



## JACKSON COUNTY LIBRARY DISTRICT

205 South Central Avenue  
Medford, OR 97501  
(541) 774-8679

### NOTICE OF REQUEST FOR PROPOSALS (RFP) E-RATE SERVICES: INTERNET ACCESS, WIDE AREA NETWORKING, AND CATEGORY 2 EQUIPMENT AND SERVICES

**RFP NUMBER: 2025-04**

Date of Issue:

November 3, 2025

Closing Date and Time:

December 12, 2025 by 3:00 PM PST

Single Point of Contact (SPC):

Cameron Tippins, IT Manager, [ctippins@jcls.org](mailto:ctippins@jcls.org)

Jackson County Library District (JCLD), which operates as Jackson County Library Services, is seeking proposals for a private wide-area data network (WAN) interconnecting all 15 library branches, with the main Medford library as hub of the network; public and staff Internet Access with managed firewall services; LAN switch refresh; and Managed Internal Broadband Service and Basic Maintenance of Internal Connections. The District will be submitting all services and equipment for E-Rate funding support during the upcoming Funding Year FY2026 (July 1, 2026 through June 30, 2027 or September 30, 2027 for Internal Connections). **Proposals will be accepted electronically no later than 3:00 p.m. Pacific Time on December 12, 2025.** No proposals will be received after closing.

This RFP, including contract terms, conditions and specifications, may be obtained through the EPC portal for E-rate; on the Oregon Buys Procurement site; and on the Jackson County Library District's website. RFP documents will not be mailed to prospective proposers.

#### **Proposal Delivery Options**

Submit proposals via email to the SPC, [ctippins@jcls.org](mailto:ctippins@jcls.org), IT Manager.

This RFP is being conducted in accordance with ORS 279B.060, Competitive Sealed Proposals.

**No pre-proposal conference will be held.**

#### **POSTED:**

- November 3, 2025, EPC portal for E-rate, <https://forms.universalservice.org/portal/login>
- November 3, 2025, Oregon Buys, <https://oregonbuys.gov/bsa/>
- November 3, 2025, Jackson County Library District's website, <https://jcls.org/about/library-district/#rfp-bids>

## Section 1: Project & General Information

### 1.1 Purpose

The Jackson County Library District (“JCLD”), is issuing this Request for Proposals for the following E-Rate eligible services and equipment:

- Wide Area Network
- Internet Access with Managed Firewall
- LAN Switch Refresh
- Managed Internal Broadband Service (MIBS) & Basic Maintenance of Internal Connections (BMIC)

The District will be submitting all services and equipment for E-Rate funding support during the upcoming Funding Year FY2026 (July 1, 2026 through June 30, 2027 or September 30, 2027 for Internal Connections).

Additional details on the Scope of the goods and services are included in the section that outlines the Scope of Work/Specifications.

JCLD anticipates the award of one or more Contracts from this RFP and prefers an initial term of 36 months with voluntary 1-year contract extensions for up to two additional years, renewable at the discretion of JCLD starting on July 1 and ending on June 30 of each funding year for recurring services.

### 1.2 Pre-proposal Conference

A pre-proposal conference will **NOT** be held for this RFP.

### 1.3 Submission of Questions

All inquiries, whether relating to the RFP process, administration, deadline, method of award, or the intent or technical aspects of the RFP must:

1. Be delivered to the SPC via email
2. Reference RFP#2025-04 (E-Rate Services)
3. Identify the Proposer’s name and contact information
4. Refer to the specific area of the RFP being questions (page, section, paragraph)
5. Be received by November 14, 2025, 3:00 PM PST

### 1.4 Addenda and Interpretations

Modifications to the RFP document, if any, will be made by written Addenda and published on USAC, ORPIN, and JCLD’s website by November 21, 2025. Prospective proposers are solely responsible for checking these websites to determine whether or not any Addenda have been issued. Addenda are incorporated into the RFP by this reference.

