

**REQUEST FOR PROPOSAL
MICHIGAN STATEWIDE CONTRACTS AND APPROVED VENDOR LIST FOR
PROVISION OF LIBRARY MATERIALS AND/OR SERVICES TO PUBLIC
AND SCHOOL LIBRARIES**

Issued by

**THE LIBRARY NETWORK
SOUTHGATE, MICHIGAN
Tax-free under Sec. 4, P.A. 167 of Michigan 1933 as amended
TAX # 38-6363460**

Proposals will be received until

**Friday, January 27, 2006
4:30 P.M.**

Addressed to:

Eileen M. Palmer, Director
The Library Network
13331 Reeck Road
Southgate, Michigan 48195-3054

Questions regarding this proposal should be directed to:

Jim Flury
Head of Acquisitions Services
The Library Network
13331 Reeck Road
Southgate, Michigan 48195-3054
(734) 281-3830 ext 133
Fax (734) 281-1817
jflury@tln.lib.mi.us

**This RFP is also available at our website:
<http://tln.lib.mi.us/>**

SUMMARY STATEMENT

The purpose of this Request for Proposal is for **statewide contracts**, to be known as an **Approved Vendor List**, with highly qualified and experienced vendors, for the provision of **library materials** (defined here as books in various bindings and/or audio-visual materials) **and/or services** (defined here as cataloging, materials processing and collection development services) to any **public or school library that wishes to participate** and that is a member of any one of **thirteen library cooperatives** (see Appendix A, page 15 for a list of Michigan's 13 library cooperatives) in the state of Michigan. Such libraries may select the vendor of their choice when ordering library materials and/or services and shall not be restricted to any one vendor for any one service. In other words, a library may choose to purchase books from one vendor, cataloging services from another vendor, and book processing services from still another vendor, without incurring extra charges.

This proposal consists of two parts. **Part I** covers discounts for library materials, and related questions. **Part II** covers discounts for cataloging, materials processing and collection development services, and related questions. **Vendors may choose to respond to Part I, Part II, or both.**

GENERAL PROVISIONS

The Library Network is not liable for any cost incurred by proposal responders prior to the issuance of a contract. The Library Network reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this RFP. The Library Network reserves the right to accept proposal(s) that it considers to be in the best interest of The Library Network. In keeping with this, The Library Network is not obligated to accept the lowest bid from any vendor(s) for the provision of any material(s) or service(s).

The successful firm(s) shall defend, indemnify, save and hold harmless The Library Network, its administrators, Board Members, agents, volunteers, and employees from any loss, demands, claims, suits, damages or actions that may be brought by third persons on account of bodily injury or death; personal injury; damage to property or personal interest; or violation of any law, regulation or ordinance; where the third person's loss, demand, claim, suit, damages or action arises in whole or part out of any negligent or other act or omission of the contracting firm or its officers, elected Trustees, employees, and agents while performing the services agreed to except those actions arising out of the sole negligence of The Library Network.

The Library Network may, at its option and with the approval of the contractor, extend the period of this agreement for an additional period. Contractor shall be notified in

writing by The Library Network with our intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the contract period.

Proposals should not include any sales, use, or federal excise tax (with the exception of Staff Accounts).

In performing the services required under this contract, vendor and its subcontractors will be required to comply with all applicable federal, state, and local laws, statutes, ordinances, and regulations. This includes but is not limited to observing all requirements related to fair and minimum wages including conditions of employment; not discriminating against any employee or persons, on account of race, color, sex, handicap, religious creed, ancestry, age, or national origin; and remaining at all times in compliance with all executive orders issued, or that may be issued, by any level of governmental agency with regard to equality of opportunity including those dealing with affirmative action.

TERMS OF THIS CONTRACT

The length of this contract shall be three (3) years. This contract is to take effect on May 1, 2006.

Company Name: _____

Signed By: _____
(vendor must sign)

Address: _____

(city) (state) (zip)

Phone: _____ Date: _____

PART I:

DISCOUNTS FOR LIBRARY MATERIALS

Discounts shall be agreed upon by both parties and shall be firm and fixed for the specified contract period. Vendor shall base all discounts upon the actual price of the library material and shall not include any “freight pass through” charges in the unit cost.

