

Return by Wednesday, January 24, 2018

To: Milwaukee Public Library
Business Office
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233

Request for Proposal
MPL # 18-002
Dated: December 13, 2017
Due: January 24, 2018

**PROPOSAL FOR
INTERNET SERVICE PROVIDER**

The City of Milwaukee acting through the Milwaukee Public Library Board of Trustees seeks proposals from a qualified firm for **Internet Service Provider (E-Rate)**, to be in accordance with the attached Scope of Services (Attachment 1). The submitted proposals will be reviewed and ranked according to the following criteria.

- | | |
|--|---|
| 1. Cost of Services, including initial installation and implementation, costs for terminating previous services, costs for service upgrades made during, the life of the contract, and monthly recurring charges for the life of the contract. | 40% |
| 2. Quality Technology infrastructure and support. | 30% |
| 3. Quality and completeness of implementation proposed. | 30% |
| 4. E-Rate Approved Provider | Pass/Fail |
| 5. LBE Status | Additional 5% of total available points |

An award will be made to the responder who best meets the needs of the Milwaukee Public Library as defined in this Request for Proposal (RFP) and the Local Business Enterprise provisions. The Milwaukee Public Library Board reserves the right to accept or reject all or part of any proposal and accept such proposal deemed to be in the best interests of the Milwaukee Public Library; reject any or all proposals; request clarification regarding any proposal; make a partial award; or not make an award.

PROPOSALS WILL BE MADE AVAILABLE FOR REVIEW ONLY AFTER A CONTRACT HAS BEEN EXECUTED.

The successful responder agrees to enter into contract on the form prepared by the City of Milwaukee, a copy of which will be on file in the Business Office of the Milwaukee Public Library. In no event is responder to submit its own standard terms and conditions as a response to this RFP.

In accordance with Chapter 365 of the Milwaukee Code of Ordinances, the application of a Local Business Enterprise (LBE) program is required in all contracting activities, unless contrary to federal, state or local law or regulation. To this end, the Milwaukee Public Library will apply an award standard that adds an additional number of points, equal to 5% or the maximum number of points used in the evaluation of the Request for Proposal (RFP), to increase the total score attained by a local business enterprise. Responders seeking the Local Business Enterprise preference shall prepare and submit with the bid an accurate affidavit certifying their LBE status. Failure to do so may result in an LBE forfeiting their rights to be considered for the program.

Proposal Signature

The undersigned responder, by its authorized person signing below, proposes to furnish the materials and services described herein, in accordance with the terms and conditions as set forth in the Request for Proposal, the Standard Terms and Conditions, the contract, and if its Proposal is accepted the Responder agrees to all provisions set forth herein which will become binding as part of a contract. Responder further assures that, if the Responder's performance is contingent upon the acts of another party, the Responder has the necessary commitment to complete the contract.

Project: **Federal E-Rate Internet Service Provider**

I/We _____
(a corporation, a partnership, an individual – cross out inapplicable)

hereby agree to execute the proposed contract and to provide all labor and materials required for the completion of the project designated above, for the prices hereinafter set forth, in strict accordance with the Contract documents.

The undersigned hereby submits the following proposal for the above named project. (To be signed by person authorized to legally bind firm to proposal.)

Signature Date

Name and Title (Print or Type)

Firm Information

1. Firm Name _____

2. Address _____

3. Telephone No. _____ Fax No. _____

4. Email address of contact person: _____

5. Date Firm Established _____

6. Specify Principals of firm:

Name	Firm Status
_____	_____
_____	_____
_____	_____

7. List at least three references from existing customers for equivalent services. Give name, title, address, email address, and telephone number.

Name, Firm, Title

Email and Telephone

8. If you have done any work for the City of Milwaukee or its agencies, please list below.

Department

When

Contact Person

9. I/We acknowledge receipt of addenda numbered _____ through _____

10. Bidding Information

A. Service Level

Internet Service per Attachment I Scope of Services for twelve (12) branch libraries and Central Library:

(a) Installation Cost:

Numerical

Written

Describe:

(b) Implementation Cost:

Numerical

Written

Describe:

(c) Ongoing monthly charges:

_____	_____
Numerical	Written

(d) Other Costs (describe):

_____	_____
Numerical	Written

B. Technology Infrastructure and Support

(a) Please describe the Technical Support Hours of Operation and preferred contact method (telephone, email, -text)

C. Reports

(a) Proposer agrees to provide periodic status reports to Milwaukee Public Library on the use of the Internet service?

Yes _____ No _____

(b) Describe frequency and type of reports that will be provided.

D. Federal E-Rate Participation

(a) Proposer is a Federal E-Rate eligible vendor.

Yes ☐

SPIN _____

(b) Proposer agrees to maintain Federal E-Rate vendor certification for the duration of contract with -Milwaukee Public Library?

Yes ☐

- (b) Proposer agrees to provide separate billing at –Milwaukee Public Library's option for the telecommunications charges, under separate Federal E-Rate FRN-.

Yes ☐

E. Milwaukee Public Library Compatibility

- (a) Proposer agrees that proposed Internet Service is compatible with current Milwaukee Public Library network equipment?

Yes _____ No _____

- (b) Describe necessary actions proposer will take to make Milwaukee Public Library equipment fully compatible.

F. Implementation and Migration

- (a) Describe the services you will offer to support –Milwaukee Public Library migration to the new Internet Service.

- (b) Provide the schedule for migration, from the time of award notification to the startup of service.

- (c) Describe actions proposer would take to implement the new Internet Service.

(d) Describe actions Milwaukee Public Library would need to take to implement proposed Internet Service.

G. Consent to Provide Scope of Services

(a) Proposer agrees to all the requirements in the attached Scope of Services?

Yes _____ No _____

(b) Describe fully any deviations from this Scope of Services.
