

## 1. Introduction

The Enoch Pratt Free Library (EPFL) is seeking proposals from qualified vendors to provide data plans and related services that are compatible with the 2,000 WiFi hotspots (5G) currently in use by EPFL to support remote learning initiatives as adopted by the Federal Communications Commission (FCC) Report and Order FCC-24-76 for an initial term of three years with the option for up to three one-year renewals. This initiative is crucial for ensuring that students and patrons have the necessary access to off-premises educational resources. The selected vendor will be responsible for delivering reliable, secure, and compliant WiFi hotspot solutions that adhere to the requirements of the Children's Internet Protection Act (CIPA). All quantities are approximate and subject to change. The specification, quantity, capacity, locations, and count of services will vary over time due to fluctuations in EPFL needs.

## 2. Overview

The purpose of this Request for Proposal (RFP) is to solicit proposals for the following:

- Provision of data plans with appropriate bandwidth and coverage.
- Support and maintenance services for the hotspots.
- Implementation of necessary content filtering to comply with CIPA regulations.
- Provision of WiFi hotspots (devices) suitable for future off-premises educational use.

## 3. WiFi Hotspots and Related Services

The selected vendor must:

### 3.1. WiFi Hotspots:

- (a) Allow EPFL to continue to use the 2,000 existing 5G hotspots or,
- (b) Supply new WiFi Hotspots at no cost that:
  - Are compatible with the existing 5G hotspots currently used by EPFL.
  - Support configuration for multiple devices and include capabilities for scripting, automation, or other enterprise management solutions.
  - Feature removable, replaceable, and interchangeable batteries among devices.
  - Are rechargeable with USB-C or micro-USB and do not require a proprietary charging device.
- (c) Provide pricing for additional portable WiFi hotspots for future purchases.

### **3.2. Data Plans:**

- Offer unlimited data plans with no monthly limits or overage charges.
- Ensure comprehensive coverage throughout Baltimore, Maryland, and across the entire United States without incurring additional or roaming fees.
- Provide data plans that support high-speed internet access with sufficient bandwidth for educational activities.
- Include scalable data plan options to adjust seamlessly with changes in the number of users or demand.
- Pricing for data plans must be provided.

### **3.3. Support and Maintenance:**

- Provide monthly paperless billing invoices.
- Provide monthly usage and monitoring reports.
- Provide technical support for troubleshooting and resolving issues with the hotspots.
- Offer a clear process for device replacement or repair.
- Ensure timely and efficient customer service.

### **3.4. Compliance with CIPA:**

- Implement configurable cloud-based web content filtering that cannot be disabled or bypassed by the end user.
- Ensure content filtering to effectively block access to harmful or inappropriate content as required by CIPA.
- Provide regular reports or logs demonstrating compliance with CIPA guidelines.
- Ensure that all user data is handled in accordance with privacy laws and regulations.

## **4. Proposal Requirements**

Proposals should include the following:

### **4.1. Vendor Information:**

- Company background, including experience in providing WiFi solutions for off-premises educational purposes.
- Details of relevant previous projects or case studies.
- Experience with EPFL.
- Experience with Erate. Vendor must provide their Service Provider Identification Number (SPIN).

#### 4.2. Technical Proposal:

- Description of the WiFi hotspot devices offered, including technical specifications and features.
- Details of data plans and coverage options.
- Information on content filtering solutions and CIPA compliance measures.

#### 4.3. Financial Proposal:

- Pricing structure for devices, data plans, and any additional services.
- Breakdown of costs for initial setup, ongoing maintenance, and support.
- Terms and conditions for monthly payment.

#### 4.4. Implementation Plan:

- Proposed timeline for delivery, setup, and deployment for July 1, 2025.
- Strategy for training staff or end-users, if applicable.
- Plan for ongoing support and maintenance.

#### 4.5. References:

- Contact information for at least three references from similar projects or clients.

### 5. Evaluation Criteria

Proposals will be evaluated based on:

- **Cost:** Price of eligible services will be the most heavily weighted criteria, including initial and ongoing costs. Initial costs to be evaluated may include the cost of cataloging new/replacement devices and/or the cost to recall existing equipment.
- **Technical Specifications:** Suitability of devices and data plans for educational use.
- **Compliance with CIPA:** Adherence to content filtering and data privacy requirements.
- **Vendor Experience:** Proven track record in providing similar solutions.
- **Support and Maintenance:** Quality and reliability of billing and support services.

### 6. Submission Instructions

- Proposals must be submitted electronically to [mbesys@prattlibrary](mailto:mbesys@prattlibrary) no later than 5:00 p.m. Eastern time on December 11, 2024. The EPFL Procurement website address is <https://www.prattlibrary.org/about-us/request-for-proposal>
- Late proposals will not be considered.
- EPFL will not answer questions. EPFL is seeking proposals on a service and vendors need to submit what they provide. EPFL is committed to an open and competitive process and will be selecting the most cost-effective vendor that meets the needs of EPFL.

- Contact by respondents with any other EPFL employee regarding this proposal until the contract is awarded by EPFL will be considered by EPFL as an attempt to obtain an unfair advantage and result in a non-consideration of its response.
- Immediate disqualification shall include any proposals received after the due date and time, incorrect/incomplete submission, irrelevant pricing, and incorrect scope of work.

## **7. Right to Reject**

- EPFL reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of EPFL. EPFL reserves the right to award without further discussion. Responses should be submitted with the most favorable terms that the Vendor proposes. EPFL reserves the right to reject the proposal of the Vendor who has previously failed to perform properly or completed on time contracts of a similar nature; and to reject the proposal of any Vendor who in the opinion of EPFL is not in a position to adequately perform the contract.
- EPFL reserves the right to reject any or all proposals; any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of EPFL. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of the EPFL.
- In event E-Rate funding is not approved by the SLD any/all contracts or agreements may be made null and void at the discretion of EPFL. No subsequent contract language shall override these terms. Submission of a response to this RFP indicates acceptance of these terms.

## **8. Additional Information**

- To comply with regulations for securing E-rate funding, EPFL will be posting a Form 470 for these services simultaneously with the release of this proposal on the Universal Services Administrative Company (USAC) website <https://data.usac.org/publicreports/Forms/Form470Rfp/Index/>.