CAROLINE MUELLER
Alright, I think we'll go ahead and get started. Welcome back, everyone. This is the Year 10 RFP webinar. It's going to be very similar to the one we gave last year on the Year 9 RFP. Just making sure we all have our ducks in a row for getting the RFP out this cycle. Go ahead and get the next slide, here. We'll get right into it.

So, we'll go over, just once, our program staff here. I'm Caroline Mueller. I'm the Project Coordinator for the California Library Connect program at CTC Technology & Energy. Rachel Stogner, our Grants Coordinator, is operating the slides today. Kayleigh Pears is our Communications Coordinator. Jim Zimmerman is our Principal Network Engineer associated with the project, and Heather Mills is our Program Administrator. And then we'll go to the next slide and have Josh and Stella also introduce themselves.

STELLA KWON
Do you want to go first or should I?

JOSH CHISOM
Please go ahead.

STELLA KWON
OK. Hi everyone. My name is Stella Kwon and I'm the Project Manager for libraries at CENIC.

JOSH CHISOM
And I'm Josh Chisom. I'm the Broadband Programs Manager at the State Library.

CAROLINE MUELLER
Thank you. Just go ahead and get into the agenda here. So, we're going to go over the sort of four different reasons you might be wanting to put a library circuit on this year's RFP, and then what that process looks like, and then sort of how that goes into our yearly cycles here, and then we'll have time for questions at the end.

So, let's dive right in. In general, for any circuit, we're going to need the full address of the service location. That's the A location. The service address might be different than the street address of the library, sometimes that's the case. And then for renewals generally we have the Z address. That's the location
where the circuit connects either back to your main library location or back to a CENIC hub site or to the network itself. So, we'll help you find that information. And then we're going to need to know the requested bandwidth of the circuit, whether that's going to be a 1 gig or if it's a collector, if it needs to be more than that. And then of course, we'll need to know your jurisdiction. And that information is enough to get us started here.

So, we'll talk about now the four different reasons we might need to be exchanging that information. First, we're going to have here the next slide.

Renewals. So, I am sending out emails today and tomorrow with those circuits that are up for renewal this cycle. You may have circuits on this renewal cycle. That's again, we do a five-year contract cycle for all the circuits. You might have some circuits on one year and some circuits renewed in a separate year based on what year those circuits came online with the program. Not all of them are the same if your library has multiple branches, sometimes they're staggered. So, we'll send you that information for those renewals and then get your confirmation that you want to proceed with renewing the service or whether you would like to… the client to renew or change bandwidth or if you have something else going on.

Like, if we could get the next slide, an upgrade, so if you want to change the bandwidth. If you have like a 500 Meg circuit and you want to go up to a gig, we would love to know that information so we can put it on the RFP and see if anybody is interested in providing that service to you. And, you know, we'd like to know if that's something you'd like to do for multiple of your circuits, or for just one.

Or, another scenario we might have, on the next slide here, you might have a brand-new library location that you need to add to your network here. When you are adding a new location, we do want you to know that you know those locations have to be registered with the CPUC in order to receive funding, and we'll also need to update your LOA's, which are the letters of authority that allow CENIC to apply to both the E-rate program and the CTF program to get discounts from those two, you know, federal and state programs, respectively on your behalf. We need to have all locations listed on that, so if there's any change with addresses that needs to go on there. And then again, we will need that A location information and we'll work with you on the Z location and we'll see what speeds people are interested in providing for you. You know, we'll put out the RFP with whatever speed you desire. Next slide.

If you have any interesting things going on, an MPOE move inside the library, a location that might be moving temporarily and then coming back, anything interesting like that, please reach out so we can have a conversation about how to best work with you and provide service during those changes.

So, those are the four different reasons you might have a circuit on this RFP, pretty simple. Again, the main information we will need for any of these things is, you know, the A location, the bandwidth that you're going to want, and what library you are, you know, which should be pretty easy. Next slide here.

