

Mississippi Library Commission
Equipment Requirements for End Switch Upgrade

I. Background

The Mississippi Library Commission (MLC) is a state agency and a fully functional library providing the public with complete access to any library needs including reference, circulation, cataloging, acquisitions, state and federal documents and a Patent and Trademark Resource Center. The Mississippi Library Commission also provides support to the Mississippi public library systems and branch libraries with internet connectivity, email services, consulting, website hosting and a help desk for information or assistance with any services provided.

This quote request is posted on the MLC's website main page at www.mlc.lib.ms.us.

II. Vendor Response Requirements

a. Mandatory Onsite Visit

- i. All Vendors must attend at least one of the two mandatory onsite visits to review the MLC internal network along with the wiring closet connectivity, power, cooling, and racking.
- ii. Any vendor that does not attend one of the proposed mandatory onsite visits will be disqualified from responding/participating.
- iii. MLC staff will be available for an **onsite visit March 01, 2017, at 10 A.M. and March 02, 2017, at 10 A.M.** Vendors must have a technically qualified representative in attendance in order to submit a bid.

b. All questions regarding these requirements:

- i. Should be emailed to Vivian Sanderford at vivian@mlc.lib.ms.us.
- ii. Must be submitted no later than close of business, **5:00 P.M. CST on March 9, 2017.**
- iii. Responses to questions will be emailed no later than close of business, **5:00 P.M. CST on March 14, 2017.**

c. Vendor Response

- i. Due **March 24, 2017 by 3 P.M. CST.**
- ii. One electronic copy submitted to Vivian Sanderford at vivian@mlc.lib.ms.us.
- iii. Three hard copies submitted to Vivian Sanderford at:
3881 Eastwood Drive
Jackson, MS 39211
- iv. Response must be submitted in the format referenced in Section IX.

d. Award and Contract Negotiations

- i. Contract award is projected to be on or around **April 11, 2017.**
- ii. Contract term will begin **July 1, 2017 and expire June 30, 2019.**
- iii. Once the award has been made, the Vendor must commit to negotiate a contract within **three (3) business days.** If the Vendor fails to negotiate a contract within this time period, MLC may elect to move on to the next qualified bidder to pursue a successful contract.
- iv. A successful contract must be in place no later than **April 27, 2017.**

III. General Requirements

- a. The Vendor must understand that the contract resulting from this procurement must be an E-Rate eligible contract and must be good for the initial purchase for the 2017 E-Rate Fund Year and available for use for the 2018 E-Rate Fund Year as well, should MLC need to add to or upgrade this network.
- b. The Vendor's proposed equipment pricing must be proposed as a discount from list price. The Vendor's pricing must be provided in the format indicated in Attachment A (Cost Evaluation Table). Other miscellaneous service charges or fees must be clearly identified and include the specific type of charge (installation, support, licensing, etc.).

- c. Vendor's that participate in the State of Mississippi Express Products List for this equipment and have current, valid contracts in place, will receive additional consideration during evaluation.
- d. MLC will not be obligated to move forward with this project unless and until MLC issues a Purchase Order to the vendor. A successful funding commitment issued to MLC does not obligate MLC to go forward with this project.

IV. Description of Equipment

a. End Network Switch and UPS

- i. The Vendor must propose end switches to replace/upgrade the existing network switches at MLC. The Vendor must propose pricing for individual floors (1,2,3,4 and ground). The Vendor must propose the following network switches or the fully functional equivalent with the following configurations:

1. 1st Floor Switches

1 WS-C2960X-48FPD-L Catalyst 2960-X 48 GigE PoE 740W, 2 x 10G SFP+, LAN Base
1 CAB-16AWG-AC AC Power cord, 16AWG
1 PWR-CLP Power Retainer Clip For 3560-C, 2960-C and 2960-L Switches
1 C2960X-STACK Catalyst 2960-X FlexStack Plus Stacking Module
1 CAB-STK-E-0.5M Cisco FlexStack 50cm stacking cable

1 WS-C2960X-24PD-L Catalyst 2960-X 24 GigE PoE 370W, 2 x 10G SFP+, LAN Base
1 CAB-16AWG-AC AC Power cord, 16AWG
1 PWR-CLP Power Retainer Clip For 3560-C, 2960-C and 2960-L Switches
1 C2960X-STACK Catalyst 2960-X FlexStack Plus Stacking Module
1 CAB-STK-E-0.5M Cisco FlexStack 50cm stacking cable

2. 2nd Floor Switches

1 WS-C2960X-48FPD-L Catalyst 2960-X 48 GigE PoE 740W, 2 x 10G SFP+, LAN Base
1 CAB-16AWG-AC AC Power cord, 16AWG
1 PWR-CLP Power Retainer Clip For 3560-C, 2960-C and 2960-L Switches

3. 3rd Floor Switches

1 WS-C2960X-48FPD-L Catalyst 2960-X 48 GigE PoE 740W, 2 x 10G SFP+, LAN Base
1 CAB-16AWG-AC AC Power cord, 16AWG
1 PWR-CLP Power Retainer Clip For 3560-C, 2960-C and 2960-L Switches

4. 4th Floor Switches

1 WS-C2960X-48FPD-L Catalyst 2960-X 48 GigE PoE 740W, 2 x 10G SFP+, LAN Base
1 CAB-16AWG-AC AC Power cord, 16AWG
1 PWR-CLP Power Retainer Clip For 3560-C, 2960-C and 2960-L Switches