## 1.5 Award

Award will be made to the responsible firm submitting the most advantageous, responsive proposal as determined by the Selection Committee based on the following criteria. Note that the price of E-rate eligible goods and services is the most heavily weighted criterion.

- Cost of E-rate eligible goods and services (30%)
- Prior experience with vendor including past performance (25%)
- Management capability / One-source solutions, i.e., the ability to provide WAN circuit connectivity end-to-end without the use of a 3rd party; or the ability to provide switch equipment and installation/configuration without the use of multiple sub-contractors (20%)
- Personnel Qualifications / Technical Solution (10%)
- Ineligible cost factors (10%)
- Local vendor (5%)

JCLD reserves the right to further negotiate any proposal, including price, with the highest rated respondent. If an agreement cannot be reached with the highest rated respondent, JCLD reserves the right to negotiate and recommend award to the next ranked respondent or subsequent respondents, until an agreement is reached. JCLD also reserves the right to reject all proposals.

## 1.6 Timeline

Issue RFP and Form 470	November 3, 2025
Post RFP on Oregon Buys and JCLS.ORG	November 3, 2025
Written Questions Due	November 14, 2025 at 3:00 PM Pacific Time
Q&A Documents; Written Addenda Posted	November 21, 2025
<b>RFP Closes/Formal Bid Opening</b>	<b>December 12, 2025 at 3:00 PM Pacific Time</b>
Evaluation Window	December 15, 2025 – January 6, 2026
Issue Notice of Intent to Award	January 7, 2026
Protest Period Ends	January 14, 2026
JCLD Board Approves and Signs Contract(s)	February 18, 2026
File Form 471 – Complete E-rate Filing Process	March 2, 2026
New Services Begin for FY2026 Funding Year	July 1, 2026

JCLD reserves the right to change this timeline.

## Section 2: Proposal Format & Required Content

Proposal submissions should include the following information. All information should appear in the same order as outlined herein and shall be designated by headings as to the item which the response applies.

### 2.1 Minimum Requirements

Because the products and service(s) specified are being submitted to the Schools and Libraries Division (SLD) of the FCC as part of “E-Rate” Universal Service Fund (USF) discount eligibility, all posting and response procedures must satisfy SLD E-Rate submission requirements, Oregon state and local requirements, and Jackson County Library District requirements.

These requirements include, but are not limited to:

- Have no record of unsatisfactory performance. Proposers who are or have been seriously deficient in current or recent contract performance, in the absence of circumstances properly beyond the control of the Proposer, shall be presumed to be unable to meet this requirement.
- Have the ability to maintain adequate files and records and meet statistical reporting and FCC requirements.
- Have the administrative and fiscal capability to provide and manage the proposed services and to ensure an adequate audit trail.
- Have at least three (3) years’ experience providing this type of service.
- The pre-discount cost and description of all equipment, services and related components, where available, should be clearly identified on the response in addition to the total pre-discount costs. A complete description of the product or service, as required by the SLD, must be attached to, or submitted with, these costs.
- All products or services being quoted should include E-Rate eligibility percentages per line item.
- The response must also clearly state the permanent SLD Service Provider Identification Number (SPIN) for the provider of the proposed equipment and/or services.
- Proposers are required to acknowledge all terms of this RFP and the 470 supplement. If the Proposer is unable to comply with any specific item, a list of detailed exceptions must be provided with the submission of the proposal. If exceptions are not indicated, then full compliance with requirements of the supplement will be assumed.
- Proposers must list and indicate the use of any proposed sub-Contractors and the scope of work for which they will be responsible. Jackson County Library District reserves the right to approve all sub-Contractors in writing prior to the commencement of work.

Please complete and sign **Attachments A and B, the Proposer’s Response Form and Bid Pricing Spreadsheet**, and include the completed forms in your firm’s submittal.

