Alright, looks like it’s time to get started.

I see we already have a question in the question and answer for the chat, I will be answering that at the end of the presentation. As we go through here, if you have any other questions, please feel free to use that Q&A feature or put them in the chat and we will get to them.

So, thank you everyone for being here. This presentation is about the Year 9 RFP. It’s specifically for returning libraries that are already affiliated with the program, and we’re just going to go over the annual RFP cycle, what an RFP is, and what information we need in order to make sure everything continues to go smoothly here.

We could go ahead and get the next slide.

So, you probably know me already if you’ve been contracted with this program. I’m Caroline Mueller, I’ve been talking with many of you over email and my phone to make sure that we are all going through this administrative transition smoothly.

Also on this project, my organization, CTC, who is the third party administrator for the California Library Connect Program. We have Heather Mills, who is the program administrator. Rachel Stogner, who is here today, she is the grants coordinator. Kayleigh Pears is our communications coordinator, she did all of our lovely graphics here, and Jim Zimmerman is our principal network engineer affiliated with the program. You may see his name if you’re asking engineering questions.

Next slide please.

We also have with us here today Stella Kwon, who’s our project manager over at CENIC, and Josh Chisom, who is the Program Manager for this program at the California State Library. Stella, if you would like to go ahead and introduce yourself as well.

Yeah. Hi everyone, as Caroline mentioned, my name is Stella Kwon, and I am the project manager here at CENIC for libraries, so if you have any questions, please feel free to reach out to me.
CAROLINE MUELLER
And Josh?

You’re muted.

JOSH CHISOM
Sorry, double mute. I’m the new broadband opportunities program manager and state E-Rate coordinator at the California State Library. Really excited to be working with CTC on this, they’ve been doing a great job so far, and I’m looking forward to seeing the rest of the presentation.

CAROLINE MUELLER
Thank you both. So, we’ll just move right into the next slide here for our agenda.

So, first I’m going to go through the different scenarios that we need to have information for you in this RFP cycle, what information we would need, and then I’m going to sort of zoom out for what this is for, why is it set up the way it’s set up, and then we’ll have time for questions at the end.

So, just to get into it, real quick before I get into this information, the RFP cycle is the annual request for proposals where CENIC gets information from all of the public libraries who are involved in this program on whether they need renewals, upgrades, new locations, MPOE moves, and then they put those out to bid for carriers so that carriers can bid on the circuits and give you the best price for those services that you need.

CENIC then contracts with the carriers for these services and passes through the billing for those through the CLC program, and we invoice you quarterly and over years.

The information that we’ll need from you in order to process a renewal, upgrade, new location, or MPOE move is going to be the full address, the service address of the A location, which is the library branch location that needs the service; the Z location, which, depending on the circuit, may be a direct connection to CalREN or connection back to a main library branch; the bandwidth of the circuit; and of course, your jurisdiction, which we generally know for all of your returning libraries.

The different scenarios, we can get to the next slide here, in which you may need to end up being on this RFP, the first one is renewals.

So, we contract circuits on a five-year term, and every five years, we need to go out for renewals to the carriers to make sure that you have another IP or contract. Stella has put together a list of all of the libraries who are up for renewal this year, and we will be emailing you all shortly, individually, with the circuits that are eligible for renewal this year. For those renewals, we already know the A location and the Z location, we already know the bandwidth you currently have, we just need to know that you want to renew.
However, if you do want to upgrade your bandwidth, that would be an upgrade, and we would want to know which circuits you would like to upgrade, and what speed or bandwidth you would like to upgrade to.

And then, if you have any new locations, new locations, remember, must be registered with the CPUC and be listed on your LOAs, the LOAs allow CENIC to apply for E-rate and CTF discounts on your behalf. And for these new locations, we'll need to know that location, the service address of the library, the Z location, and of course the bandwidth.

