

FY 2026 – 2027
Category 2 Service Specifications

Organization:	Muskegon Area District Library
Billed Entity Number (BEN):	131549
Form 470 #:	260014865
Attachments:	MADL Pricing Attachment C2.xlsx
Authorized Procurement Contacts:	Kevin Wisniewski kwisniewski@madl.org Andrew Epting aepting@e-ratecentral.com

Procurement Timeline

Task	Due Date
Issue Date	See Form 470 Certification Date
Deadline to Submit Questions	January 28, 2026, by 5 p.m.
Posting of Questions/Clarifications	January 30, 2026
Proposal Submission Deadline	February 16, 2026, by noon

All times noted are Eastern Time

Communications and Questions

All communication with Muskegon Area District Library (MADL) regarding this solicitation **must** be emailed and received by the “Deadline to Submit Questions” noted in the “Procurement Timeline.” Questions should be directed to all “Authorized Procurement Contacts” listed above, with the Form 470 Number included in the subject line. Failure to include all “Authorized Procurement Contacts” could result in questions going unanswered. Verbal inquiries are not allowed. Clarifications, when applicable, will be posted as an attachment/addendum to the Form 470 in the E-rate Productivity Center (EPC). Each Bidder is responsible for downloading the current version of the Form 470 and attachments, including any addenda. MADL reserves the right to ask Bidders clarifying questions during the proposal review process.

Contact initiated by a Bidder concerning this solicitation with any MADL representative other than those listed as Authorized Procurement Contacts is **strictly prohibited**. Unauthorized contact may result in the Bidder's disqualification from this solicitation.

Product demonstration meetings **will not** be granted during the competitive bidding period – requests for such will be ignored.

Proposal Instructions

Proposals **must** be submitted by the Proposal Submission Deadline in the Procurement Timeline, or as stated in subsequent addenda, whichever is later.

Proposals **shall** be emailed to ALL Authorized Procurement Contacts listed above and include the following:

- Organization name: Muskegon Area District Library
- Form 470 number: 260006394
- Bidder's Primary Office Address
- SPIN (Service Provider Identification Number)
- Bidder's terms and conditions, if applicable
- Completed Pricing Attachment
- Minimum of three references from similarly sized library systems or school districts in Michigan.
 - References must include primary contact name, title, phone number, email, and organization name
 - References must be for similar services provided to the organization within the past three years
 - References must provide a brief description of the services provided to the organization

Proposals submitted to MADL via mail, facsimile or hand delivery are **not acceptable**.

Proposals **must** include all costs associated with providing the requested products/services to MADL including but not limited to shipping fees, licenses, and any component needed for the proposed equipment to function properly. For projects including installation services, Bidders **must** include all costs associated with the installation of the cabling, equipment, and components including, but not limited to, configuration, travel, per diem, shipping, installation, etc.

Proposal pricing **should** be included in the Pricing Attachment and be submitted in xls or xlsx format. MADL prefers that bidders submit a completed pricing template when submitting a bid proposal.

Where applicable, proposed service fees for each piece of equipment should:

- be shown as unit pricing with separate line-item charges for each SKU,
- identify the percentage of each SKU that is eligible for E-rate support as agreed upon by the Universal Service Administrative Company (USAC) and the manufacturer; and
- be categorized as Internal Connections (IC), Basic Maintenance of Internal Connections (BMIC), and/or Managed Internal Broadband Services (MIBS).

Proposals **must** be in response to the specific requirements of this solicitation. Proposals including a generic listing of services beyond the scope of this solicitation and/or encyclopedic price lists **will be** disqualified. SPAM and/or robotic responses **shall not** be considered valid responses and will be disqualified from consideration.

Service Requests

There are two service requests described within this solicitation.

1. MADL is seeking pricing for the purchase of Cisco Enterprise Agreement Licensing (Cisco EA 3.0 with the Meraki Networking Infrastructure Suite (E3-N-NW) and Meraki Camera Systems Suite (E3-N-CS) under a five-year term to be invoiced annually. Requested licenses, quantities, and supported equipment are provided below.

License SKU	Quantity	Supported Equipment
E3N-MX-XL-E (Meraki MX X-Large Essentials)	1	Meraki MX250 Firewall
E3N-MS-300-M-E (Meraki MS300 Medium Essentials)	2	Meraki C9300-24 switch
E3N-MS-300-L-E (Meraki MS300 Large Essentials)	1	Meraki MS350-48LP switch
E3N-MS-200-L-E (Meraki MS200 Large Essentials)	15	Meraki MS225-48LP switch
E3N-MX-M-E (Meraki MX Medium Essentials)	3	Meraki MX85 Firewall
E3N-MS-100-M-E (Meraki MS100 Medium Essentials)	1	Meraki MS120-24P switch
E3N-MX-L-E (Meraki MX Large Essentials)	6	Meraki MX95 Firewall
E3N-MR-E (Meraki MR Essentials)	65	Meraki MR Access Point
E3N-MV-E (Meraki MV Large Essentials)	80	Meraki MV Smart Camera

2. Additionally, MADL seeks pricing for the purchase of two access points. The make and model of requested access points is specified in the pricing attachment. Access point installation is not requested.

