

**INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PROCUREMENT DIVISION**

DATE: March 12, 2025

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: John A. Titkanich, Jr., County Administrator
Kristin Daniels, Director, Office of Management and Budget

FROM: Jennifer Hyde, Procurement Manager

SUBJECT: Award of RFP 2025033 for E-Rate Infrastructure Support for Libraries

BACKGROUND:

Information Technology Department (IS&T) staff has identified available funding for library network equipment, software, and support through the Federal Communication Commission, which is administered by the Universal Service Administrative Company (USAC) under the program named E-rate.

The program requires libraries to first identify their needs, solicit proposals and make award to the vendor offering “the most cost-effective eligible products and services using price as the primary factor.” Once award is made, a formal application for approval of the purchases is required. The Board previously awarded similar E-rate RFPs for infrastructure and cabling at the libraries in 2021, with \$255,596 in program funding received.

The improvements proposed for the upcoming year include updates to hardware, and renewal of software and support subscriptions. Specific information relating to computer software and systems is exempt from public disclosure, under the State Cybersecurity Act, as described in section 282.318, Florida Statute. For eligibility for funding in the upcoming program year, which begins on July 1, 2025, award must be made and application filed with USAC by March 26, 2025.

To ensure compliance with the program, IS&T again enlisted the assistance of Janie Griffith Consulting of DeFuniak Springs to review the County’s solicitation documents, make required posts to the USAC website for qualified vendors, and to ultimately submit the funding application on the County’s behalf.

A Request for Proposals (RFP 2025033) was issued on February 10, 2025, with responses due March 11, 2025. Only vendors pre-approved by the FCC were eligible to participate.

ANALYSIS:

A selection committee comprised of Josh Perez, Libraries Systems Coordinator and Zac Portwood, Information Systems and Telecommunications Manager independently evaluated and scored the received proposals in accordance with the RFP document and Purchasing Manual. Erik Harvey, Information Technology Director was planned to be on the committee, but was unable to participate. The Procurement Manager determined it was in the County’s best interest to proceed with the committee review without replacing him, due to the short timeline to award. Evaluation criteria included qualifications, approach, references, and price. These scores were compiled by the committee and an overall initial ranking of firms developed.

The committee determined interviews were not necessary for the RFP and the initial ranking of firms declared final.

	Proposing Firm	Location	Total Price
1.	DOF Creations, LLC	Tampa	\$25,543.29
2.	PC Solutions & Integration, Inc.	Miami	\$29,614.70

Award of the RFP by the Board enables the consultant to apply for E-rate funding on our behalf. If approved, USAC will provide the County with a Funding Decision Commitment Letter, and staff will subsequently issue a Purchase Order to the vendor.

The consultant anticipates our project will receive 80% funding. Allocations are shown on the table below based on the anticipated funding distribution.

Total cost	80% E-rate program funding	County’s 20% share
\$25,543.29	\$20,434.63	\$5,108.66

FUNDING:

Funding in the amount of \$5,108.66 for the County’s anticipated share of this project is budgeted and available in the General Fund/Main Library/Computer Hardware Upgrade Account, 00110971-035130.

Account Description	Account Number	Amount
General/Main Library/Computer Hardware Upgrade	00110971-035130	\$5,108.66

RECOMMENDATION:

Staff recommends the Board approve the committee’s final ranking of firms and award RFP 2025033 to DOF Creations, LLC. Staff also recommends the Board authorize the Procurement Manager to issue a purchase order to for the County’s anticipated share of the project cost, conditional on approval of 80% funding by USAC.