Spokane County Library District RFP for Cisco Catalyst 3560 CX Switches (or Equivalent)

Description of Products & Services Needed:

The Library seeks to purchase two different models of the Cisco Catalyst 3560CX switch, or equivalent. The model numbers and quantities are listed below, including the initial quantities and the quantities that may be purchased over the life of the contract.

<table>
<thead>
<tr>
<th>Model # (or Equivalent)</th>
<th>Initial Quantity</th>
<th>Optional Total Contract Qty</th>
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</thead>
<tbody>
<tr>
<td>Cisco Catalyst 3560CX 12 Port</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Cisco Catalyst 3560CX 8 Port</td>
<td>20</td>
<td>45</td>
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</table>

Bids should indicate if any items are not eligible or partially eligible for E-rate funding. If the item is only partially eligible for E-rate funding, provide the eligibility % with bid. If there is another comparable item that is fully eligible, please also include that item in your bid.

Additional optional units may be purchased to meet future demand, to accommodate new branch openings, as part of an equipment replacement plan or other unforeseen reasons. Future purchases may be for upgraded models with the same functionality and do not require a new contract. Note that the quantities listed are not a guarantee of sales.

Please include costs for 5 year BMIC/Technical Support License for the requested (or equivalent) equipment. Please also list the annual Licensing & Technical Support costs for subsequent years. Describe whether license is for a Right to Use and is required for the product to function or if it is for Software Patch/Tech Support/Maintenance.

The library is not considering recycled or refurbished products in this bidding process and this requirement is a disqualifying factor for the evaluation of bids.

Requested Information & Bid Format:

1. Bids should show pricing for the initial quantity of units, including tax, for the products in this RFP only. However, preference may be given to vendors who can supply products from other RFPs posted by SCLD. Library will determine exact quantities within the range on this 470/RFP at a later date. Please indicate if lower rates apply for higher quantities purchased.

2. Costs for installation services should be itemized in the bid, if available, but you may also give a second cost for the installation bundled into the product purchase price. A vendor may also bid on the installation alone without a product purchase. Installation would be a “prevailing wage” project. The library staff may choose to install the products without vendor assistance.

3. Itemize estimated range for shipping costs, if any, based on library’s projection for initial purchase quantity. Please include estimated lead time between order date and delivery date.

4. Please 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 should include their E-Rate SPIN number in their bid and confirm that they are current on their 2019 SPAC/473 requirements. Failure to maintain E-rate SPIN eligibility requirements could result in contract termination. Vendor must be willing to do either SPI or BEAR methods of reimbursement.
**Contract Term & Bidding Period:**

1. Initial contract length is approximately five (5) years, with a one-year (1) automatic extension period for a total of six (6) years. If product pricing decreases in the future, the library will purchase at the lowest price available at that time.
2. Bidding period will end 28 days from the posting date of the 470 form, but may be extended at the library’s discretion if necessary to conduct a competitive bidding process.
3. The Library reserves the right to reject all proposals and not pursue this project.

**Contact, Submittal & Misc Information:**

1. Interested bidders should provide their contact information to claire@erateexpertise.com in order to receive notifications, updates and Q&A regarding this RFP.
2. Questions regarding the RFP should be submitted in writing to Claire O’Flaherty at claire@erateexpertise.com within 14 days after the 470 has been posted to ensure that information can be disseminated to all interested bidders.
3. Bids should be submitted to Claire O’Flaherty, claire@erateexpertise.com and copied to Patrick Hakes, phakes@scld.org.
4. All RFP documents, including instructions, bid formats, Q&A, updates, etc. will be uploaded to the original E-Rate 470 form and also posted at https://www.scld.org/about/request-for-proposals/
5. For library branch addresses, please see https://www.scld.org/locations/

**Evaluation criteria for selecting the winning bid:**

Proposals will be judged on several criteria, including but not limited to:

1. Price (Most heavily weighted criteria.)
2. Compatibility of products with existing systems
3. Positive previous experience working with library and/or vendor’s E-rate experience
4. Completeness of bid (includes all items requested)