

# REQUEST FOR QUOTE (RFQ) FOR E-RATE CONSULTANT SERVICES FOR THE KANSAS CITY PUBLIC LIBRARY

## General Instructions

The Kansas City Public Library (“Library”) requests a written response to this Request for Quote (“RFQ”) to identify a consultant to provide services for the management of all aspects of the Library’s E-Rate application and documentation process.

## Submission of Quote

Proposals may be submitted in hard print copy and/or email to be received no later than 11:00 am (Local Time), April 24, 2026. All correspondence should be marked “**KCPL E-Rate Consultant Services**”. Please note that if you are submitting your quote by email the Library must **receive** the email no later than 11:00 am.

## Official Contact

Any questions concerning this Request for Quote (“RFQ”) should be submitted via email by April 10, 2026, at 5:00 pm to:

Jessica Addo  
Kansas City Public Library  
14 West 10<sup>th</sup> Street  
Kansas City, MO 64105  
816-701-3563  
purchasing@kclibrary.org

## Scope of Work

The Library seeks quotes from qualified and experienced firms to provide services for the management of all aspects of the Library’s E-Rate application and documentation process, including planning, preparation, application, monitoring, documentation and follow-up. This includes the following:

- Manage all documentation related to the E-rate program’s payment and reimbursement process.
- Advise, prepare, and submit appeals when required.
- Assist the Library with E-Rate related audits by USAC.
- Track Federal Communications Commission (FCC) decisions that impact the E-rate program.
- Advocate for the E-rate program with congressional leaders.
- Monitor and maintain E-rate records for the Library.
- Conduct regular meetings with the Library to monitor and advise on all aspects of the E-rate program.

The quote should be for both Category 1 and Category 2 services.

**Ownership of Documents**

Any reports, studies, conclusions and summaries prepared by the Proposer shall become the property of the Library.

**Confidentiality of Information**

Any proprietary information furnished by a Proposer to the Library that is designated confidential shall be treated as confidential to the Library to the extent allowable by law.

**RFQ Awards**

The Library reserves the right to accept or reject any and all quotes. The acceptance or rejection of any or all quotes and the making of an award will be at the sole discretion of the Library. The Library reserves the right to request additional information. The contract shall be awarded to the qualified Proposer, whose quote (which may include and incorporate the outcome of any subsequent negotiations), is determined to be in the best interests of the Library.

**Addenda/Cancellation**

The Library may modify or cancel the RFQ at any time prior to the RFQ due date by issuance of an Addendum or Cancellation to all Proposers who are participating in the process at the time the Addendum/Cancellation is issued. Addenda will be made available and Cancellations will be posted on the Library's RFP/RFQ website (currently: <http://www.kclibrary.org/public-notice>). Proposers should monitor the Library's RFP/RFQ website for updates/information/addenda/ cancellations. Verbal modifications to the RFQ specifications shall not be binding upon the Library.

**Clarification of Proposals**

The Library reserves the right to obtain clarification of any point in the proposal or to obtain additional information necessary to properly evaluate a particular quote. Failure of a Proposer to respond to such a request for additional information or clarification could result in rejection of the proposal.

**Method of Selection**

Award will be made to the most responsive and responsible Proposer offering the best value and most economical proposal as defined by the Library. In general, the following criteria will be used: price, qualifications, service approach, and the experience of the Proposer. Per Library policy, a preference will be given to local vendors and minority/women business enterprises (M/WBE).

The Library will negotiate with the selected Proposer for mutually agreeable terms for the Library's services before making an award. Negotiation could include, but not be limited to, price and the terms and conditions of the RFQ.

**Acceptance of RFQ Terms**

A proposal submitted in response to this RFQ shall constitute a binding offer. The Proposer shall identify clearly and thoroughly any variation between its offer and this RFQ. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance. Proposer's authorized representative may withdraw proposals only by written request received before the proposal due date.

**Proposal Validity Period**

Each proposal shall be valid for a period of ninety (90) days from the proposal due date.

**Non-Collusion**

Proposer certifies that this proposal had been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

**Hold Harmless**

The Proposer shall hold harmless, defend and indemnify the Library and the Library's officers, agents, and employees against liability that may be imposed upon them by reason of the Proposer's failure to provide worker's compensation coverage and liability coverage.

## **Quote Content & Format**

To provide a degree of consistency in review of the written bids, proposers are required to prepare their quotes in the format described below:

**Quote Response Form**

An individual having full authority to submit the quote and to execute any resulting contract for services ("authorized representative") must complete and submit the attached Quote Response Form (**Attachment A**) or submit a signed letter of transmittal that contains the same information and statements as indicated in the bid response form.

