles, and quantities will be consistent with the scope and intent of this RFP and will provide equivalent functionality of the products and services listed above. The winning vendor will provide updated quote(s) with the required models and quantities for each year for contracting and E-rate application

purposes. Equivalent substitutions can also be made via amendment or updated quotes throughout the term of this contract.

2. SCLD plans to purchase 5-year licenses upfront, but vendors are to provide unit costs of 1-year and 3-year license renewals in their bid for future reference. All types of licenses required or recommended for each of the devices will be provided and itemized according to E-Rate categories, including Right-to-Use (required for product to function), technical support/software upgrades/patch/bug fix licenses, Basic Maintenance of Internal Connections (BMIC), Management of Internal Broadband Systems (MIBS) for remote management, SmartNet, or all equivalents. SCLD will determine the most cost-effective license level and term based on technical needs, budget resources, and prices once the winning proposal has been selected, and these details will be included in the final quote from the vendor that will be included in the contract. License terms will coincide with the months of an E-Rate year and will be billed (including renewals) at or near the E-Rate start date. Pro-rating may be necessary to facilitate program administration.
3. Provide manufacturer's current list prices for these models and licenses as a point of comparison.
4. Proposals must identify any cost estimates for shipping and other handling fees. Please include the estimated lead time between order date and delivery date.
5. Include the applicable sales tax in your bid based on the current tax rates at the locations.
6. Proposals will indicate if any items are not eligible or are partially eligible for E-rate funding. If the item is only partially eligible for E-rate funding, provide the eligibility percent (%) with the proposal. Ineligible items will be included in a separate Non-E-rate quote. If there is another comparable item that is fully eligible, please also include that item in your proposal. SCLD may work with the winning vendor to adjust the final quotes for ineligible products and/or locations.
7. Include a copy of your company's standard contract for these products/services (if any).
8. Proposers have the option to include up to three (3) references where your company has performed a similar service, including business name, contact name and contact information. SCLD prefers at least one reference be for a library/school district of similar size within 400 miles of SCLD. Vendors that have done business with SCLD may submit SCLD as a reference.
9. Indicate if your company has successfully sold this equipment before as part of the E-rate program and your number of years of experience with the E-rate program. Vendors will include their E-Rate SPIN number in their proposal and confirm that they are current with their USAC SPAC/Form 473 requirements. Failure to maintain E-rate SPIN eligibility requirements could result in contract termination. Vendors must be willing to do either SPI or BEAR methods of reimbursement, and SCLD will select the reimbursement method, unless the BEAR method is required per E-Rate early purchase rules (see Item 1 in Contract Terms).

VENDOR CONTRACT ISSUES:

1. **Contract Documents:** This RFP, the winning proposal, and the final quote will be considered part of the contract and are applicable unless specifically negated in the contract.
2. **Start/End Date:** The months of the official start and end dates for this E-Rate Category 2 contract would coincide with the Category 2 purchasing period for the E-Rate program year which is April 1st to September 30th of the following program year.
 - a. Most purchases would be made in the standard purchasing period of July 1st – September 30th of the following program year.
 - b. If purchases are made between April – June prior to the start of the program year, as allowed by program rules, SCLD will pay the full invoice price and will seek the E-rate reimbursement through the BEAR process after the Funding Commitment has been received and the program year has officially started.
3. **Term:** SCLD seeks a 5-year contract with the option to automatically extend it for one (1) additional year.

4. **Non-Appropriation of Funds:** The contract may be canceled or not renewed in the event of loss of federal E-rate, State, or SCLD funds.
5. **Price Updates:** If the market supports a price reduction after the initial term, SCLD will exercise price reduction options, if any are available, through an amendment to the original contract or an updated quote. Similarly, SCLD recognizes that market conditions, inflation, and other factors beyond the vendor's control could increase the pricing of the products during the term of this contract and reasonable changes may be made via updated quotes and amendments, provided that any price increases are commensurate with the increase over the manufacturer's list price.
6. **Secure Networks Act:** SCLD is prohibited to accept equipment or services that violate title 47, part 54, section 9 of the United States Code of Federal Regulations Title (CFR). A list of prohibited communications equipment and services can be found on the FCC's website at <https://www.fcc.gov/supplychain/coveredlist>. The list will be updated as necessary, and proposers have the responsibility to check for updates and to ensure that all products and services in quotes and final contracts are compliant.
7. **Sub-Contractors:** . The contractor is strongly encouraged to use their employees to perform all the contracted work. If the use of sub-contractors is included in the bid, it must be disclosed.
8. **News Release:** Mention of SCLD in advertising, customer lists, photographs, or articles in the professional literature pertaining to an award resulting from bids made in response to this invitation is prohibited without prior written approval from SCLD.
9. **Labor and Equipment:** The contractor shall furnish all labor and equipment necessary to the performance of their duties.

