



REQUEST FOR PROPOSAL

E-RATE CONSULTING SERVICES_ 2021.05.14

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1. OVERVIEW

The Sno-Isle Libraries is seeking professional services to provide detailed support for the Schools and Libraries Program of the Universal Service Fund (E-Rate) and other funding opportunities passed by Congress, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

2. BACKGROUND

Sno-Isle Libraries is a two-county public library district serving more than 770,000 people in Snohomish and Island counties through 23 community libraries, mobile and online library services. The organization is headquartered at its Service Center in Marysville, Washington.

3. PROJECT DESCRIPTION AND SCOPE OF WORK

3.1 Project Description

Sno-Isle Libraries seeks comprehensive and full-service consulting services for preparation and administration of the E-Rate process for each project applicable for Category I or Category II funding and other funding opportunities passed by the Congress This Consultant will:

- Work closely with the Information Technology (IT) and Administrative Services departments in managing and completing all requirements of each funding project.
- Provide timelines and guidance on upcoming requirements or deadlines.
- Heavily assist with USAC filings, competitive solicitations, contract negotiations and document retention in accordance with audit requirements.
- Review and verify Vendor invoices to ensure accuracy and applicability under agreed upon contracts. Work with Vendors to resolve billing errors or issues.
- Complete and submit **Attachment A** with Proposal responses.

4. TIMELINE

May 14, 2021	RFP Issued
May 21, 2021	Questions Due by 12:00pm (PDT)
May 25, 2021	Addenda Issued (if necessary) by 12:00pm (PDT)
June 4, 2021	Proposals Due by 2:00pm (PDT)
Week of June 7, 2021	Contract Awarded
July 1, 2021	Contract Begins

5. QUESTIONS REGARDING RFP

Questions surrounding this RFP should be submitted via email to Vendorsubmissions@sno-isle.org in accordance with Section 4. **Questions via telephone will not be accepted.** Responses to questions will be posted on Sno-Isle Libraries' website as an addendum to this RFP (<https://www.sno-isle.org/Consultants/>; click on *Current Projects*), and will be distributed to all email addresses related to this Proposal. Responses will be provided by **12:00pm PST, Tuesday, May 25, 2021.**

6. PROPOSAL

6.1 Proposal Contents

Sno-Isle Libraries is looking for succinct answers with relevant information. Proposal should be no longer than 6 pages (3 double sided), excluding **Attachment A & B**. Minimal font size shall be eleven (11) point.

6.1.1 Cover Letter

Please include the following:

- (1) Summary of Consultant's background and experience;
- (2) The identification of the Consultant, including name, address, email address and telephone number;
- (3) The name, title, address, email and telephone number of contact person during period of Proposal evaluation; and
- (4) The signature of a person authorized to bind Consultant to the terms of this Proposal.

6.1.2 General Company Profile and Experience

Briefly provide general information about the firm's experience with library specific E-Rate services, capabilities, and length of time the firm has been in the business of performing work of a similar nature.

6.1.3 Professional Credentials of Key Staff

Please identify and list the functions of the key staff who will work on this project. Briefly describe a summary of the professional credentials and experience of the staff who will work on this project(s). Do not include lengthy resumes or vitae.

6.1.4 Budget / Cost Scenarios

Identify in the Proposal the hourly rates to perform E-Rate consulting services, including specific requirements in **Attachment A**.

Include costs for travel or other administrative fees, if applicable.

No other monies will be paid for items omitted by the Consultant, unless requested and approved in advance in writing.

6.1.5 References

Provide contact information for three (3) references who can describe Library E-Rate related funding work you have performed within the last three (3) years.

6.1.6 Signed Certifications & Assurances

Sign and submit the Certifications and Assurances (**Attachment B**) as part of your Proposal.

6.2 Submitting a Proposal

The Proposal and all other documents required to be submitted with the Proposal may be submitted as follows:

6.2.1 If the Proposal is mailed, it shall be addressed to Sno-Isle Libraries: 7312 35th Ave NE, Marysville, WA 98271; ATTN: Procurement Specialist.

6.2.2 Proposal may be submitted electronically to: Vendorsubmissions@sno-isle.org

The deadline for submission / receipt is **2:00pm (PDT), Friday, June 4, 2021.**

If you would like confirmation of receipt of Proposal, please request via email at the time of submission.

Sno-Isle Libraries shall not be responsible for any costs incurred by the firm preparing, submitting or presenting its response to the RFP. All Proposals received after the designated time stated will not be considered.

6.3 Revision / Rejection of Proposals

Sno-Isle Libraries reserves the right to “revise” or “amend” the RFP prior to the Proposal due date by “written addenda.”

7. EVALUATION PROCESS

7.1 Criteria

Proposals will be evaluated based on the following criteria:

Possible Points:

Firm Profile and Staff Library E-Rate Experience (including references)	30
Scope of Services (Attachment A)	30
Hourly Rate(s) and other Costs	30
Adherence to Submittal Directions	10

We expect to make a decision and discuss the final contract with the selected **consultant during the week of June 7, 2021.**

8. TERMS AND CONDITIONS

8.1 Minimum Qualifications

A qualified Consultant shall be defined to mean:

- One which has provided such services for a minimum of five (5) years, including experience with similar job scopes;
- Experience working with USAC on behalf of libraries;
- Is in good standing with the Better Business Bureau and/or the Department of Labor & Industries.

Sno-Isle Libraries reserves the right to investigate Consultants as deemed necessary to determine their ability to provide the services required for the fulfillment of this Contract. Proposals from other than qualified and responsible Consultants may be rejected as non-responsive.

The Certifications & Assurances (**Attachment B**) should be completed and submitted with the Proposal.

8.2 Terms and Conditions

The successful proposer will be required to sign a Contract with Sno-Isle Libraries. Sno-Isle Libraries reserves the right to extract certain language from a company's agreement and incorporate it into a Sno-Isle Libraries Contract, if mutually agreeable to both parties.

Sno-Isle Libraries will retain all rights to the completed forms, product and all electronic, audio and / or graphic files including project files.

The proposer, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

Sno-Isle Libraries reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract agreement.

Sno-Isle Libraries is under no obligation to award this project to the proposer offering the overall lowest fee or contract terms. Evaluation criteria, included in this document, shall be used in evaluating proposals.

8.3 Acceptance Period

Proposals must provide 60 days for acceptance by Sno-Isle Libraries from the Proposal Opening Date.

8.4 Insurance Coverage

Consultant shall procure and keep in force during the term of this Contract Commercial General Liability (CGL) insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to premises/operations (including off-site operations), blanket contractual liability and broad form property damage. Prior to the Consultant performing any work under this proposal, Consultant shall provide Sno-Isle Libraries with a Certificate of Insurance evidencing the insurance required and, by endorsement to the Consultant's liability policy (ices), naming Sno-Isle Libraries, its officers, employees and agents as Additional Insureds.

9. ATTACHMENTS

Attachment A

- Services & Experience Questionnaire

Attachment B

- Certifications & Assurances Form