

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

**Meeting of the Trustees Finance and Audit Committee
Wednesday, March 14, 2018 at 12:00 pm
Massachusetts State House, Room 235
24 Beacon Street, Boston MA 02133**

MINUTES

A meeting of the Boston Public Library Trustees Finance and Audit Committee was held on Wednesday, March 14, 2018, 12:00 p.m. at the Massachusetts State House in Room 235.

Present at the meeting included: Committee members Representative Byron Rushing, Zamawa Arenas, and President David Leonard.

Also present were Boston Public Library staff including Chief Financial Officer Ellen Donaghey, Eamon Shelton, Director of Operations, and Clerk of the Board Pamela Carver.

Ms. Zamawa Arenas presiding, called the meeting of the Trustees Finance and Audit Committee (“Committee”) to order at 12:00 p.m.

Ms. Arenas stated this meeting will be brief as the purpose is to briefly review the three E-rate contracts before them for approval. She called on Mr. Shelton to briefly explain each of them.

Mr. Shelton stated that the Library issued three Request for Proposals (“RFP”) for the E-rate program.

These were for:

- Multi-site Connectivity services
- Layer-2 Connectivity Services
- Internet access services

He confirmed that the Library engaged the consulting firm EdTech, which has expertise in E-Rate contracting, as was voted on and approved by the Finance and Audit Committee. The Library had a five member evaluation committee that worked with EdTech to review the responses and ensure it met the tight deadlines and adhered to all other necessary filing and application criteria.

After evaluating the submitted proposals, each RFP had two vendor responses, the evaluation committee recommends that all three contracts be awarded to the City of Boston/Department of Information Technology (DoIT) as their bids were judged to be the best overall service and value for the Boston Public Library system.

With no questions or comments, a motion was duly made, seconded, and

VOTED: “that, there be entered into with the City of Boston/DoIT, One City Hall Plaza, Boston, MA 02201 the most responsive and responsible bidder in a public Request for Proposal process, advertised under G.L. C. 30B, a contract for Multi-Site Connectivity Services for the Boston Public Library System, as specified during the period of July 1, 2018 through June 30, 2019, with the BPL option for FY-20 and FY-21 at the proposal price, at a total cost not to exceed three hundred

thirty thousand, six hundred dollars and zero cents (\$330,600.00) per Fiscal Year, contingent upon receipt of Universal Services Fund Federal funding. The Boston Public Library Evaluation Committee performed an evaluation of the proposals presented by two vendors as described in the Request for Proposal (RFP), and through this process determined the proposal presented by City of Boston/DoIT represented the best value for the Boston Public Library.”

VOTED: “that, there be entered into with the City of Boston/DoIT, One City Hall Plaza, Boston, MA 02201 the most responsive and responsible bidder in a public Request for Proposal process, advertised under G.L. C. 30B, a contract for Layer-2 Connectivity Services for the Boston Public Library System, as specified during the period of July 1, 2018 through June 30, 2019, with the BPL option for FY-20 and FY-21 at the proposal price, at a total cost not to exceed forty eight thousand dollars and zero cents (\$48,000.00) per Fiscal Year, contingent upon receipt of Universal Services Fund Federal funding. The Boston Public Library Evaluation Committee performed an evaluation of the proposals presented by two vendors as described in the Request for Proposal (RFP), and through this process determined the proposal presented by City of Boston/DoIT represented the best value for the Boston Public Library.”

VOTED: “that, there be entered into with the City of Boston/DoIT, One City Hall Plaza, Boston, MA 02201 the most responsive and responsible bidder in a public Request for Proposal process, advertised under G.L. C. 30B, a contract for Internet Access Services for the Boston Public Library System, as specified during the period of July 1, 2018 through June 30, 2019, with the BPL option for FY-20 and FY-21 at the proposal price, at a total cost not to exceed forty thousand, eight hundred dollars and zero cents (\$40,800.00) per Fiscal Year, contingent upon receipt of Universal Services Fund Federal funding. The Boston Public Library Evaluation Committee performed an evaluation of the proposals presented by two vendors as described in the Request for Proposal (RFP), and through this process determined the proposal presented by City of Boston/DoIT represented the best value for the Boston Public Library.”

With no new business or public comment, upon a motion duly made and seconded the Trustees voted to adjourn the meeting at 12:07 p.m.

Respectfully submitted,



Pamela R. Carver, Clerk of the Board