Moving to MPOE moves. So MPOE moves are minimum point of entry moves. If you need to move a circuit so the minimum point of entry is, say, moved from an older part of the building to a newer addition or moving across the campus or anything like that, please let us know so we can work with you to make sure that these are all processed as smoothly as possible. It's really, yeah, very simple again, for any of these changes, all we need to know is where, the bandwidth, and then we'll put it on the RFP, it's not a terrible process here.

Let's get into the timeline. Go ahead to the next slide.

So, for this RFP, CENIC plans to release the renewals RFP in particular in September, so we are looking to have this process of knowing which circuits are going to be renewed, if you have any new circuits or upgrade requests, if you want to know that, by sort of the end of this month, early next month. We will be contacting you starting tomorrow. I'll be sending out emails with lists of locations up for renewal this year. I will also be letting you know whether your LOAs need to be renewed. Those LOAs are also on five-year terms, and so if the circuits that you are renewing are on the same five-year term as your LOA, we're going to need to refresh all of those documents.

If you are not renewing anything this year but you do have new locations or other things to talk about, please contact me as soon as possible so that we can make sure we get everything on the RFP.

Let's go onto the next slide. I'm going to zoom out a little farther, even.

So, after the RFP, the request for proposals, is released, per your specifications by CENIC, carriers are able to bid on those circuits. They do so over the winter, and then when bidding is concluded, CENIC and we will present the best option or options to you in sort of February-March generally. And then we request that you let us know either yes, we are interested in these services or no, no thank you, and that sort of non-binding decision is used by CENIC to figure out which locations are going on that E-rate application that must be filed yearly.

And that is the reason for the timeline on this, is to prepare for that E-rate application, the RFP cycle is part of the E-rate process.
So, can we get to the next slide?

After that non-binding decision, the next step is to either create a new contract, and I know we've done a lot of that recently, so generally we're going to be amending contracts, just to update the statement of work, that includes your circuits and the expiry dates, just to add those statements of work, hopefully before July 1st of 2023.

And then, work on those new circuits will begin once that contract amendment is executed. And we aim to have them all in place while the cycle is set up so that they will all be in place before the circuits that they are replacing actually expire. So, we have this down to a bit of a science here.

Can we get to the next slide?

So, this is our fun graphic, showing the RFP cycle. We're at number 1 there, up in the top left corner. This is the cycle opening reminder notification, so we'll be communicating with you over those renewals, any new locations, any upgrades, then CENIC will release the RFP, and then receive bids for the carriers, and review them, and then we'll work with you to select bids and make sure those statements of work are updated so we can get work started on those.

And that's it, it's really pretty simple, we can go to the next slide here. And I will start looking at the questions that have been popping up in the Q&A here.

So, let's see, we have some from Chris Cooper(?) or someone on Chris Cooper's account. Number 1: Is a mobile wireless project for the bookmobile grant eligible for Year 9 funding?

So, the grant has a rolling deadline and isn't part of the RFP cycle, unless you're talking about a circuit for a bookmobile. I would encourage you to send an email with a little bit more information to our grants@californialibraryconnect.org email address. Rachel will be happy to work with you on grant funding.

Robert asks: Where can we find out where we are on our current contract? I feel like it’s been close to five years.

So yeah, we will be sending out emails again to contacts for all the libraries that have renewals for this cycle. So, I will be doing that for you, and you'll get an email from me.

Will we be sent a copy of this PowerPoint presentation?

So, a recording of this webinar is actually going to be put up on our website for you to reference.

So many acronyms we have. What's an LOA?
An LOA is a letter of authority. So, these LOAs are two documents essentially that allow CENIC to apply for discounts on your behalf on your circuits. One of those is the E-rate discount, which is a federal program, and the other is CTF, which is the California Telecommunications Fund, if I’m remembering correctly, and it is a 50% discount on what is left after the E-rate discount. So, allowing CENIC to apply for those discounts on your behalf just streamlines everything.

Oh, Rachel, you want to answer the question from Chris live?

RACHEL STOGNER
I typed that on accident while trying to type my answer.

CAROLINE MUELLER
Oh, no worries.