Please list your discounts in each of the following categories:

Adult Trade-Hardcover _____ %
Adult Trade-Softcover _____ %
Text, Technical, Reference, Small Press _____ %
University Press Trade _____ %
Adult Mass Market _____ %

Juvenile Trade-Hardcover _____ %
Juvenile Trade-Softcover _____ %
Juvenile Library Binding _____ %
Publisher Single Editions _____ %
Juvenile Mass Market _____ %
Juvenile Book and Tape Kits _____ %

Young Adult Trade-Hardcover _____ %
Young Adult-Library Binding _____ %
Young Adult Trade-Softcover _____ %
Young Adult Mass Market _____ %

Continuations _____ %

Large Print Books-Hardcover _____ %
Large Print Books-Softcover _____ %

Audio Visual Materials:

Talking Book Cassettes-Abridged _____ %
Talking Book Cassettes-Unabridged _____ %
Talking Book Compact Discs _____ %
Talking Book MP-3 format _____ %
Video Cassettes _____ %
DVD _____ %
Music Cassettes _____ %
Music Compact Discs _____ %

For Net Titles, i.e. titles for which you receive little or no discount from the publisher, do you impose a Service Charge? If yes, please provide an explanation:

MINIMUM ORDER REQUIREMENT

Vendor will agree to impose **no** minimum order per shipping location requirement during the life of this contract. (Note that this is **not** the same as Point 4 on Page 7)

SHIPPING

Vendor will provide free shipping, including shipment of returned items, to any library covered by this agreement, either to the library itself or to a central point (such as a cooperative headquarters) as designated by the library. Vendor must provide **Inside Delivery**.

INVOICING

At the discretion of the library placing the order, invoices may be issued to the library or to its designated agency, such as a cooperative headquarters.

RETURNS AND COMPENSATION

Returns for credit or replacement of defective items, items not ordered and/or items deemed not appropriate shall be permitted without requesting permission at no cost.

STAFF ACCOUNTS

Vendor will, at the request of a participating library, provide a staff account for that library. This account will be subject to the same discount rates and shipping terms as all other library accounts. Vendor will charge the appropriate sales tax on the staff account.

QUESTIONS REGARDING LIBRARY MATERIALS

Vendor's Name: _____

1. Please outline the qualifications of your company and any subcontractors used. This description should include, but is not limited to, the following information:
 - a) the number of years in the book distribution industry
 - b) the number of customers
 - c) the number of library customers
 - d) the number of public library customers with materials budgets over \$1 million
 - e) relevant prior experience with statewide contracts

2. How many titles do you have in current inventory in the following categories?
 - a) books
 - b) out-of-print books
 - c) videocassettes
 - d) music compact discs
 - e) audiobooks (cassette and cd)
 - f) DVD
 - g) large print books

3. How many publishers do you represent? Please enclose a complete list of those publishers supplied and those major publishers you do not supply.

4. Do you require minimum copies in orders for full discount advantage? Does discount increase with number of items ordered? If so, please describe.

5. Can materials be returned to vendor even after processing? If all cannot be returned, which ones cannot? Is there a penalty?

6. Are subcontractors used in your operation? If so, please list them, their relationship to you, and a brief description of their business and personnel.

7. Describe your electronic ordering services.

8. Note any fees associated with electronic ordering services.

9. Note any and all standards for the exchange of electronic information with which you comply.
10. List all library automation systems with which you regularly exchange information.
11. What is your average Fill-Rate?

**PART II:
DISCOUNTS FOR SERVICES: CATALOGING; PROCESSING; COLLECTION
DEVELOPMENT**

CATALOGING

Please list your prices, and all applicable discounts, for the following Cataloging services:

MARC Record	_____
Original Cataloging Per Item	_____
Copy Cataloging Per Item	_____
Search of Customer Database	_____
Item Records—Cost Per Item	_____
Add Copy to Existing Record	_____

CATALOGING REQUIREMENTS/QUESTIONS:

The vendor must be able to comply with the local cataloging requirements of each library.