### 2.2 Scope of Work / Specifications

Proposer shall provide one or more of the following Solutions. The Library District reserves the right to reject all proposals. The Library District reserves the right to award a contract for any portion of Solutions as it sees fit. Thus, Proposers should submit separate proposals for one or more of the Solutions described below. Proposers must confirm the ability to provide the following Solutions with the following specifications and requirements, and provide a description of how it will meet these requirements. In addition, proposers must meet the highest standards prevalent in the industry in providing the goods and services that the Library District is purchasing. The final proposal price must

include any and all applicable charges to the Library District, including taxes and surcharges. Please provide proposal(s) for the Solutions described below.

**Library District Description**

The library system consists of the 15 branch locations listed below. Medford is the main library and the hub of the library system. The others are considered remote branches. Vendors are expected to serve all branch locations. If the vendor cannot serve a location, or cannot serve all remote branch locations equally, such limitations must be clearly explained.

**Locations:**

Applegate Library  
18485 North Applegate Rd.  
Grass Pass, OR 97527  
Sq. Ft. 2,850

Phoenix Library  
510 W. 1st St.  
Phoenix, OR 97535  
Sq. Ft. 5,946

Ashland Library  
410 Siskiyou Blvd.  
Ashland, OR 97520  
Sq. Ft. 22,565

Prospect Library  
150 Mill Creek Dr.  
Prospect, OR 97536  
Sq. Ft. 2,400

Butte Falls Library  
626 Fir St.  
Butte Falls, OR 97522  
Sq. Ft. 1,310

Rogue River Library  
412 E. Main St.  
Rogue River, OR 97537  
Sq. Ft. 11,460

Central Point Library  
116 S. Third St.  
Central Point, OR 97502  
Sq. Ft. 8,695

Ruch Library  
7919 Oregon 238  
Jacksonville, OR 97530  
Sq. Ft. 5,896

Eagle Point Library  
239 W. Main St.  
Eagle Point, OR 97524  
Sq. Ft. 8,512

Shady Cove Library  
22477 Oregon 62  
Shady Cove, OR 97539  
Sq. Ft. 5,646

Gold Hill Library  
202 Dardanelles St.  
Gold Hill, OR 97525  
Sq. Ft. 4,982

Talent Library  
101 Home St.  
Talent, OR 97540  
Sq. Ft. 7,068

Jacksonville Library  
340 "C" St.  
Jacksonville, OR 97530  
Sq. Ft. 5,646

White City Library  
3143 Avenue C  
White City, OR 97503  
Sq. Ft. 6,640

Medford Library  
205 S. Central Ave.  
Medford, OR 97501  
Sq. Ft. 83,191

**SOLUTION A: WIDE AREA NETWORK**

JCLD requires a private turnkey fully-managed wide-area data network interconnecting all branches, with the main Medford library as the hub of the network. Branches are currently interconnected by Lit Fiber service. The Proposer will be a qualified Service Provider and will include in their proposal all costs necessary to provide the fully managed Point-to-Point Fiber services requested. All costs associated with any on-site premise equipment, provided as an integral part of the service, shall be the sole responsibility of the Proposer.

JCLD desires to increase WAN speed, within budget constraints, and to obtain the best value in WAN services. The current bandwidths at each location are listed below, along with the requested quote options for new speeds:

	<b>Site</b>	<b>Current Speed</b>	<b>Requested Minimum</b>	<b>Additional Options</b>
1.	Medford	10 GB	10 GB	20 GB, 40 GB
2.	Applegate	5 GB	5 GB	10 GB, 20 GB
3.	Ashland	5 GB	5 GB	10 GB, 20 GB
4.	Butte Falls	5 GB	5 GB	10 GB, 20 GB
5.	Central Point	5 GB	5 GB	10 GB, 20 GB
6.	Eagle Point	5 GB	5 GB	10 GB, 20 GB
7.	Gold Hill	5 GB	5 GB	10 GB, 20 GB
8.	Jacksonville	5 GB	5 GB	10 GB, 20 GB
9.	Phoenix	5 GB	5 GB	10 GB, 20 GB
10.	Prospect	5 GB	5 GB	10 GB, 20 GB
11.	Rogue River	5 GB	5 GB	10 GB, 20 GB
12.	Ruch	5 GB	5 GB	10 GB, 20 GB
13.	Shady Cove	5 GB	5 GB	10 GB, 20 GB
14.	Talent	5 GB	5 GB	10 GB, 20 GB
15.	White City	5 GB	5 GB	10 GB, 20 GB