MADL requests that responding bidders submit their pricing via the pricing attachment.

Proposals featuring equipment that is used, open box, refurbished, or categorized in any way other than new **shall** be disqualified.

Proposals are requested for the makes/models specified in the Pricing Attachment (or equivalent). Proposals containing alternative makes/models are **required** to submit product specifications and documentation to establish that the equipment is equivalent to the requested solution. MADL will be the arbiter of whether the proposed solution is functionally and technically equivalent to the requested solution.

The quantities requested are MADL's best estimate and may be adjusted based on the Bidder's recommendations. MADL reserves the right to increase or reduce quantities and buy some, all, or none of the listed equipment.

Partial bids for this service request are acceptable but not preferred.

Contract Term and Modifications

MADL requires a contract term of July 1, 2026 – June 30, 2031, for the requested products and services described herein.

The quoted pricing **shall not** assume MADL will purchase the full quantities listed in the proposal.

MADL reserves the right to place orders as needed and is not obligated to order all products or services.

Substitutions for alternative equipment **shall** be agreed upon in writing by both parties before finalization of any changes/deviations from the original agreed-upon equipment list.

Bidders proposing equipment whose prices may increase depending upon new U.S. government tariffs imposed on imports are encouraged to (a) identify such products in their Proposals, and (b) propose an acceptable methodology for limiting price adjustments over the contract term.

E-rate Specific Considerations/Information

Per USAC E-rate rules, “cost of eligible services” will be the highest valued criterion in the evaluation process; however, other criteria with a lesser value may also be considered.

If explicitly requested by MADL within this service specification, Bidders proposing to temporarily loan equipment for product demonstration and/or evaluation purposes are **required** to clearly state that such loans are of limited duration. Product demos extending beyond thirty (30) days must be explicitly authorized by both parties and provided at a fair market rate.

By submitting a proposal on the requested services herein, the vendor certifies its proposed services and/or products comply with Part 47 Section 54.9 and 54.10 of the FCC rules which prohibits the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other covered company posing a national security threat to the integrity of communications networks or the communications supply chain. See <https://www.usac.org/about/reports-orders/supply-chain/> for more details.

As required by Section 54.500(f) of Part 47 of the Code of Federal Regulation all proposals in response to this RFP **must** offer the lowest corresponding price (LCP) which is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-rate MADL (school, library, or consortium) for similar services. See <https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/> for more details.

Additional Considerations/Information

The language in this solicitation has been standardized: "must," "shall," "mandatory," and "required" are mandatory specifications that MADL expects to be included in the proposed solution. Proposals

failing to meet these mandatory specifications will be disqualified. "Should" and "may" indicate desirable specifications. A mandatory requirement may be waived if all respondents fail to meet a mandatory requirement.

MADL reserves the right to waive any irregularities or informalities in the proposals received.

MADL reserves the right to award all, part or none of the services set forth in this procurement. This procurement does not obligate MADL until a valid contract and/or valid Purchase Order is executed.

MADL may, at its sole discretion, extend the due date for the submission of proposals and any extensions shall be done via an addendum posted in the E-rate Productivity Center (EPC.)

The Bidder's proposal is subject to open records requests and, as such, the records will be released in accordance with those policies. Bidders are encouraged to mark pages as "Proprietary" or "Confidential" as appropriate, but the entire proposal may not be marked as such. Identifying information as "Proprietary" or "Confidential" does not guarantee that the information will not be released but will be considered in determining whether the information is required to be released in accordance with the open records policies and those of the State of Michigan. Generally, pricing is not exempt from being publicly released.

By submitting a proposal, the Bidder certifies that no relationship exists between the Bidder and MADL that would interfere with fair and open competition or create a conflict of interest.

Evaluation Criteria

Evaluation of all responsive bids will use the following criteria. Each criterion has been assigned a weight to reflect relative importance. Offerors are encouraged to provide details in their proposals addressing the following criteria.

Criteria	Weight
Eligible Costs: Costs of E-rate eligible products and services.	35%
Ineligible Costs: Cost of ineligible products and services	10%
Compatibility: The degree to which the proposed solution integrates into MADL's existing LAN/WAN.	20%
Prior Experience: MADL's previous experience with bidding vendor and quality of references.	20%
In-State Bidder Preference: Pursuant to the State of Michigan Code of Law under the Management and Budget Act (Act 431 of 1984); preference is given to Michigan-based bidders.	15%

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