

LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT

August 11, 2022

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVAL TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR E-RATE CONSULTANT SERVICES**

**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, to find a qualified and experienced organization to provide consulting services for the E-Rate program on an as-needed and as-requested basis.
2. Find, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more economical and feasible to have this work performed by independent contractors than by City employees.
3. Authorize the City Librarian and City Attorney to make technical corrections, if needed, to this RFP.
4. Adopt the attached Resolution regarding the RFP for E-Rate Consultant Services.

**B. FINDINGS:**

1. The Federal Communications Commission (FCC) makes federal funds available to schools and libraries for telecommunications services through a program known as E-Rate.
2. On July 25, 2019, the Board approved the award of a contract to Sutherland Consulting Group dba EdTechnologyFunds, Inc., (ETF) through the use of a municipal contract the contractor had with the City of Riverside that expired on June 30, 2022 (Library Resolution No. 2019-28 [C-24]).
3. On May 26, 2022, the Board approved the award of a contract to ETF through the use of a municipal contract the contractor has with the County of San Diego that expires on June 30, 2023 (Library Resolution No. 2022-18 (C-13)). This action by the Board allowed the Library to use the temporary services of an experienced organization as staff develops an RFP for a long-term consultant.

4. Library staff has developed an RFP to solicit proposals from qualified entities to provide the following: the E-Rate application process, develop and administer the Request for Proposals process for E-Rate projects, the E-Rate application submission process, compliance with the E-Rate program, preparation and presentation of funding summaries, quarterly review meetings, and provide training and consultation to Library staff.
5. Proposers must have a minimum of three (3) years of paid experience providing E-Rate consulting services for large school or library systems and must be a member of the E-Rate Management Professionals Association (E-MPA).
6. The term of the proposed contract resulting from a successful RFP process will be for one (1) year with four (4) one-year options to renew at the sole discretion of the City Librarian, or designee; and an amount not to exceed \$150,000 per fiscal year (July 1st – June 30<sup>th</sup>). No amount of work or compensation is guaranteed to the proposed contractors.
7. The proposals submitted in response to the RFP will be submitted electronically to the following: [LAPLBidSubmissions@lapl.org](mailto:LAPLBidSubmissions@lapl.org)
8. Funds are available in the Contractual Services Account 3040 and Trust Fund 831 to compensate the selected consultant for services in accordance with the proposed contract.
9. 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 Request for Proposals submissions from a wide range of participants.
10. 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: Robert Morales, Senior Management Analyst (Retired)  
Reviewed by: Madeleine M. Rackley, Business Manager  
Susan Broman, Assistant City Librarian

### **RESOLUTION**

#### LIBRARY RESOLUTION NO. 2022-XX (C-XX)

**WHEREAS**, The Federal Communications Commission (FCC) makes federal funds available to schools and libraries for telecommunications services through a program known as E-Rate; and

**WHEREAS**, The Library seeks an agreement with a qualified and experienced organization to provide consulting services for the E-Rate Program to the Library on an as-needed and as-requested basis; and

**WHEREAS**, On August 11, 2022, Library staff requested approval to release a Request for Proposals (RFP) for E-Rate Consultant Services; and

**WHEREAS**, The term of the proposed contract resulting from the RFP will be for one (1) year with four (4) one-year options to renew at the sole discretion of the City Librarian, or designee; and an amount not to exceed \$150,000 per fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>). No amount of work or compensation is guaranteed to the selected Contractor; and

**WHEREAS**, The proposals submitted in response to the RFP will be submitted electronically to the following: [LAPLBidSubmissions@lapl.org](mailto:LAPLBidSubmissions@lapl.org); and

**WHEREAS**, Funds are available in the Library Contractual Services Account 3040 and Trust Fund 831 to compensate the selected Contractor for services in accordance with the proposed contract:

**THEREFORE, RESOLVED**, That the Board of Library Commissioners (Board) adopts the recommendations and findings of the City Librarian and authorizes the release of the RFP for E-Rate Consultant Services and to advertise and distribute the RFP to potential proposers; and

**THEREFORE, FURTHER RESOLVED**, That the Board finds, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more economical and feasible to have this work performed by an independent contractor than by City employees; and

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

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