The Proposer must be able to work within the scope of the pre-existing Library District infrastructure. Additional options should be proposed with any hardware requirements identified (ie: switch purchase cost, if needed).

Bids will be evaluated based on both total monthly service cost and cost per unit of speed. If a vendor cannot provide requested speed options above, they should indicate so in their proposal. Vendors that offer other tiers of service at different prices are encouraged to propose multiple options so that JCLD may choose the option that best fits our needs and budget.

Recurring and non-recurring costs must be broken out separately, and prices must include all equipment and installation necessary to provide a complete solution.

Data rate must be quoted for each WAN link (if asymmetrical, denote up/down). Quoted speeds must represent real-world net throughput not a theoretical maximum and must represent end-to-end throughput not just the local interface speed of the link termination equipment. Network services which have variable rather than fixed speeds (e.g. those that rely on oversubscription of a shared backbone) must clearly indicate:

- 1) Guaranteed minimum data rate
- 2) Allowed maximum data rate
- 3) Typical throughput the library can expect during its normal business hours

The proposed solution must include all necessary outside plant and entrance facilities infrastructure as may be required for normal and acceptable provisioning of service. An RJ-45 Ethernet hand-off is expected. If the vendor’s proposed WAN service provides a different type of hand-off, this should be clearly stated and the vendor must specify and provide the necessary equipment to interconnect to the JCLD LAN(s).

The WAN solution must allow JCLD to maintain segregation between public and staff traffic as it traverses the WAN by features provided as part of the vendor’s managed network.

**SOLUTION B: INTERNET ACCESS with MANAGED FIREWALL**

JCLD requires Dedicated Internet Access service for public and staff use. Currently the Library District receives Internet Access through a 10GB circuit terminated at the Medford Branch Library, which then serves all branches in the system through the Wide Area Network. JCLD desires to increase Internet access speed within budget constraints, and to obtain the best value in Internet Access services. The current bandwidth is listed below, along with the requested quote options for new speeds:

<u>Site</u>	<u>Current Speed</u>	<u>Requested Minimum</u>	<u>Additional Options</u>
1. Medford	10 GB	10 GB	20 GB, 40 GB

Bids will be evaluated based on both total monthly service cost and cost per unit of speed. In addition to quoting a service that meets our minimum requirement, vendors that offer higher tiers of service at different prices are encouraged to propose multiple options so that JCLD may choose the option that best fits our needs and budget. Recurring and non-recurring costs must be broken out separately, and prices must include all equipment and installation necessary to provide a complete solution.

Data rate (in GB) must be quoted for the Internet Access connection (if asymmetrical, denote up/down). Quoted speeds must represent real-world net throughput not a theoretical maximum, and must represent end-to-end throughput from the JCLD network to the public Internet, not just the local interface speed of the link termination equipment. Access methods which have variable rather than fixed speeds (e.g. those that rely on oversubscription of a shared backbone) must clearly indicate:

- 1) Guaranteed minimum data rate
- 2) Allowed maximum data rate
- 3) Typical throughput the library can expect during its normal business hours

The Proposer must be able to work within the scope of the pre-existing Library District infrastructure.