**Experience, Expertise and Capabilities**

Give a background of the company's or consultant's experience and qualifications. This should include a brief history, the date founded, ownership and any subsidiary relationships. Also list the types of services the company or consultant is qualified to perform. If the company or consultant is headquartered within the Kansas City metropolitan area, or if the company or consultant is a minority/women business enterprise (M/WBE), this should be noted in order to utilize the Library's preference for local and M/WBE vendors. The selected vendor will have been in operation for at least five years.

**Use of Subcontractors**

The selected proposer shall be solely responsible for all services as required by the RFQ. Subcontractors, if any, will be the responsibility of the proposer and the role of subcontractors must be clearly identified in the bid. The use of a subcontractor(s) does not relieve the selected proposer of liability under this contract (see **Indemnity, Licenses & Releases** in the **Terms and Conditions** section).

**Cost/Charges**

Submit a detailed breakdown of all costs and charges involved in completing the scope of services. The Library relies on the proposer to assure that all charges to complete the scope of services are

submitted in the quote and that there are no hidden costs or charges that will be incurred by the Library.

**Authorized Representative**

Include the name, title and contact information of the person in your organization authorized to negotiate contract terms and render binding decisions on contract matters.

**References**

Submit information regarding three (3) comparable clients that the vendor has consulted with in the last five (5) years. Please provide contact information for each reference.

**Terms and Conditions**

**Contract Term**

The term of this contract will begin July 1, 2026, through June 30, 2027, with two options to renew annually as mutually agreed by both parties.

**Contract Components**

This RFQ, the successful proposer’s response thereto, and any additional written modifications and/or stipulations mutually agreed upon by the Library and the successful quote will constitute the final contract. During the contractual period, any changes to the conditions outlined in these materials must be approved in writing with the signatures of representatives from the proposer and Library.

**Indemnity, Licenses & Releases**

Consultant agrees to indemnify, defend, and hold harmless Library, its representatives and customers from and against any and all suits, demands, liabilities, claims, actions, expenses, losses, and damages of any kind or nature whatsoever arising out of any negligent acts or omissions in connection with the Contract, caused by Consultant, its employees, agents, subcontractors, or caused by others for whom Consultant is liable, in the performance of the services under this Contract.

Consultant will obtain and pay for all permits and licenses required by law that are associated with the Consultant’s performance of services.

**Termination**

Either party may terminate this Contract without cause upon thirty (30) days prior written notice to the other party. The Library reserves the right to cancel, for cause, this Contract without prior written notification. Cause for termination shall include the following: (1) violation by Consultant of any applicable federal, state, or local law, regulation or ethical code; (2) Consultant’s substantial under performance, as determined by Library; or (3) failure to comply with the provisions of this Contract. Library shall, where permitted by law, have the right to terminate the Contract immediately and without other cause or prior notice to Consultant in the event that Consultant does any of the following: (1) makes written admission of its inability to pay its debts or obligations as they become

due; (2) files a voluntary petition in bankruptcy; (3) is adjudicated as bankrupt or insolvent; (4) seeks, consents to or acquiesces in the appointment of any trustee, receiver or liquidator of all or any substantial part of its business assets; (5) fails to actively operate its business for a period of more than seven (7) consecutive days without the prior written consent of Library; or (6) fails to maintain the insurance coverage required in this Contract. The Contract shall terminate immediately if it is no longer permitted by applicable laws, rules or regulations, or if Library decides to limit or discontinue their operation for any reason.

**Modification of Contract**

No waiver or modification of this Contract or of any covenant, condition, or limitation herein contained shall be valid unless in writing and duly executed by the party to be charged therewith and no evidence of any waiver or modification shall be offered or received in evidence of any proceeding, arbitration, or litigation between the parties hereto arising out of or affecting this Contract, or the rights or obligations of the parties hereunder, unless such waiver or modification is in writing, duly executed as aforesaid, and the parties further agree that the provisions of this Section may not be waived except as herein set forth.

**Codes, Laws and Regulations**

Consultant will comply with all applicable codes, laws, regulations, standards, and ordinances in force during the term of this Contract.

**Assignability**

Neither this Contract nor any rights hereunder may be assigned by the Consultant without Library’s prior written consent.

**Governing Law**

It is understood and agreed that the construction and interpretation of this Contract shall at all times and in all respects be governed by the laws of the State of Missouri. The parties agree that any legal action brought in connection with this Contract is to be maintained only in the Circuit Court of Jackson County, Missouri.

**Insurance**

Consultant shall purchase and maintain, at its own expense, for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the work by the Consultant, its agents, representatives, or employees.