So, we're hoping to get this renewals RFP out in the next month or so. So, we're going to be having these conversations in the next couple of weeks regarding what renewals are going to occur, whether you have
any new circuits you would like to have on the RFP. And we'll also be sending out emails regarding those LOA documents if you need to renew them. They are also on five-year cycles, just like your circuits are. And, you know, again depending on when your library joined the program and when your circuits, you know, came online, those may or may not also be up for renewal this year. So again, if there are any special cases, anything like that, we would love to hear from you. Otherwise, you will be hearing from me here very shortly regarding what circuits are up for renewal this year. I think that's everything for this slide. Let's go ahead and move on.

So, OK, yeah. After we release the RFP, which is the request for proposals, right, where CENIC puts out this document using the E-rate sort of system to see which carriers are interested in providing service for your library, they'll receive those bids. And then, we'll present the best options to you for your circuits in, early next year, late winter next year, and then once that information is made available to you, we're going to want to hear back relatively quickly whether you would like CENIC to go ahead and apply for E-rate discounts for that service. And that's a non-binding decision, that's just whether we're going to, you know, proceed with putting those services on the E-rate filing. They can always be yanked off of there if they need to be. We will go through, after this non-binding decision, a contract amendment process to get these circuits on your statement of work on your contract and update all of that and that's the binding one, right. Once we have the contract done, that service, you know, ordered from the carrier, that bid on the service with CENIC and everything's in motion there, but until that point, you know there are steps we need to do, but they are not binding steps. We just want, you know, you to be aware of what's going on and have some input in the process there. We could get the next slide.

So again, a new contract amendment will be done to add those circuits to your statement of work, and we'll need to have those done before July 1st of next year. And then as soon as those amendments are in order, CENIC will go to the carrier and place the order for the circuit, so that if there's any, you know, update or move or what have you, that work will begin once that contract amendment is in place. And any new pricing will also be updated after that contract is in place and the renewal is placed with the carrier. Sometimes renewals have lower prices because technology changes as time goes on, and generally that shows as a reduction in price for these circuits every five years or so. We could go to the next slide.

So, here's a visual for the RFP cycle. #1 is where we are right now. We're having our, you know, kickoff for the cycle opening here, and then once we have all the information confirmed with you regarding renewals and any other cases going on, CENIC will release that RFP. Again, we're trying to get that done in September. And then, once carriers are finished bidding, CENIC will review all those bids and then send quotes on to the CLC program, me, and then I'll send them on to you, and then if there's any discussion we need to have, if there are two options and we need to choose, you know, what bandwidth you're going to go with or whatever, we'll have those conversations and we'll, you know, you will select the services you want to proceed with and then we'll get started on that amendment process after that point. That's the cycle. Can we go ahead and get the next slide?

Any questions?
You should have received an e-mail from me also here recently regarding the annual E-rate reimbursement survey. Just putting that out there, that on that survey you're asked to choose whether you want your E-rate credits as a reimbursement lump sum, or if you would like those credits to be applied to your quarterly invoices. Yes, and you know the quicker we can get that information, the quicker we'll get the Q4 invoice out to you all. So, I would really appreciate your input there. Any questions regarding the RFP or any other element of the program at this time? We get to the next slide, my e-mail address, I think, is on there as well.

There you go. So, if you have any questions or if you have any circuits that, you know, you would like to put on this RFP for new locations or moves or whatever is going on at your library, please …oh, an e-mail outage.

Yeah, Edward. I do. And this webinar is going to go online, and I don't necessarily want to be putting my phone number on the Internet recorded for all posterity, let me see if I can just message you. And you can please call me, right after this, and we can discuss.

Any other questions? My phone number is also in my e-mail signature if you have any questions that you would like to discuss not in an e-mail, if it's faster that way. Yeah, I mean RFP, pretty simple process.

Stella, do you think I missed anything that you would like to add?

**STELLA KWON**
No, I think that was great. Thank you. Awesome.

**CAROLINE MUELLER**
Well, thank you all for attending today, and again, if you have any questions or anything that's to do with the RFP or your reimbursement or any other element of the program, please reach out and we are happy to discuss with you. All right. Thank you everyone.