



Request for Proposals - Clearview Library District Integrated Library System

Issued: December 27th, 2019

Deadline for Submission: No later than 5:00pm on ~~January 10th~~ **January 13th, 2020.**

Section 1: Project & General Information

1.1 Purpose

The Clearview Library District seeks proposals from vendors to provide an Integrated Library System and the necessary migration and installation services. The District seeks proposals that address standard ILS features to include:

- patron catalog
- staff interface
- inventory tracking
- holds management
- acquisitions
- content discovery
- eservices integration
- patron messaging via email, text and telephone
- integration with interlibrary loan (ILL) networks/services
- integration with third-party electronic services (payment and content)

1.2 Background

The Clearview Library District serves a rapidly growing population in Windsor (Weld County), Severance and West Greeley (the Library District follows the outlines of the RE4 School District). The Colorado State Library in 2018 listed the Library Service area as 25,948 people, however, issuance of building permits in all areas of the District

continues to be high and the number of residents is increasing rapidly. The population of Windsor alone is anticipated to be between 60,000 and 100,000 in the coming years.

The District operates one building and a bookmobile. Use of the library and the bookmobile has grown along with the growth of the community. Circulation of physical materials in 2018 was 361,239 items. The number of visits to the library, bookmobile and outreach services in 2018 was 288,442. The Library does an outstanding job of programming for all ages with 51,427 people attending programs in 2018.

1.3 Submission of Questions

All questions related to this project should be submitted no later than 3 calendar days prior to the deadlines established for bids. Questions shall be submitted via email to Bud Hunt, IT & Technical Services Manager for the Clearview Library District (bud@clearviewlibrary.org). No phone inquiries will be addressed.

1.4 Award

Award will be made to a qualified firm as determined by our review committee based on the following criteria:

- Customer experience
- Features as outlined in this request for proposals
- Integration with current library hardware (The Library currently uses Tech Logic self-checks and Bibliotheca RFID tags and security gates.)
- Integration with ILL networks in the state of Colorado
- Price

The Library District reserves the right to further negotiate any proposal, including price, with the highest rated respondent. If an agreement cannot be reached with the highest rated respondent, the Library District reserves the right to negotiate and recommend award to the next ranked respondent or subsequent respondents, until an agreement is reached. The Library District also reserves the right to reject all proposals.

1.5 Timeline

Issue Date: December 27th, 2019

Deadline for Questions: No later than 5:00pm Mountain Time on January 10th, 2020.
Deadline for Submission: No later than 5:00pm Mountain Time on January 13th, 2020.

Submit proposals to:

Bud Hunt
IT & Technical Services Manager
Clearview Library District
720 3rd Street
Windsor, CO 80550

Section 2: Proposal Format & Required Content

Proposal submissions should include the following information. All information should appear in the same order as outlined herein and shall be designated by headings as to the item which the response applies.

2.1 Company Background

Please explain vendor's company, office locations of key personnel/offices/roles and any other relevant company background.

2.2 ILS Features

Outline core features of vendor's product, to include the bulleted items in 1.1. Please outline which are included in the base product and which are add-ons to the product. Recommended third-party integrations or services of use to the Clearview Library District are welcomed in this section as well.

2.3 Future Development

Outline current and known future development plans for the next three years to include benchmarks and appropriate release schedule for those, as well as any product terminations or pending deletions/service ends.

2.4 Hosting vs. Self Hosting

Please outline hardware requirements for hosting ILS within our stack as well as options for hosting with vendor's data center.

2.5 Migration and Installation

Please outline a rough timeline and district staff hours necessary for migration and installation.

2.6 Technical Support

Please outline technical support path and availability for common items, as well as availability of face to face, telephone, email, or other technical support options and typical time to respond.

2.7 Data Backup & Security

The Clearview Library District currently captures and maintains off-site and on-site backups nightly and would like to capture this data hourly. Please explain vendor's backup solutions.

2.8 Pricing and Terms

Please provide a detailed breakdown of pricing of core and add-on items in the ILS, as well as any discounts available for multi-year contracts. Recommended third-party integrations should also be priced. Note if any multi-year discounts are available, and include pricing for up to five years, if applicable.

2.9 References

Please provide no more than three references including contact information and length of time using product.

2.10 Additional Information

Use this section to provide any additional information vendor feels is appropriate or desirable to share.

Section 3: Evaluation

Upon receipt of proposals, the IT & Technical Services Manager will convene a group of library staff to evaluate proposals and select a finalist to submit to the Library Board for consideration. Staff reserve the right, after the proposal deadline has passed, to seek additional information in order to make an informed recommendation to the Library Board for consideration.

Finalist will be notified of status on or before January 17th, at which point Clearview Library District may seek further information.

Section 4: Additional Information

4.1: Right to Cancel

The Clearview Library District reserves the right to cancel this Request for Proposal or reject any or all proposals at any time prior to an awards. The Library District is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous.

4.2 Expenses Associated with Response

The Library District will not be responsible for any expenses incurred in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the vendor's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

4.3 Rejection of Proposals

The Library District reserves the right to reject any or all proposals in part or in full and to waive any technicalities or informalities as may best serve the interest of the Library District.