Vendor must be able to provide both derivative (copy) and original cataloging for materials in all formats. Cataloging in both Roman and non-Roman languages is required. Libraries under this contract may require samples of vendor cataloging.

Record Determination

It is assumed that the majority of cataloging performed will be derivative. Therefore, it is important that the following are addressed:

1. Define an exact record match.
2. What access points are used to determine a match?
3. Do you search any databases, other than your own, to find a record (s)?

Cataloging and Classification

Vendor must utilize and adhere to AACR2R2002, existing Library of Congress Rule Interpretations, and *MARC 21 Format for Bibliographic Data* and/ or *Bibliographic Formats and Standards* (OCLC, 3rd ed.).

The vendor must be able to classify items according to either the Dewey Decimal Classification and/or the Library of Congress classification schemes. The most current versions of either classification scheme should be utilized.

The vendor must be able to provide downloadable MARC records with a 960 field populated with order record information

Please answer the following:

1. Describe your cataloging process.
 - for derivative cataloging
 - for original cataloging
2. Are different service options (levels) available? Please describe.
3. Provide the pricing structure for each option.
4. For original cataloging, what is the encoding level of cataloging performed?
5. What is your average turnaround time, for both derivative and original cataloging?
6. Describe your authority control process.
7. What foreign languages do you perform cataloging in?
8. Describe your quality control mechanisms.
9. What mechanism(s) do you use to distribute records?
10. What integrated library systems have you worked with?
11. Do you provide any cataloging interfaces with any ILS? If so, please describe.
12. Do you provide any management reports related to customer cataloging?
 - What type(s)
 - Frequency of reports

PROCESSING

Please list your prices, and all applicable discounts, for the following Processing services:

Plastic Jacket Only Per Item _____

Spine Label Only Per Item _____

Plastic Jacket/Spine Label Per Item _____

Please List Other Available Processing Options (theft detection devices, etc) and provide per item prices for same _____

MATERIALS PROCESSING REQUIREMENTS/QUESTIONS:

The vendor must be able to comply with the local processing requirements of each library.

1. Do you utilize subcontractors in your processing operation?
2. What is your turnaround time for materials that are ordered with processing?

3. Do you have the capability in a multi-library system, to allow different levels of processing for different libraries, for materials ordered together on a common account number?
4. Are processed materials returnable? If so, under what circumstances?

COLLECTION DEVELOPMENT:

Please list your prices, and all applicable discounts, for the following Collection Development services:

- Customer Access to vendor database (no reviews)** _____
- Customer Access to vendor database (with reviews)** _____
- Customer Initiated Collection Development List Preparation (print version, with reviews)** _____
- Customer Initiated Collection Development List Preparation (electronic version, with reviews)** _____
- Vendor Initiated Collection Development List Preparation (print version, with reviews)** _____
- Vendor Initiated Collection Development List Preparation (print version, no reviews)** _____
- Vendor Initiated Collection Development List Preparation (electronic version, with reviews)** _____
- Vendor Initiated Collection Development List Preparation (electronic version, no reviews)** _____

COLLECTION DEVELOPMENT REQUIREMENTS/QUESTIONS:

The vendor must be able to comply with the local collection development requirements of each library.

1. Which library automation vendors does your online ordering system interface with?
2. For the above vendors, which electronic data interchange formats do you support? For ordering, invoicing, or both?
3. For the above vendors, do you support the 9xx format?
4. For the above vendors, do you support an enhanced/enriched edi format, which allows a library to send branch library ship-to locations to a vendor via the library's integrated library system?
5. Can you provide a draft version of a collection development list, based on criteria (reviews, publisher, etc) developed by the customer, which can be edited (titles added, titles removed) by the customer, and then revised into a final version?
6. If yes to #5, is the draft version available in both print and electronic formats?
7. If yes to #5, is the final version available in both print and electronic formats?

