



**REPORT TO THE LIBRARY BOARD
MEETING DATE: SEPTEMBER 23, 2010**

Session:	Public Session
Subject:	Ratification of Summer Business - RFP 2010-01 Wide Area Network
Prepared By:	Susanna Hubbard Krimmer
Presented By:	Susanna Hubbard Krimmer
Purpose of Report:	For Decision Approval <input checked="" type="checkbox"/>

Recommendation:

On August 17, 2010, the Executive Committee ratified the following motion:

It is recommended that the response to RFP 2010-01 submitted by Bell Canada to provide bandwidth for the Wide Area Network to fourteen (14) London Public Library locations at a total value of \$1,128,872.20 (exclusive of HST) over a ten-year period, from December 2010 to November 2020 be approved.



REPORT TO THE LIBRARY BOARD EXECUTIVE

MEETING DATE: AUGUST 17, 2010

Session:	Summer Executive Authority
Subject:	RFP 2010-01 Wide Area Network
Prepared By:	Susanna Hubbard Krimmer, Margaret Mitchell, Arlene Thompson, Tom Travers
Presented By:	Tom Travers
Purpose of Report:	For Decision: Approval <input checked="" type="checkbox"/>

Recommendation

It is recommended that the Library Board approve the response to RFP 2010-01 submitted by Bell Canada to provide bandwidth for the Wide Area Network to fourteen (14) London Public Library locations at a total value of \$1,128,872.20 (exclusive of HST) over a ten-year period, from December 2010 to November 2020.

Issue / Opportunity

The wide area network connectivity services provided by the current vendor will end on December 15, 2010.

Background & Review

London Public Library (LPL) is comprised of a Central Library and fifteen (15) branches serving a community of 365,000 with public library collections and services. The LPL Information Technology Department, located at the Central Library, provides electronic services to all branch locations over a fibre network. These services include system wide access to the library's integrated library system and related services, internet and VOIP telephone system.

The current bandwidth contract serves fourteen (14) branch locations. Connectivity to the Lambeth and Glanworth Branch Libraries is supplied by a different service due to location and capacity requirements. They are not part of the current RFP.

RFP Process

The RFP 2010-01 Wide Area Network was issued on July 16, 2010, with a closing date of July 30, 2010. The RFP was posted on the Library's website along with addendums as issued during the process.

The scope of work included the following terms:

- To connect library branch locations to the Central site on a secure and reliable fibre network, or as otherwise requested;
- The WAN service shall be capable of carrying services such as data, voice, video, e-mail etc.;
- The service provider will own and maintain all components used to establish WAN connectivity;
- Cisco is the standard communication used at library sites;
- Vendors are to provide service uptimes guarantees if less that 99.7% of the time; and
- Contract term will be either 5 or 10 years depending on bid.

Evaluation Criteria and Process

The evaluation process included:

- Detailed review of the written submissions; and
- Detailed bid analysis and clarifications.

General evaluation criteria, which were outlined in the evaluation and criteria section of the RFP, included:

- Cost;
- Successful respondent's ability to meet all specifications of this RFP document; and
- References for successful installations.

Responses

The LPL received two responses to the RFP. Both responses were complete. The recommendation was based on cost, demonstrated ability to provide service and support.

The decision to recommend a ten year service contract was based on the following:

- LPL would be shielded against inflation for a ten year period;
- LPL would be able to accurately project costs for planning and budget development purposes;
- Ten-year pricing is consistent with the City of London's practice as demonstrated by its contracts such as VOIP, fiber connectivity, etc.;
- LPL has seen proven value in its own long term contracts; and
- The vendor's capacity to deliver bandwidth on the infrastructure will meet the needs of the Library well-beyond the time period and support existing and anticipated service needs.

Sources of Funding

The draft ***LPL 2011 Operating Budget*** approved by the Library Board at its meeting of August 10, 2010, reflects an anticipated annual cost increase for bandwidth and the annual cost increase of approximately \$27,000 is within budget.

One-time capital costs for equipment and installation (approximately \$121,250) will be funded by the capital project: RC 3341 Integrated Library System. These costs are shown in the total value of the contract in the recommendation above. Capital funds for the Wide Area Network will be expended in 2010.

Next Steps

Following Library Board approval, Administration will finalize the contract with Bell Canada.

In accordance with the RFP, pricing will be made available after approval of the recommendation by the Board. All respondents will be formally notified.