

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

October 26, 2023

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR LIBRARY E-RATE PROJECTS**

**A. RECOMMENDATIONS:**

THAT the Board of Library Commissioners (Board):

1. Approve the release of a Request for Proposals (RFP), substantially in the form on file in the Board Office, for two Library E-Rate Projects to be funded under the Federal Communications Commission's (FCC) E-Rate Program (E-Rate).
2. Find, in accordance with Charter Section 1022, that it is more economical and more feasible to have this work performed by an independent contractor than by City employees.
3. Authorize the City Librarian and the City Attorney to make technical and clerical corrections, if needed, to the RFP.
4. Adopt the attached Resolution regarding the RFP for Library E-Rate Projects.

**B. FINDINGS:**

1. The FCC makes funding available to schools and libraries for telecommunication projects through the Universal Service Administrative Company (USAC) under the Category 2 Information Technology Projects Program known as E-Rate.
2. Library staff have developed an RFP to solicit proposals from qualified entities to complete the two projects described in the RFP. Staff now requests approval to release the RFP to allow qualified entities to competitively bid on the two projects. The projects meet the requirements for E-Rate and are eligible for FCC funding.
3. The selected contractors shall be directly compensated by the FCC for up to 85 percent of the approved project costs. The Library shall pay the remaining balance, including costs which the FCC may not approve but the Library Information Technology (IT) staff believe must be performed for the project to be successfully completed.

4. The Library does not have staff with sufficient qualifications and experience to provide the temporary specialized IT related services described in the RFP. The RFP requires that the selected contractors provide training to staff and perform minor maintenance associated with the implementation and operation of the projects, and that a service agreement be included should significant maintenance and/or repairs be necessary. It is therefore more feasible to have this work performed by an independent contractor than by City employees.
5. The term of the proposed contracts will be for three years or upon completion of the projects, whichever is shorter. The contracts shall be subject to earlier termination by the Library should E-Rate not be funded by the FCC.
6. Funds are available in the Library's Contractual Services Account 3040 to compensate the selected contractors for services in accordance with the proposed contracts.
7. The Library is committed to providing an inclusive and robust outreach process for disadvantaged, marginalized, and local businesses and individuals. Our goal is to create a diverse pool of candidates to provide services and support to the Library and our patrons. We welcome and encourage submissions from a wide range of participants.
8. The RFP has been reviewed by the City Attorney and is ready to be released.

#### Attachments

Project Manager: Alex Mui, Director of Systems

Prepared by: Claudia Aguilar, Senior Management Analyst  
Robert Morales, Senior Management Analyst (Retired)

Reviewed by: Madeleine M. Rackley, Business Manager  
Susan Broman, Assistant City Librarian

### **RESOLUTION**

#### **LIBRARY RESOLUTION NO. 2023-\_\_ (C-\_\_)**

**WHEREAS**, the Federal Communications Commission (FCC) makes funding available to schools and libraries for telecommunication projects through the Universal Service Administrative Company (USAC) under the Category 2 Information Technology Projects Program known as the E-Rate Program (E-Rate);

**WHEREAS**, Library staff have developed a Request for Proposals (RFP) to solicit proposals from qualified entities to complete the two Library projects described in the RFP. The projects meet the requirements for E-Rate and are eligible for FCC funding;

**WHEREAS**, the selected entities shall be directly compensated by the FCC for up to 85 percent of the approved project costs. The Library shall pay the remaining balance, including costs which the FCC may not approve but the Library Information Technology (IT) staff believe must be performed for the project to be successfully completed;

**WHEREAS**, the term of the proposed contracts will be for three years or upon completion of the projects, whichever is shorter. The contracts shall be subject to earlier termination by the Library should E-Rate not be funded by the FCC; and

**WHEREAS**, funds are available in the Library's Contractual Services Account 3040 to compensate the selected contractors for services and materials in accordance with the proposed contracts.

**THEREFORE, BE IT RESOLVED**, that the Board of Library Commissioners (Board) adopts the recommendations and findings of the City Librarian's Board Report and authorizes the release of the RFP for Library E-Rate Projects; and

**FURTHER RESOLVED**, that the Board hereby authorizes the City Librarian and the City Attorney to make technical and clerical corrections, if needed, to the RFP.

This is a true copy:

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Raquel M. Borden  
Board Executive Assistant  
Adopted by the following votes:

AYES:  
NOES:  
ABSENT: