REQUEST FOR PROPOSAL FOR A LIBRARY PORTAL

Appendix A contains model instructions for a request for proposal (RFP) to bidders. Adapt these instructions to your local procurement practices. Although libraries that have standard instructions to bidders may wish to combine them with these specifications, they should check the model instructions for clauses that may be worth incorporating.

SECTION I. INSTRUCTIONS TO BIDDERS

I.1   Introduction

This procurement for a library portal is being made by the [*insert your library name here*]. The portal will be used to provide staff and patrons single-search access to the library's patron access catalog, the catalogs of other libraries, online reference services to which the library subscribes, and selected URLs.

I.2   The Library

[*Insert a brief description of the library, including statistics that show the activity levels. Describe the automated library system and network.*]

I.3   Major Critical Requirements

The vendor of the portal should be in a position to meet the following critical requirements by the date proposals are due. Bidders should have available and be able to refer to an operational site or sites, and to give demonstrations of the use and functions of the following components:

a) Single-search

b) Patron authentication

c) Linking

d) Content enhancement

I.4   Scope of the Project

Proposals are sought for hardware, software, shipping, installation, training, and ongoing maintenance and enhancement—in other words, the quotations are to be for a turnkey system.

I.5   The Role of the RFP

The RFP represents the functional capabilities, performance characteristics, and hardware minimums desired. The requirements are intended for the protection of the library and vendors by reducing the possibility of misinterpretation of the library's needs.

The library has coded each requirement with one of the following:

[*Remove this section if the requirements have not been weighted.*]

+   An essential element believed to be generally available.
     Absence of this element is a severe disadvantage.

* A highly desirable element and a major factor in comparing the responses.

No mark. An element that is important and will be included in the evaluation of responses but is not deemed essential or highly desirable.

- An element of interest, but one, which might be relinquished if that would reduce the bid price. Should be bid as a "deduct alternate."

I.6 Responses to RFP

Each submission is to include a completed Mandatory Proposal Form and a response to all the numbered items, and it must employ the following coding or language with regard to each element:

G In general release

T In testing, due:

D In design, due:

P Planned; estimated availability:

C Custom programming available at $_____

N Not available or planned

All responses must clearly state intent to provide or not provide the functionality or support sought. Vague responses may be interpreted as negative responses.

I.7 Exceptions

If the vendor's specifications for furnishing products or equipment are in any respect not the equivalent of the requirements in the RFP, this discrepancy must specifically be called out in the proposal.

I.8 Proposal Submission

Two copies of the entire proposal must be delivered in a sealed envelope or package and clearly marked as LIBRARY PORTAL PROPOSAL. Proposals must be filed with _____ by the date and time on the front cover. Proposals may be delivered by hand, U.S. mail, or overnight courier service. Proposals received beyond the deadline will be returned, unopened. Proposals submitted by facsimile transmission will be rejected.

Questions about the RFP should be submitted to _____ at fax or by overnight mail to no later than three weeks before the due date. All those receiving the RFP will be sent copies of the response.

I.9 Quantities, Appropriation, and Delivery

Unless otherwise stated, quantities listed are estimates only, and the library does not guarantee to purchase the quantities specified. The quantities purchased will be limited to the amount of monies budgeted and appropriated for it. Delivery shall be F.O.B. to the central site.

I.10 Licensing Requirements

Any professional certification or licenses that may be required will be the sole cost and responsibility of the successful vendor.

I.11 Insurance Requirements

The successful vendor shall obtain and maintain all of the insurance required at its sole cost and expense for the full term of the agreement or any extension.

[*Describe the insurance requirements.*]

I.12 Prices

The prices shall be submitted in a separately sealed envelope and shall be stated both in writing and in figures. No vendor will be allowed to withdraw and resubmit its proposal, for any reason whatsoever, after the proposals have been opened.

Please note any discounts given.

Unit prices shall be quoted for all components, both hardware and software.