PROPOSAL PROCESS, EVALUATION & CONTACT INFORMATION:

Schedule or Timeline:

SCLD has set the following schedule for the bidding and selection process.

RFP issued	November 14, 2025
RFP available for pick-up (estimated)	November 14, 2025 through December 12, 2025
Requests for Clarification due	November 21, 2025
Bids due	December 12, 2025
Contract Awarded (estimated)	December 19, 2025
Contract start date	July 1, 2026

Process Information:

1. The submission date and time are listed above. The submission period may be extended at SCLD's discretion.
2. SCLD reserves the right to request additional information or a "Best And Final Offer" (BAFO), or both, during any part of the submission process.
3. SCLD reserves the right to reject all proposals and to cancel the RFP with or without cause.
4. Responders are expected to read and understand all information contained within this RFP. Submitting a proposal constitutes acceptance of the terms and conditions contained herein. SCLD also reserves the right to waive any informalities or irregularities and to reject any or all bids.
5. Under federal E-Rate funding rules, the documents submitted in response to this invitation become a public record upon submission to SCL, subject to mandatory disclosure upon request by any person. More information on SCLD's public records policy can be found at: <https://www.sclcd.org/wp-content/docs/policies/library-services-policies/public-records.pdf>

Evaluation Criteria for Selecting the Winning Proposal:

Proposals will be judged on the following criteria:

1. 35 Points Price (Most heavily weighted criteria)
2. 20 Points Quality, reliability and compatibility of products to meet SCLD's needs and to function and be supportable with existing system
3. 20 Points Completeness, quality and reliability of submission
4. 15 Points Quality of references
5. 10 Points Compliance with E-rate rules and prior E-rate experience

Disqualifying Factors:

This RFP process has the following disqualifying factors, and proposals that do not meet these requirements will not be evaluated:

1. The proposal submission date and time are listed above. Responses received after the submission date and time will be considered non-responsive and will not be included in the scoring process.
2. Generic or auto-generated proposals that were not specifically created as a response to this RFP will not be considered.
3. Vendors must have an E-rate Service Provider Identification Number (SPIN).
4. Contractors must be licensed and in good standing with the state of Washington.

Contact, Submittal & Misc. Information:

1. **The proposal submission date and time are listed above.** All responses, received on time and at the correct place, will be opened. SCLD will decide when the specified time has arrived for the bid opening.
2. Questions regarding the RFP should be submitted in writing to Claire Christnacht at claire@erateexpertise.com within fourteen (14) days after the E-rate 470 form has been issued. Answers will be posted on SCLD's website and on the E-rate 470 form within five (5) business days after the deadline for submitting questions.
3. Bids must be submitted via ONE of the following three options:
 - a. Electronically mailed to Claire O'Flaherty Christnacht, claire@erateexpertise.com and to Patrick Hakes phakes@sclcd.org .
 - b. Mailed or hand delivered to Patrick Hakes at 22 N Herald Rd, Spokane Valley, WA 99206.
 - c. Uploaded via the Statewide website from the link referenced below.
4. All RFP documents, which may include instructions, bid formats, Q&A, updates, etc. will be uploaded to the original E-Rate 470 form on the E-Rate EPC system and will also be posted on the District's website at: <https://www.sclcd.org/about/request-for-proposals/> The District's website will also have a link to a Statewide website that will contain the same information and an alternative option to submit bids.
5. See <https://www.sclcd.org/locations/> for a list of the District locations. The Service Center address is not listed on this website, and the address is 12004 East Main Avenue, Spokane Valley, WA, 99206.