REQUIRED PROPOSAL CONTENT

All Proposals must include:

Deviations from any requirements described throughout this Request for Proposal

Background and prior experience of the company

A description of the key staff to be assigned to the project, including relevant experience

A statement explaining why the firm would be the best choice for this project

Discounts

Average Fill-Rate Information

References of vendor services

Financial information on company's health

SELECTION PROCESS AND PROPOSAL EVALUATION

Proposals will be evaluated utilizing the criteria summarized below:

- a) ability to satisfy the requirements of The Library Network, its public and school libraries, twelve additional Michigan library cooperatives and their public and school library members
- b) background, prior experience of the company, and track record
- c) experience of the company working with libraries
- d) vendor's ability to execute the contract in a timely manner

- e) overall quality of the services being offered
- f) cost as compared to related service requirements
- g) vendor's understanding of the scope of the services required
- h) vendor's ability in the following areas:
 - >to supply the number of library material categories identified
 - >order fill rate
 - >discounts from publisher's list price
- i) information received on reference checks
- j) vendor's compatibility with electronic information exchange

In evaluating the responses to the RFP, The Library Network reserves the right to

- a) accept or reject all or any part of any response
- b) eliminate from consideration any vendor who does not follow the instructions outlined in this document

Based upon the review of the proposals, and of the results of any negotiations, **multiple contracts may be awarded.**

SUBMISSION REQUIREMENTS

1. To be considered, proposals must be received at The Library Network by the designated date and hour. Proposals received by The Library Network after the date and hour designated are automatically disqualified and will not be considered. The Library Network is not responsible for delays in the delivery of mail by the Postal Service or any private courier company. It is the sole responsibility of the proposer to insure that the Proposal reaches The Library Network by the designated date and hour.
2. In order to facilitate the review process, one clearly marked original response, three (3) paper copies and an electronic copy of the Proposal, must be submitted as stipulated below. Copies should be sent with the original response. No telefacsimile will be accepted. Sealed responses, designated **RFP STATEWIDE**

APPROVED VENDOR LIST must be received by 4:30 P.M., Friday, January 27, 2006.

The original Proposal package, consisting of the original and three (3) paper copies should be addressed to:

Eileen M. Palmer, Director
The Library Network
13331 Reeck Road
Southgate, MI 48195-3054

The electronic copy should be addressed to:

empalmer@tln.lib.mi.us

Subject Line: RFP Statewide Approved Vendor List

APPENDIX A

The following library cooperatives and their public and school member libraries in the state of Michigan, are included in this proposal:

Capital Library Cooperative
4 Universal Way
Jackson, MI 49202-1455
(517) 768-8173

Southwest Michigan Library Cooperative
305 Oak Street
Paw Paw, MI 49079-1364
(269) 657-4698

Detroit Library Cooperative
5201 Woodward Avenue
Detroit, MI 48202-4007
(313) 833-3997

Suburban Library Cooperative
16480 Hall Road
Clinton Township, MI 48038-1132
(586) 286-5750

Hiawathaland Library Cooperative
541 Library Drive
Sault Ste. Marie, MI 49783-2147
(906) 632-4342

Superiorland Library Cooperative
1615 Presque Isle Avenue
Marquette, MI 49855-2811
(906) 228-7697

Lakeland Library Cooperative
4138 Three Mile Road, N.W.
Grand Rapids, MI 49544-1134
(616) 559-5253

The Library Network
13331 Reeck Road
Southgate, MI 48195-3054
(734) 281-3830

Mid-Michigan Library League
210 ½ North Mitchell
Cadillac, MI 49601-1835
(231) 775-3037

White Pine Library Cooperative
3210 Davenport Avenue
Saginaw, MI 48602-3495
(989) 793-7126

Mideastern Michigan Library Cooperative
503 South Saginaw Street
Suite 839
Flint, MI 48502-1807
(810) 232-7119

Woodlands Library Cooperative
415 South Superior Street
Suite A
Albion, MI 49224-2174
(517) 629-9469

Northland Library Cooperative
316 East Chisholm Street
Alpena, MI 49707-2822
(989) 356-1622