Coverage Required	Limits per Occurrence
General Liability	\$1 million minimum coverage per occurrence and \$2 million aggregate, written on an occurrence basis.
Automobile Liability	\$1 million per occurrence, covering owned, hired and non-owned automobiles
Worker’s Compensation	Statutory

Consultant understands and agrees that the Library cannot save and hold harmless and/or indemnify the Consultant or its employees against any liability incurred or arising as a result of any activity of the Consultant or any activity of the Consultant's employees related to the Consultant's services under this Agreement. Therefore, the Consultant must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the Library, its employees, its clients and the general public against any such loss, damage and/or expense related to the services performed under this Agreement. The insurance coverage shall include general liability insurance in an amount of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate with endorsements including but not limited to risks of false imprisonment, malicious prosecution, libel, slander and violation of right of privacy as well as the Missouri statutory requirements for works compensation insurance. Written evidence of the insurance shall be provided by the Consultant to the Library, the initial written evidence being attached hereto and marked as Exhibit A. The evidence of insurance shall include, but not necessarily be limited to: effective dates of coverage, limits of liability, insurer's names, policy numbers and endorsement by representatives of the insurance company. Evidence of self-insurance coverage or of another alternative risk financing mechanism is not permitted.

Insurance policies required of Consultant by the Agreement shall:

- Be issued by insurance companies licensed to do business in the state of Missouri with general policyholder's ratings of at least A and a financial rating of at least XI in the most current *Best's Insurance Reports* available on the date the Consultant obtains or renews the insurance policies. If *Best's* ratings are changed or discontinued, the parties shall agree to an equivalent method of rating insurance companies;
- Name the Library as an additional insured as its interest may appear on the policy;
- Provide that the insurance not be cancelled or materially changed in the scope or amount of coverage unless thirty (30) days' advance notice is given to the Library;
- Be primary policies;
- Be permitted to be carried through a "blanket policy" or "umbrella" coverage;
- Have deductibles not greater than \$1,000;
- Be written on an "occurrence" basis; and
- Be maintained during the entire Term and any extension Terms.

By the date of award and upon each renewal of its insurance policies, Consultant shall give such certificates of insurance to the Library.

### **Independent Consultant**

It is specifically agreed by the parties that the relationship of Consultant to Library is that of an independent consultant and that Consultant is not an agent, partner, or employee of the Library. Consultant acknowledges that Consultant is not entitled to receive from Library any tax withholding, workers' compensation, unemployment compensation, or any employee benefits, statutory or otherwise.

**Access to Records**

Consultant shall maintain all fiscal records and any other records relating to this Contract in such a manner as to clearly document the Consultant’s performance hereunder. Library or any of its duly authorized representatives shall have access to any books, documents, papers and records of the Consultant which are directly pertinent to this Contract for the purpose of making audits, examinations, excerpts and transcriptions.

**Debarment and Suspension (E.O.s 12549 and 12689)**

The Proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental debarment or agency. Vendor must notify the Customer within 30 days if debarred by any governmental entity during the Contract period.

**Federal, State, and Local Taxes, Licenses, and Permits**

The Consultant will comply with all laws and regulations on taxes, licenses, and permits.

**Other Considerations**

**Disputes**

Should any doubt or difference of opinion arise between the Library and the successful proposal awarded this Contract as to the items to be furnished hereunder or the interpretation of the provisions of this RFQ, the decision of the Library shall be final and binding upon all parties.

**Prohibition of Public Benefits to Unauthorized Workers**

Pursuant to State of Missouri’s RSMO 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized worker to perform work within the state of Missouri. Consultants shall comply with the provisions of Section 285.525 through 285.550 of the State of Missouri statutes and execute the notarized affidavit attached hereto as **Attachment B, Affidavit of Work Authorization** before the Agreement can be finalized.

**Attachment A**  
**PROPOSAL RESPONSE FORM**

DATE \_\_\_\_\_

Proposal of : \_\_\_\_\_, (herein after called Vendor), a Corporation/Partnership/an Individual doing business as \_\_\_\_\_.

TO: The Kansas City Public Library (hereinafter called the Owner).

The Proposer, in compliance with your Request for Proposal for Basic Maintenance of Internal Connections having examined the RFP and Scope of Services with related documents and being familiar with all of the conditions surrounding the work, hereby agrees to perform the work required by the project in accordance with the contract documents, within the time set forth in the Proposal Submission Instructions, and at the price stated therein. These prices are to cover all expenses incurred in performing the work required by the contract documents, of which this proposal is a part.

Proposer acknowledges receipt of the following addenda in the event subsequently issued.

\_\_\_\_\_  
\_\_\_\_\_

Proposer agrees to perform the Basic Maintenance of Internal Connections described in the RFP Scope of Services.

Submitted by authorized representative:

\_\_\_\_\_  
Firm FEI/SSN \_\_\_\_\_

\_\_\_\_\_  
Signature Typed Name & Title \_\_\_\_\_

\_\_\_\_\_  
Address City, State, Zip Code \_\_\_\_\_

\_\_\_\_\_  
Telephone Fax Number \_\_\_\_\_