Operational Requirements/Service Levels

The desired Internet Access/Port Service shall be a tier-1, non-metered dedicated line service supporting high-speed Internet access with the following required parameters:

Minimum average availability (contiguous 7-day period):	98%
Minimum available bandwidth:	1 GB
Minimum burstable bandwidth:	500 Mbps
Maximum latency:	5ms between customer access point and ISPs Internet access point.
Video support:	Must be able to support and sustain isochronous transmission streaming media with a minimum sustained bit-rate of 5.0

	Mb/s between customer network access point and ISP's Internet access point using standard and accepted quality of service protocols and methods.
Availability:	24 hours per day, 7 days per week, all year.
Customer Interface (hand-off):	5 Gigabit, prefer fiber handoff (full-duplex)
External Dynamic Routing:	BGP with full Internet routes
Internal Dynamic Routing:	BGP, OSPF and static
Monitoring:	Internet port and access monitoring 24 hours x 7 days x 365 days per year. ISP must provide Library District with secure web access to basic monitoring functions and trouble report management. Reporting of daily and monthly usage.
Problem Response:	Trouble reports affecting network availability and operation shall have a response from the ISP to the Library District Technical Contact or designee within 60 minutes. Any operating anomalies shall be reported to the Library District Technical Contact or designee within 60 minutes of identification.
Maintenance:	Maintenance periods shall not cause more than two (2) service-affecting events in any calendar month. All maintenance schedules shall be communicated to the named Library District Technical Contact via e-mail no less than 24 hours prior to the start of the maintenance period. Scheduled maintenance periods shall be limited to the hours from 1:00 A.M. PST to 5:00 A.M. PST, where possible. Scheduled maintenance periods shall not be included in availability calculations.

#### Internet Access Equipment

As a condition of acceptance, ISP must verify and demonstrate to Library District that ISP's service interoperates with the Library District's network and equipment. Any additional necessary or optional equipment, communications facilities, communications services, or connectivity to provide and maintain the dedicated turnkey Internet access solution must be included as a component of the service. All such equipment, facilities and services must not be dependent upon like or other equipment, facilities or services currently existing at or in use by the Library District except as noted in this document. However, it is required that any and all solution components be interoperable with existing Library District network services, connections and configurations at their point of connection or influence to the Internet termination equipment (router.)

#### Firewall Service

In addition to Internet Access, the Library District currently purchases a managed advanced firewall service under Category 2 E-Rate Service. Proposals must address firewall needs either by continuing management of the existing on-premise firewall or by providing a new firewall with equivalent features including VPN, ideally with Entra integration and redundant power supply capability. A new firewall must replicate all existing firewall functionality, including management of statically assigned public IP addresses and rule-based traffic blocking/forwarding as well as CIPA filtering.

JCLD will consider Internet Access service with advanced firewall protection that is a standard component of the Vendor’s Internet Access service (E-Rate Category 1 Service) if that option is available and quoted by any vendor, and including the above components.

JCLD also utilizes a redundant firewall configured for instant failover and requests proposals for a backup firewall option that would provide protection should the regular service fail. This service/equipment would not be submitted for E-Rate funding.

**SOLUTION C: LAN SWITCH REFRESH**

JCLD desires to replace its current switches (Juniper EX3400-48p at Medford and Juniper EX2300-48p at all other sites) with new switches at every branch location. JCLD prefers to purchase a single switch type for all branches to provide better consistency of service throughout the Library District. JCLD also desires to add additional switches at one additional branch location.

JCLD desires switches that are backward compatible with existing systems, routing/switching capable with multi-cast support to all locations, QoS and PoE+ capable, with redundant modular power supplies. They must be copper or fiber backbone capable. JCLD is NOT requesting a specific product brand, however, an example of such a switch is the Cisco® Catalyst® 9300 Series. Any equivalent manufacturer solutions may be proposed.

The current number of switches at each site are listed below, along with the requested additional units:

Location	Existing	Additional	Total
Applegate	1		1
Ashland	3		3
Butte Falls	1		1
Central Point	2		2
Eagle Point	1	1	2
Gold Hill	1		1
Jacksonville	1		1
Medford	9		9
Phoenix	1		1
Prospect	1		1
Rogue River	2		2
Ruch	1		1
Shady Cove	1		1
Talent	1		1
White City	2		2
<b>Total</b>	<b>28</b>	<b>1</b>	<b>29</b>
Note: Medford has 3 fiber inter-connected network closets.			

