

MEMORANDUM

To: Mayor Don Keil
Seguin City Council Members
Douglas Faseler, City Manager

From: Jacki Gross, Library Director

Copy To: Tammy Garcia, Director of Human Resources

Subject: Library Building Project – Technology

Date: May 17, 2016



Access to state-of-the art technology is a key feature of the new library facility. The library's IT Specialist, Dennis Kirkland, James Vassar, IT Manager, and library staff have been working diligently to evaluate and test various types of technology that will serve the library for several years to come. Building a stable infrastructure that can handle future growth is the foundation of this endeavor.

To help offset the cost for infrastructure equipment, such as network switches, the library applied for E-rate funding from the Universal Service Administrative Company (USAC). The USAC is the nonprofit organization that administers the universal service fund at the direction of the FCC. The purpose of the E-rate program is to provide discounts to schools and libraries to obtain affordable Internet access. Discounts are based on the percentage of the local school district population eligible for the National School Lunch Program and range from 20-90 percent of the cost for eligible services. The Seguin Public Library qualifies to receive an 80% discount on the cost of Internet service, as well as the cost for internal connectivity hardware and maintenance.

Through the USAC's competitive bid process, vendors submit bids based on the applicant's Description of Services Requested form. Attached are bids we received from service providers through the E-rate portal, as well as a scoring matrix for the RRP's. Of the four companies that bid, Insource Technology Direct, LLC was the only vendor that met all the specifications of the RFP. Therefore, staff recommends awarding the bid for internal connectivity hardware and maintenance in the amount of \$69,350.00 to Insource Technology Direct contingent upon receiving E-rate funding.