I.13 Bid Bond

A bid bond equal to 5% of the amount bid shall be submitted with the proposal. The surety must be licensed to do business in the library's state.

I.14 Noncollusion Affidavit

The Noncollusion Affidavit of the Mandatory Proposal Form is a critical part of the submission.

I.15 Comparison of Proposals and Discrepancies

For the purpose of comparison, any discrepancy between the unit price bid and the total price bid for each item shall be determined by taking the lower price. After all proposals have been read, the library will tabulate the figures and make any adjustments necessary under the rules above.

I.16 Nondiscrimination

The library requires that all its vendors abide by nondiscriminatory practices in hiring, recruitment, placement, selection for training, promotion, and compensation.

Vendors and their subcontractors must ensure that applicants and employees are not discriminated against on the basis of race, color, religious creed, ancestry, national origin, age, handicap, or sex.

I.17 Project Schedule

The proposal shall include a detailed project schedule for the implementation: installation of hardware and loading of software.

I.18 Guarantees and Warranties

All guarantees and warranties should be stated in writing and submitted as part of the proposal.

I.19 Financial Statement

The library requires a vendor that tentatively has been selected to provide an audited financial statement. The officer designated to review the document will sign a nondisclosure agreement.

I.20 Proposal Costs

All costs of preparing the proposal are to be borne by the respondent and may not be included in the proposal price.

I.21 Selection Criteria

The criteria, which will be used in evaluating bids, include:

a) Responsiveness to the functional requirements

b) Flexibility of software

c) Conformity to standards and interfacing requirements

d) Financial viability of vendor

e) Past performance of vendor as per customers' references

f) Five-year cost of the system (purchase price plus maintenance)

g) Suitability of hardware platform

h) Delivery date

I.22 Rejection of Proposals

The library reserves the right to reject any or all proposals and to enter into negotiations with one or more respondents.

I.23 Award of Contract

The library shall have a period of 90 calendar days after opening of the proposals in which to award the contract, a period during which the prices shall remain firm. The library reserves the right to waive any immaterial informalities as may be permitted by law.

I.24 Contract

Documents, which shall constitute the contract between the parties, shall include as a minimum the RFP, the vendor's response, the summary of negotiation, and any and all other additional materials submitted by the vendor.

I.25 Performance Bond

At the discretion of the library, the successful vendor shall provide a performance bond equal to the total value of the contract. The decision shall be made upon completion of contract negotiation. The performance bond may be waived if other satisfactory guarantees have been negotiated.

I.26 Installation

Vendor shall install the system within 90 days of contract signing.

I.27 Method of Payment

Payment of 75% of the agreed upon price will be made within 30 days after receipt of an invoice. The balance will be paid within 30 days of acceptance.

I.28 Term

The term shall be for one year, renewable annually at the discretion of the library for up to six additional years.

I.29 Funding

Any contract that results from this RFP will terminate without penalty at the end of the fiscal year in the event funds are not appropriated for the next fiscal year. If funds are appropriated for a portion of the fiscal year, this contract will terminate without penalty at the end of the term for which funds are appropriated.

MANDATORY PROPOSAL FORM

TO:

The undersigned propose to furnish the library a library portal for the price shown below in accordance with the Request for Proposals and the Proposal attached hereto. It is expressly agreed that the library has the right to reject any or all proposals submitted if such action is deemed in its interest.

The total price for all components, hardware, and software as specified, except the components designated as options, is exactly $_____, the break-down of which is:

Central Site Hardware

Central Site Software

Remote Peripherals Software

Shipping/Installation

Training

Content Enhancement (year one)

Other (specify)

Discount   [   ]

Delivery can be made within _____days from receipt of order.

Maintenance of hardware for the first year (12 months) after installation is $_____; maintenance of software for the first year (12 months) after installa-tion is $_____. Maintenance of hardware for the second year is $_____; maintenance of software for the second year is $_____. Increases in mainte-nance rates shall not exceed _____% each year for years three through seven.