RACHEL STOGNER
I was actually going to just type in the chat the grants email for Robert, that was a misclick.

CAROLINE MUELLER
Excellent. Actually, if we could get the next slide and we could just put up on the screen, so this is the admin@californialibraryconnect.org email. That’s the email you would use to reach me. If you would like to reach Rachel about grants, instead of admin, just the word grants, with an “s”, that’s it. It’ll get there and we’ll receive it and reply to you.

RACHEL STOGNER
Thank you.

CAROLINE MUELLER
No worries.

Another attendee says: This sounds very technical. As a new director, how do I know what our needs are? If we need to move something or upgrade?

Great question. If you have an IT person, they may know the answer to this question. I would encourage you to ask them or put them in touch with me, and we will work together to see if this is something that you need.

Also, Josh is going to add to the answer there, it looks like.

Okay. Will you be at the CENIC conference this year to meet with us on this topic?

Yes, I will be at the CENIC conference this year. Heather Mills is also going to be there, Stella will also be there, I believe Josh is also going to be there. It would be a little late to meet on this particular topic
though, because we are looking to get this RFP out in September, and I believe the conference is in late September, so hopefully we can get this done before then, but I would happy to talk with you when we are there.

Last one we have in the Q&A right now: Would libraries be able to add a service location within the five-year contract?

Yes. So, if you are adding a new location, each circuit would be on its own five-year term. So, what we would do would be to amend your current contract to add that new circuit, which would be on its own five-year term, and then when your other circuits hit their renewal, they will be renewed, and then when this new circuit hits its renewal, it will be renewed. So, it will be instead of once every five years, we will have to make sure you are getting those renewed as they came up. But yeah, that’s definitely something we can do. In fact, there are several libraries and library systems that have situations like that currently enrolled in the program.

What happens if the Year 8 vendor does not complete the job?

Stella, would you like to take this one?

**STELLA KWON**
Yeah, so, I guess I’m trying to understand what it means by not completing the job. Is there, maybe if there’s more description about what happened here, I could answer a little bit better. It seems like, at this point, I don’t think there are any Year 8 vendors that didn’t complete anything. We’re still in progress, so I’ll type in my email, maybe you could email me, and we could discuss this further.

**CAROLINE MUELLER**
Yeah, so I guess the first answer would be, please let us know if there are any worries with vendors, and we would love to figure all of that out as soon as possible. Anything else?

Regarding adding a new circuit: Our procurement process would require the new circuit to terminate along with the existing circuits. Would that be permissible?

Stella, is that a question that you could answer as well?

**STELLA KWON**
So, each of the circuits, I think Caroline mentioned that it’s on a separate five-year term, so we don’t normally do anything besides a five-year term, just because administratively it’s quite a lot to maintain, but we can look into your current circuits and see when they expire. Maybe there’s something that we can do with the carriers on that one. So, I can look into that, I’ll also put in my email for that one, so you can send me your list of sites so I can look at their termination dates.

**CAROLINE MUELLER**
Yeah, but in general, the circuits have their own five-year terms. Any other questions?

Okay, I’m just going to remind everyone my email address is up on the screen right now. If there are any specific circuit questions or anything like that, please feel free to email me. We will be emailing you shortly regarding renewals if you have library locations that are up for renewal. Thank you everyone for your time today. If there aren’t any other questions, this webinar will go up on our website for you to review if you ever need it, and I look forward to talking with you soon regarding your circuits. Thanks everyone.

Oh, one more question: If our library system has not moved our contract to CTC, how will billing continue?

So, Ryan, actually, if you have an amendment or a novation agreement in place, that will allow CTC to bill. There are a few library locations that have not completed that contract or novation agreement process yet. Those locations, or jurisdictions, rather, will continue to be billed by Califa until the administrative transfer is complete. We are aiming to get that done as soon as possible. So, Ryan, I would love to continue that conversation by email with you. I’ll send you an email after this webinar.

Alright, thanks. So, anything else, please email me, and yeah, again, thanks so much for your time.