JCLD desires a fully-operational proposal that includes all components needed and professional installation and configuration. Proposers may quote the cost of the switches and installation/configuration separately or as a bundled price, but must indicate that the bundle includes installation/configuration with all necessary components. The Proposer must provide qualified technical staff who have current, relevant industry and/or manufacturer certifications, and qualified project management staff to ensure a successful implementation. Proposers must be able to demonstrate a track record of successful implementation of similar networks.

## **SOLUTION D: MANAGED INTERNAL BROADBAND SERVICE and BASIC MAINTENANCE OF INTERNAL CONNECTIONS**

JCLD is seeking a provider of Managed Technology Services for the LAN Switches above, at all locations, including both remote and on-site services. It is expected that some of these services will fall into the E-Rate Category 2 Basic Maintenance of Internal Connections (BMIC) and some will fall into the E-Rate Category 2 Managed Internal Broadband Services (MIBS). Bidders are expected to identify each type of service they are quoting - BMIC or MIBS - in their bid response.

Secure Access – JCLS Cybersecurity insurance requirements dictate that all access to JCLS network hardware be multifactor authenticated. Vendor must demonstrate compliance with these requirements.

Monitoring/Maintenance: Basic Monitoring (24/7 monitoring of power, network availability, CPU and memory utilization, and temperature, as relevant, with reporting as problems arise) and Basic Management and Maintenance services to ensure that network equipment is operating properly and continuously (24/7 monitoring, collection, and diagnosis of performance statistics, alarms, and alerts, with monthly/quarterly review and reporting; periodic (e.g. semi-annual) software patching including bug fixes and security patches, as needed; asset management; periodic configuration backup (e.g. annual); reconfiguration or replacement of failed equipment.)

Service Level Agreement: The Library District requires the following minimum service levels: Normal Business Hours shall be considered to be 8 AM PST – 8 PM PST, Monday – Friday, or better. The Library District requires a formal document advising District of the Service Provider’s repair escalation process. The Library District expects a dedicated repair number, a “ticket” number, and a repair status every 2 hours, including a callback when the repair item is resolved. If the repair issue is not resolved within 8 business hours, the Library District expects a prorated service credit.

Service Priority 1: Entire site or major system is nonfunctional: Time to open a ticket and assign staff, 30 minutes from discovery of the problem by vendor or request for service from the Library District; time to begin remote work, 2 hours from discovery of the problem by vendor or request for service from the Library District; time to begin on-site work, 4 hours from discovery of the problem by vendor or request for service from the Library District.

Service Priority 2: Partial site or major system nonfunctional or function significantly degraded: Time to open a ticket and assign staff, 2 hours from discovery of the problem by vendor or request for service from the Library District; time to begin remote work, 4 hours from discovery of the problem by vendor or request for service from the Library District; time to begin on-site work, 8 hours from discovery of the problem by vendor or request for service from the Library District.

When the Service Provider receives notification of a problem, the Service Provider will log the issue including the date and time the issue was first noted, the time a technician was assigned and/or dispatched, time on remote access/support or on-site, and the time the equipment or service is restored to full operation. Service Provider will supply these logs to Library District within five (5) working days of resolving the problem.

Service Provider will conduct scheduled repairs and upgrades during off-hour periods not affecting Library operation or use of technology in the branches. All scheduled repairs will be subject to notification of the Library District’s representative in advance. Service Provider will coordinate all repairs involving access to library facilities in advance with the Library District’s designated contact(s).

### Section 3: Proposal Evaluation Process

Upon receipt of proposals, JCLD will convene a committee to evaluate proposals using the following Proposal Evaluation Matrix.

