

**Basic Maintenance of Internal Connections
Network Equipment**

Form 470 with the application number 277720000724533
Posted 1/15/2009

to Vendors

Award of this proposal is contingent upon the approval of funding from the Schools and Libraries Universal Service Administrative Company. The successful bidder agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from the Universal Service Administrative Company ("USAC"), and/or the Schools and Libraries Division ("SLD"). Hidalgo Public Library and the successful bidder will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program requirements.

Contract will take effect on **July 1, 2009**, and continue through **June 30, 2010**. Should an extension be permitted by the Schools and Libraries Service Administrative Company the contract will be extended accordingly.

1. Proposals must be received by 5:00 PM local time (CST) on **Thursday, February 5th, 2009** by e-mail only to the following address: **nicole@hidalgo.lib.tx.us**

Proposals received after the exact time and date noted will NOT be considered for the bid process.

2. The HIDALGO PUBLIC LIBRARY will not be responsible for any proposal that:

- Does not indicate the Request for Proposal reference, closing date and proponent's name;
- Is sent to any e-mail address other than that provided above.

3. Proponents may not amend their proposal after the closing date and time, unless as a result of negotiations commenced by the Hidalgo Public Library, but may withdraw their proposal at anytime.

4. E-mail transmitted proposals will be accepted under the following conditions:

- the proposal is received before the submission deadline at the e-mail address stated;
- the HIDALGO PUBLIC LIBRARY will not accept liability for any claim, demand or other actions for any reason should the e-mail transmission be interrupted, not received in its entirety, received after stated closing time and date, received by any other e-mail system other than that stated herein, or for any other reasons.

5. All questions or inquiries concerning this Request for Proposals must be submitted to the e-mail address provided above no later than two (2) business days prior to the proposal deadline. Verbal responses to any enquiry cannot be relied upon and are not binding on either party.

6. If a contract is to be awarded as a result of this Request for Proposals, it shall be awarded to the proponent who is responsible and whose proposal provides the best potential value to the HIDALGO PUBLIC LIBRARY. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.

7. Notice in writing to a proponent and the subsequent execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatever until the contract is signed.

8. The contract will contain the relevant provisions of this Request for Proposals and of the successful proposal, as well as such other terms as may be mutually agreed

upon, whether arising from the proposal or as a result of any negotiations prior or subsequent thereto.

9. In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.

10. The HIDALGO PUBLIC LIBRARY has the right to cancel this Request for Proposals at any time and to reissue it for any reason whatsoever without incurring any liability and no proponent will have any claim against the HIDALGO PUBLIC LIBRARY as a consequence.

11. Any amendments made by the HIDALGO PUBLIC LIBRARY to the Request for Proposals will be issued in writing and sent to all that have received the documents.

12. The HIDALGO PUBLIC LIBRARY is not liable for any costs of preparation or presentation of proposals.

13. An evaluation committee will review each proposal. The HIDALGO PUBLIC LIBRARY reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.

14. The proposal and accompanying documentation submitted by the proponents are the property of the HIDALGO PUBLIC LIBRARY and will not be returned.

Purpose of RFP

To solicit from qualified service providers the provisioning of basic maintenance of Cisco network equipment (Smartnet).

Proposal Requirements and Project Scope

Hidalgo Public Library will consider all bids for basic maintenance for E-rate eligible equipment, such as Cisco Firewall, Cisco Routers, Switches, Access Points, Dell Servers, APC SmartUPS Batteries and Lightspeed Total Control.

HIDALGO PUBLIC LIBRARY will also consider all bids for new e-rate eligible equipment as listed below:

- Wireless Local Area Network Devices
- Router
- Switches
- APC SmartUPS
- Web Server
- Cabinets
- Firewall
- Voice Mail Service
- Client Access Licenses
- Domain Name Servers
- Email Server

Important: Some equipment may contain components that are ineligible for funding by the Schools and Libraries division of the E-rate program. Vendors shall provide in the proposal a cost breakdown of these ineligible components and determine e-rate and non-e-rate eligible items.

Vendor proposal in response to this RFP will be incorporated into the final agreement between HIDALGO PUBLIC LIBRARY and the selected vendor. The submitted proposal at a minimum should include the following sections:

- Cost should be reflected in a monthly billing cycle.
- Exclusions
- HIDALGO PUBLIC LIBRARY and Vendor Responsibilities
- Fees and Payments

- Legal Terms and Conditions

Evaluation Factors for Award

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost and management requirements. Evaluations of offers will be based upon the vendor's responsiveness to the RFP and the total price quoted for all the items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor:

1. Vendor's cost, including unit prices, labor rates, travel/trip charges, etc. (50%)
2. Proposal preparation, thoroughness and responsiveness to this request for proposal. (10%)
3. Vendor's experience, overall installation, integration and maintenance capabilities based upon performance record and availability of sufficient high quality vendor personnel with the required skills and experience for the specific approach. (20%)
4. Client references and/or citations from prior installations where equal services have been provided for projects of similar size and scope. (10%)
5. The extent to which the vendor's proposed solution fulfills HIDALGO PUBLIC LIBRARY's stated requirements as set out in this RFP. (10%)

HIDALGO PUBLIC LIBRARY may, at their discretion and without explanation to the prospective vendor's, at any time chose to discontinue this RFP without obligation to such prospective vendors.

Request for Proposal Schedule

- RFP Offered: January 15th, 2009
- Amendment posted January 27th, 2009
- Bid Closing: February 5th, 2009 at 5:00 PM (CST)
- Selection: On or before 471 filing date deadline
- Award of project: Contingent upon funding from the SLD