Mandatory page 1 above

The undersigned affirms that this proposal is made without any connection with any other person or persons making any other proposal for the above items; that it is in all respects fair and without collusion or fraud; that is not connected in any official capacity with the library, and that no person or persons acting in such capacity are directly or indirectly interested herein or in any of the profit arising or anticipated from this transaction.
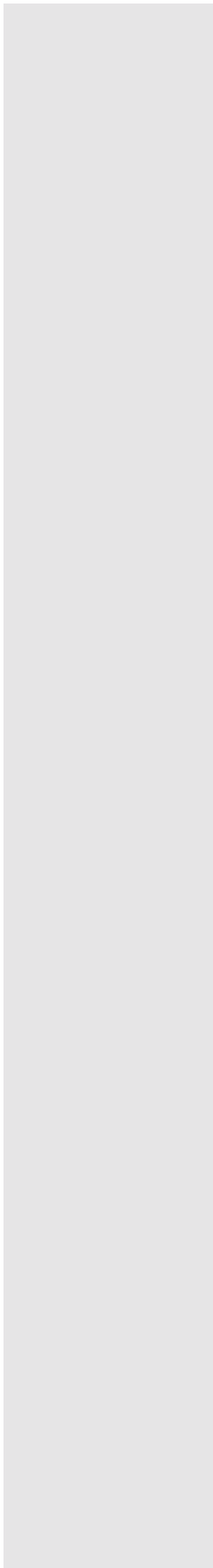
In making this proposal, it is understood and agreed that the conditions set forth in the instructions to bidders, and the specifications, together with the proposal and any other documents submitted in response to the foregoing, shall form a part of and be construed with the contract.

Firm Name:

Address:

City:

Telephone:

Fax:

e-mail:

FEIN:

Signature:

Name and Title of Signatory:

Date:

ATTACH COST PROPOSAL WITH UNIT PRICES AND EXTENSIONS AND SUBMIT IN A SEPARATELY SEALED ENVELOPE

Mandatory page 2

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CORPORATE PORTAL SOFTWARE VENDORS

These vendors are only mentioned in this report because they normally serve the corporate market. Their services and pricing are usually beyond the scope of most libraries' needs and budgets.

BroadVision, Inc.
585 Broadway
Redwood City, CA 94063
Tel: (toll-free) 866-BVSN-NOW
or 866-287-6669
Web: www.broadvision.com

Epicentric
Epicentric West:
Tel: 415-995-3200 or 800-550-1085
Fax: 415-975-9801
Epicentric Central:
Tel: 312-944-4342
Fax: 312-944-4505
E-mail: midwest@epicentric.com
Epicentric Northeast:
Tel: 646-472-8200
Fax: 646-472-0132
E-mail: northeast@epicentric.com
Epicentric South:
Tel: 404-257-4165
Fax: 404-257-4166
Web: www.epicentric.com

iPlanet
(On March 17, 2002, Sun officially concluded its original Alliance agreement with AOL. iPlanet is now a division of Sun and is a core component of the Sun™ Open Net Environment (Sun ONE).
Sun Microsystems, Inc.
4150 Network Circle
Santa Clara, CA 95054
Tel: 800-555-9SUN or 650-960-1300
Web: wwws. sun.com/software

Oracle
500 Oracle Parkway
Redwood City, CA 94065-1677
Tel: 800-ORACLE-1
Web: www.oracle.com

Plumtree
500 Sansome St.
San Francisco, CA 94111
Tel: 415-263-8900 or 800-810-PLUM (7586)
Fax: 415-263-8991
Web: www.plumtree.com

Tibco
3303 Hillview Ave.
Palo Alto, CA 94304
Tel: 650-846-1000
Fax: 650-846-1005
E-mail: info@tibco.com
Web: www.tibco.com

Thunderstone Software
14837 Detroit Ave., #303
Cleveland, OH 44107
Tel: 216-820-2200
Fax: 216-820-2211
E-mail: info@thunderstone.com
Web: www.thunderstone.com