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3
Cost of eligible goods and services	30			
Prior experience including past performance	25			
Management Capability / One-Source Solutions*	20			
Personnel Qualifications / Technical Solution	10			
Ineligible cost factors	10			
Local vendor	5			
<b>Total</b>	<b>100</b>			

*\*, i.e., the ability to provide WAN circuit connectivity end-to-end without the use of a 3<sup>rd</sup> party; or the ability to provide switch equipment and installation/configuration without the use of multiple sub-contractors*

JCLD reserves the right, after the proposal deadline has passed, to seek additional information in order to make an informed recommendation to the Library Board for consideration. The Selection Committee will then submit a recommendation to the Library Board for consideration. JCLD may undertake negotiations as permitted by OAR 137-047-0600(3)(b). If a contract(s) is awarded as a result of this RFP, JCLD will award the contract to the proposer whose proposal will best serve the interests of JCLD, based upon scoring and negotiation results.

### Section 4: Instructions to Proposers

#### 4.1 General

Proposers shall study carefully and conform to these “Instructions to Proposers” so that their proposals will be regular, complete and acceptable.

#### 4.2 Proposals

All proposals shall be typed and must comply in all regards with the requirements of this solicitation. All proposals must include a completed **Proposer’s Response Form and Bid Pricing Spreadsheet**, which are attached hereto as **Attachments A and B**.

#### 4.3 Submission of Proposals

One (1) electronic copy of the proposal, which must include a completed **Proposer’s Response Form (Attachment A)**, and **Bid Pricing Spreadsheet (Attachment B)** must be emailed to the SPC at [ctippins@jcls.org](mailto:ctippins@jcls.org) before the RFP closes. The email subject line should reference RFP#2025-04 (E-Rate Services). PDF files are preferred, but Word and Excel files will be accepted.

#### **4.4 Receipt and Opening of Proposals**

Proposals shall be submitted prior to the time fixed in the advertisement for proposals. Proposals received after the time so designated will be considered late proposals and will be returned unopened.

No responsibility will be attached to any official of the JCLD for the premature opening of, or the failure to open, an emailed proposal not properly addressed and identified.

#### **4.5 Withdrawal of Proposals**

Any proposals may be withdrawn prior to opening, pursuant to OAR 137-047-0440.

Proposers' proposals shall be valid for at least 180 days from RFP opening. The expiration date must be included in proposal.

#### **4.6 Modification**

Any proposer may modify its proposal per OAR 137-047-0440 by registered communication at any time prior to the scheduled closing time for receipt of proposals, provided such communication is received prior to the closing time. The communication should not reveal the proposal price but should provide that the final price or terms will not be known until the sealed proposal is opened.

#### **4.7 Acceptance or Rejection of Proposals**

Any evidence of collusion between proposers may constitute cause for rejection of any proposals so affected. In the award of the contract, JCLD will award the contract to the proposer whose proposal is deemed best for the public good. JCLD reserves the right to accept or reject any or all proposals.

#### **4.8 Nondiscrimination**

Submittal of a proposal in response to this RFP evidences proposer's agreement that, in performing the work called for by this proposal and in securing and supplying materials, proposer has not and will not discriminate against: 1) any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, physical or mental handicap, national origin or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap; and 2) a subcontractor in the awarding of a subcontract because the subcontractor is a minority, woman, or emerging small business enterprise certified under ORS 200.055, or a business enterprise that is owned or controlled by, or that employs a disabled veteran as defined in ORS 408.225.

#### **4.9 Expenses Associated with Response**

The Jackson County Library District will not be responsible for any expenses incurred in preparing and submitting a proposal. All proposals shall supply a straightforward, concise delineation of the vendor's capabilities to satisfy the requirements of this request.

#### **4.10 Specifications Limiting Competition**

Proposers may protest the procurement process or provisions of this RFP pursuant to OAR 137-047-0730. Protests shall include all information required by ORS 279B.405, including a statement of desired changes to the procurement process for this RFP. Such protests shall be in writing, labeled "Solicitation Protest – RFP#2025-04 (E-Rate Services)" and emailed to the SPC.