5. Ground Floor Switches

1 WS-C2960X-24PD-L Catalyst 2960-X 24 GigE PoE 370W, 2 x 10G SFP+, LAN Base
1 CAB-16AWG-AC AC Power cord, 16AWG
1 PWR-CLP Power Retainer Clip For 3560-C, 2960-C and 2960-L Switches

10GB SM Optics:

10 SFP-10G-LR-S= 10GBASE-LR SFP Module, Enterprise-Class

APC's for each closet:

5 SMX2000RMLV2UNC APC Smart-UPS X 2000 Rack/Tower LCD - UPS - AC 120 V - 1.8 kW - 1920 VA - Ethernet 10/100, RS-232, USB - 7 output connector(s) - 2U

Fiber Patch Cables:

16 810-L27-006 2M LC-ST DPLX
9/125 FIBER CBL

Installation:

1 Installation Services

- ii. Warranty/Support - The Vendor should include the warranty/support documentation for the proposed devices including access to the technical resources, access to online self-help support, proactive diagnostic capabilities, and ongoing operating system updates.

V. Installation Requirements

- a. The Vendor must include all cost for installation services related to the proposed equipment.
- b. The Vendor must provide standard procedures for ordering and installing the proposed equipment and/or services. Installation coordination must include, at minimum, a planning meeting to determine responsibilities, scheduling the installation date, addressing any transition issues that might arise, addressing any facility issues within MLC (cooling, power, etc.).
- c. The Vendor must specify if they hold any specific certifications or qualifications as it relates to the installation and support of the proposed equipment.
- d. The Vendor must agree to perform adequate testing after installation services are performed to ensure the newly installed equipment is operating properly. The Vendor may be required to perform testing in conjunction with MLC technical staff. The Vendor may be required to provide documentation of test results within 5 business days if so requested in writing.
- e. The vendor is required to implement/install the equipment after normal business hours. Normal business hours for MLC are Monday through Friday, 8 A.M. to 5 P.M.

VII. Support Requirements

- a. The Vendor must provide the appropriate contact information (Helpdesk, Trouble Ticket System, Tech support, etc.) for support staff responsible for supporting the MLC installation.
- b. The Vendor must have an established escalation procedure. The Vendor must be able to initiate this process on a 24 hours a day by 7 days a week (24 x 7) basis for all critical or emergency situations or outages. The Vendor must agree to be onsite at MLC within four (4) hours to provide emergency support in the event of equipment failure.
- c. The Vendor must have certified network engineers on staff to support the proposed equipment installation onsite at MLC, if required. The Vendor must have a certified engineer designated as a primary and a second certified engineer designated as their backup. The Vendor must provide details regarding these certifications in Attachment B.

VIII. E-Rate Evaluation Criteria

- a. After initial qualification of responses, selection of the successful Vendor will be determined by an evaluation committee based on the evaluation of several factors as indicated in the table in VIII.c below.
- b. MLC may have technical and/or financial consultants assist with the evaluation.
- c. Evaluation Criteria

Factor	Weight
Price of Eligible Products and Services	60
Technical Requirements	10
Prior Experience	10
Personnel Qualifications/Certifications	10
Installation and Support Requirements	10
Total	100

IX. Proposal Response Requirements

- a. Vendors should make the proposal easy for the evaluators to read and reference. Proposal response should be ordered as follows:
 - i. **Cover Letter** - appropriate vendor contact information included.
 - ii. **Response** – This includes the Vendor’s response to all requirements outlined. Where the specification requires a response, one must be provided. Some specifications will only require acknowledgement by the Vendor.
 - iii. **Cost Proposal** – This includes the Vendor’s response to Attachment A (Cost Evaluation Table)
 - iv. **Vendors Qualifications/Certifications/References.**

ATTACHMENT A – COST EVALUATION TABLE

Miscellaneous service charges or fees must be clearly identified and include the specific type of charge (installation, support, etc.). Any E-Rate ineligible products or services that are proposed as part of the vendor’s response must be clearly identified and priced out separately for the cost of the eligible products or services. Any EPL eligible products or services must be clearly documented (EPL Number, Page, Item Number)

EQUIPMENT PURCHASE COST TABLE

Manufacturer and Model #	Qty	Unit List Price	EPL, Page & Item Number	Extended Discount Price	One Time Charges	Annual Support Cost If Applicable
MS Library Commission						
Total Cost						

ATTACHMENT B – REFERENCES, SPECIAL QUALIFICATIONS, AND CERTIFICATIONS

Special Qualifications and Certifications

Vendor must include, in this attachment, all relative supporting documentation for special qualifications and/or certifications relative. These include installation, support, and general technical certifications of staff relevant to proposed equipment, etc.

Vendor Company Information and References

The Vendor must provide a minimum of 3 references that are similar scope to the products and services as described.

Company Name	
Company Address	
Sales Contact Name	
Phone	
Email	
Technical Contact Name	
Phone	
Email	
E-Rate Contact Name	
Phone	
Email	

Reference Information Tables

Reference #1	
Customer Name:	
Address:	
Name of Contact:	
Title:	
Email Address:	
Telephone Number:	
Contract or Service Period (month/year to month/year):	
Please briefly describe the scope of the services provided:	

Reference #2	
Customer Name:	
Address:	
Name of Contact:	
Title:	
Email Address:	
Telephone Number:	
Contract or Service Period (month/year to month/year):	
Please briefly describe the scope of the services provided:	

Reference #3	
Customer Name:	
Address:	
Name of Contact:	
Title:	
Email Address:	
Telephone Number:	
Contract or Service Period (month/year to month/year):	
Please briefly describe the scope of the services provided:	