

Request for Proposals for Subscription Management Services

The Library Network (TLN) seeks proposals from qualified vendors who will provide subscriptions management services to member public libraries. Service would begin in January 2007 and continue through December 2009.

TLN maintains separate accounts for 43 member public libraries in its subscription management program. The total number of individual subscriptions for these 43 accounts is approximately 5,000. The size of the individual communities served ranges from approximately 5,000 to 100,000 in population. We estimate the total value of this three year contract to be in the \$750,000-\$1,000,000 range. A list of the names and addresses of the 43 TLN member public libraries that are to be covered by this RFP, follows this document.

Responses must include the following:

1. Cost projections, including any service charge, for a contract term of 3 years (Note that this does not mean that subscription orders must be placed with publishers for a period of three years. Annual subscription renewals to publishers have been the rule in the past).
2. Costs associated with adding new member libraries during the contract term.
3. Description of subscription management services for order placement, renewals, invoicing, claiming and reporting procedures.
4. A list of references, including contact information, of like organizations currently using its services.

Submission Rules and Procedures:

Issuing Agency: The Library Network (TLN) issues this Request for Proposal (RFP). TLN is the sole point of contact with regard to all procurement and contractual matters relating to the services described within this RFP.

Proposal Modifications: TLN reserves the right to contact a respondent for clarification of information submitted and/or to negotiate modifications of proposed specifications and prescribed terms and requirements during the selection process. TLN is the only agency authorized to change or clarify the specifications and conditions of the RFP.

Proposal Submission: Respondents must submit proposals to:

Jim Flury
Head of Acquisitions Services
The Library Network
13331 Reeck Road
Southgate, MI 48195

A copy of this proposal is also available on our website at:

Proposals must be received no later than 4:30 p.m. on Friday, August 4, 2006.

Proposals which are received after the specified due date/time cannot be considered.

Selection Process: The TLN staff will evaluate the proposals. Proposals will be evaluated based upon specifications, vendor reliability and cost. The respondent selected will be chosen on the basis of the greatest benefit to TLN and its members, not necessarily on the basis of the lowest price. Any or all bids may be rejected due to failure to respond adequately to the RFP. TLN reserves the right to contact parties that have used the respondent's previous services and use any other information that would assist in the evaluation. TLN reserves the right to interview respondents to clarify proposals. When the decision has been made, all respondents submitting a proposal will be notified in writing.

Non-Discrimination Clause: The accepted respondent agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any other matter directly or indirectly related to employment because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status or handicap.

Questions and Submissions: Telephone, written or email inquiries from respondents concerning this RFP, and all responses to this proposal, should be addressed to:

Jim Flury
Head of Acquisitions Services
The Library Network
13331 Reeck Road
Southgate, MI 48195
(734) 281-3830 x133
jflury@tln.lib.mi.us

TLN Libraries Covered by the Subscription Management Services RFP

Addison Township Public Library

1440 Rochester Road
Leonard, MI 48367
248-628-7180

Livonia Public Libraries (3):

Alfred Noble Branch

32901 Plymouth Road
Livonia, MI 48150
734-421-6600

Carl Sandburg Branch

30100 West Seven Mile Road
Livonia, MI 48152
248-476-0700

Livonia Civic Center Main Library

32777 Five Mile Road
Livonia, MI 48154
734-466-2491

Auburn Hills Public Library

3400 East Seyburn Drive
Auburn Hills, MI 48326
248-370-9466

Berkley Public Library

3155 Coolidge Highway
Berkley, MI 48072
248-546-2440

Brandon Township Public Library

304 South Street
Ortonville, MI 48462
248-627-1460

Clawson Blair Memorial Library

416 North Main Street
Clawson, MI 48017
248-588-5500

Dearborn Heights Caroline Kennedy Library

24590 George
Dearborn Heights, MI 48127
313-277-7762

Dearborn Heights John F. Kennedy, Jr. Library

24602 Van Born Road
Dearborn Heights, MI 48125
313-277-7764

Ferndale Public Library

222 East Nine Mile Road
Ferndale, MI 48220
248-546-2504

Franklin Public Library

32455 Franklin Road
Franklin, MI 48025
248-851-2254

Garden City Public Library

2012 Middlebelt Road
Garden City, MI 48135
734-525-8855

Grosse Pointe Public Library

10 Kercheval Avenue
Grosse Pointe, MI 48236
313-343-2074

Hamtramck Public Library

2360 Caniff
Hamtramck, MI 48212
313-365-7050

Hazel Park Public Library

123 East Nine Mile Road
Hazel Park, MI 48030
248-546-4095

Highland Township Public Library

444 Beach Farm Circle
Highland, MI 48356
248-887-2218

Huntington Woods Public Library

26415 Scotia Road
Huntington Woods, MI 48070
248-543-9720

Madison Heights Public Library

240 West Thirteen Mile Road
Madison Heights, MI 48071
248-588-7763

Milford Township Library

330 Family Drive
Milford, MI 48381
248-684-0845

Novi Public Library

45245 West Ten Mile Road
Novi, MI 48375
248-349-0720

Oak Park Public Library

14200 Oak Park Boulevard
Oak Park, MI 48237
248-691-7480

Oxford Public Library

530 Pontiac Road
Oxford, MI 48371
248-857-7667

Pontiac Public Library

60 East Pike Street
Pontiac, MI 48342
248-857-7667

Redford Township District Library

25320 West Six Mile Road
Redford, MI 48240
313-531-5960

Riverview Public Library

14300 Sibley Road
Riverview, MI 48192
734-283-1250

Salem-South Lyon District Library

9800 Pontiac Trail
South Lyon, MI 48178
248-437-6431

The Library Network

13331 Reeck Road
Southgate, MI 48185
734-281-3830

Walled Lake Library

1499 East West Maple Road
Walled Lake, MI 48390
248-624-3772

Waterford Township Libraries (2):

Waterford Township Branch Library

5640 Williams Lake Road
Waterford, MI 48329
248-673-6220

Waterford Township Public Library

5168 Civic Center Drive
Waterford, MI 48329
248-674-4831

Wayne Public Library

3737 Wayne Road
Wayne, MI 48184
734-721-7832

Wixom Public Library

49015 Pontiac Trail
Wixom, MI 48393
248-624-2512

Wayne County Branch Libraries (10):

Allen Park Public Library

8100 Allen Road
Allen Park, MI 48101
313-381-2425

Ecorse Public Library

4184 West Jefferson Avenue
Ecorse, MI 48229
313-389-2030

Fred C. Fischer Public Library

167 Fourth Street
Belleville, MI 48111
734-699-3291

Inkster Public Library

2005 Inkster Road
Inkster, MI 48141
313-563-2822

Lincoln Park Public Library

1381 Southfield Road
Lincoln Park, MI 48146
313-381-0374

Melvindale Public Library

18650 Allen Road
Melvindale, MI 48122
313-429-1090

Romulus Public Library

11121 Wayne Road
Romulus, MI 48174
734-942-7589

Southgate Veterans Memorial Library

14680 Dix Toledo Road
Southgate, MI 48195
734-284-3268

Taylor Community Library

12303 Pardee Road
Taylor, MI 48180
734-287-4840

Trenton Veterans Memorial Library

2790 Westfield

Trenton, MI 48183

734-676-9773