Such comments shall be submitted to JCLD no later than SEVEN (7) days prior to the opening date. No comments will be accepted after that time.

#### **4.11 Employees Not to Benefit**

No employee or elected official of JCLD shall be permitted to receive any share or part of this contract or any benefit that may arise there from.

#### **4.12 JCLD Furnished Property**

No material, labor or facilities will be furnished by JCLD unless otherwise provided for in the RFP.

#### **4.13 Protest of Award**

The award of the Contract(s) by JCLD's Board of Directors shall constitute a final decision of JCLD to award the contract(s) if no written protest of the award is filed pursuant to OAR 137-047-0740 with JCLD within SEVEN (7) calendar days from the notice of intent to award. If a timely protest is filed, the award is a final decision of JCLD only upon issuance of a written decision denying the protest and affirming the award. JCLD will not entertain a protest submitted after the time period established in this Section.

#### **4.14 Reserved Rights**

JCLD reserves the right:

- A. To cancel this Request for Proposal or reject any or all proposals at any time prior to an award. JCLD is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous.
- B. To reject any proposal not in compliance with all prescribed public bidding procedures and requirements.
- C. To reject for good cause any or all proposals upon JCLD's written finding that it is in the public interest to do so.
- D. To reject any and all proposals not meeting or differing from the specifications set forth herein.
- E. To waive any or all informalities in the proposals submitted.
- F. To consider the competency and responsibility of proposers in making any awards.
- G. To solicit additional information or proposal clarification from the proposers, or any one proposer, should JCLD deem such information necessary.
- H. In the event that two or more proposals are identical in price, fitness, availability and quality, award shall be made in accordance with OAR Rule 137-046-0300.

- I. In the event any proposer or proposers to whom a contract is awarded shall default in executing said formal contract or in furnishing a satisfactory performance bond within the time and manner herein after specified, to re-award the contract to another proposer or proposers.
- J. To extend the deadline for submitting proposals, in accordance with OAR 137-047-0430(3).
- K. To negotiate additions or deletions to equipment and/or services.

#### **4.15 No Waiver of Legal Rights**

JCLD shall not be precluded or stopped by any measurement, completion and acceptance of the work and payment therefore from showing that any such measurement, estimate or certificate is untrue or incorrectly made, or that the work or materials do not conform in fact to the contract. JCLD shall not be precluded or stopped, notwithstanding any measurement, estimate, or certificate, and payment in accordance therewith, from recovering from contractor and his/her surety such damages as it may sustain by reason of his/her failure to comply with the terms of the contract.

Neither the acceptance by JCLD, nor any representative of JCLD, nor any payment for acceptance of the whole or any party of the work, on any extension of time, nor any possession taken by JCLD, shall operate as a waiver of any portion of the contract or of any power herein reserved, or any right to damages herein provided. A waiver of any breach of the contract shall not be held as a waiver of any other subsequent breach of the contract.

#### **4.16 Negotiation**

JCLD may negotiate specification modifications and the contract price as permitted by JCLD's public contracting rules.

### **Section 5: Contract Award**

Submittal of a proposal evidences proposer's intent to execute and be bound by the terms of the attached contract, which is attached hereto as **Attachment C**, and the ORS Chapter 279B Public Contracting Requirements for the Purchase of Goods and Services, which is attached hereto as **Attachment D**. JCLD will enter into contract negotiations regarding any open terms with the highest ranked proposer. During negotiations, JCLD may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and associated fee that best represents the efforts required. If JCLD is unable to come to terms with the highest rated proposer, discussions shall be terminated, and negotiations will begin with the next highest rated proposer. JCLD may reject any and all proposals.

#### **ATTACHMENTS**

1. Attachment A – Proposer's Response Form (**submit completed form with proposal**)
2. Attachment B – Bid Pricing Spreadsheet (**submit completed with proposal**)
3. Attachment C – Goods and Services Contract
4. Attachment D – ORS Chapter 279B Public Contracting Requirements

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