



The Library Network

Libraries Working Together

41365 Vincenti Court, Novi, MI 48375
Phone: (248) 536-3100 Fax: (248) 536-3098
Online: <http://tln.lib.mi.us>

REQUEST FOR PROPOSAL
MICHIGAN STATEWIDE CONTRACTS AND APPROVED VENDOR LIST FOR PROVISION OF LIBRARY
MATERIALS AND/OR SERVICES TO PUBLIC, SCHOOL, ACADEMIC AND SPECIAL LIBRARY COOPERATIVE
MEMBER LIBRARIES

Issued by:

THE LIBRARY NETWORK

NOVI, MICHIGAN

Tax-free under Sec. 4, P.A. 167 of Michigan 1933 as amended

Tax Exempt # 38-6363460

Proposals will be received until:

Friday, August 24, 2018
3:00 P.M.

Addressed to:

Questions regarding this proposal should be directed to:

Jim Flury

Technical Services Manager

The Library Network

41365 Vincenti Court

Novi, Michigan 48375

(248) 536-3100 ext 133

Fax (248) 536-3098

jflury@tln.lib.mi.us

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

http://tln.lib.mi.us/rfp/files/RFP_Statewide_Book_and_AV_2018-2021.pdf

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, school, academic or special library that wishes to participate AND that is a member of any one of eleven library cooperatives in the state of Michigan**. Please see **Appendix A** for a list of Michigan's 11 library cooperatives. Please see **Appendix B** for a link to the member library list for each of Michigan's 11 library cooperatives. 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, book processing services from another vendor, and collection development services from another vendor, without incurring extra charges.

This proposal consists of three parts. **Part I** covers discounts for library materials. **Part II** covers discounts for cataloging, materials processing and collection development services. **Vendors may choose to respond to Part I, Part II, or both**. **Part III** consists of a list Michigan's 11 library cooperatives, as well as links to the member library list of each of those cooperatives.

TERMS AND CONDITIONS

- A. All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation produced by the proposal process that are submitted to TLN as part of the proposal or otherwise shall become the property of TLN and may be considered public information under applicable law.
- B. Unless a proposal is expressly rejected by TLN, all proposals will remain in effect for 210 days subsequent to the proposal opening. TLN may request that bidders extend the effective period of their proposals. Such requests shall be in writing and will require bidder's written consent to the extension. Bidder may not withdraw, cancel, or modify its proposal for a period of 210 days after the advertised closing time for the receipt of proposals.
- C. This Request for Proposal does not obligate TLN to accept or contract for any expressed or implied services. Likewise, TLN is not obligated to award a contract pursuant to this RFP. TLN reserves the right to enter into discussions with the bidders whose proposals are deemed most advantageous for the purpose of negotiation.

- D. TLN, in its sole discretion and authority, may determine that it is in the best of interest of TLN to reject any and or all proposals submitted in response to this RFP. TLN, in its sole discretion and authority, may disregard or waive any informality in the proposals or bidding process.
- E. Bidder must read and understand the solicitation and tailor the proposal and all activities to ensure compliance. TLN reserves the right to amend the solicitation; reject any or all of the proposals; and waive minor defects. TLN may request a clarification, inspect bidder's premises, interview staff, request a presentation, or otherwise verify the contents of the proposal, including information about subcontractors and suppliers. TLN may request best and final offers where appropriate. TLN will make all decisions on compliance, evaluation, terms and conditions, and shall make decisions in the best interests of TLN. Failure of a bidder to comply with requests for information or cooperate may result in the proposal being deemed non-responsive to the solicitation. Submitting a proposal does not entitle a bidder to an award or contract. TLN is not responsible for and will not pay any costs associated with the preparation and submission of any proposal. Awarded bidder shall not commence, and will not be paid for, any billable work prior to the date all parties execute the contract.
- F. Bid prices must incorporate any/all peripheral costs including, but not limited to the costs of products/services, delivery/transportation charges, training materials, labor, insurance, applicable taxes, warranty, overhead and profit, etc. that are required by the RFP.
- G. Bidder shall assume and pay all taxes, including state, federal, and local taxes, which are payable by virtue of the furnishing and delivery of materials or services specified. Materials and services purchased by TLN are not subject to either federal excise taxes or Michigan sales taxes. Bidders shall include all other applicable federal, state, and local taxes, direct or indirect, in their proposals.
- H. Bidder may withdraw their proposal at any time prior to the date and time for proposal opening. Requests for withdrawal must be made in writing on the bidder's letterhead to the official contact for the RFP.
- I. A bidder is considered responsible when it has the capability in all respects to fully perform the contract requirements and has the integrity and reliability that will assure good faith performance. TLN will determine whether TLN can or should do business with a bidder. TLN may consider factors including, but not limited to certifications, conflict of interest, financial disclosures, past performance, references (including those found outside the solicitation), compliance with applicable laws, financial responsibility, insurability, equal opportunity compliance, capacity to produce, ability to provide the required maintenance services or other matters relating to the bidder's probable ability to deliver the required services within the time and price as specified in this RFP.
- J. Michigan law and rule govern this RFP and any resulting contract. Bidder must bring any action relating to this RFP or any resulting RFP contract in the appropriate court in Michigan.

- K. All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the proposal process that are submitted to TLN as part of the proposal or otherwise shall become property of TLN and may be considered public information under applicable laws. However, TLN will consider requests for confidential treatment under Michigan Freedom of Information Act (FOIA) (MCL 15.231). A request for confidential treatment will not supersede TLN's legal obligations under FOIA. TLN will not honor requests to keep entire responses confidential. Bidders must show the specific grounds in FOIA or other law or rule that support application of confidential treatment. Regardless, TLN will disclose the successful bidder's name, the substance of the response, and the price. If bidder requests confidential treatment, bidder must submit an additional copy of the response with the proposed confidential information redacted. This redacted copy must tell the general nature of the material removed and shall retain as much of the original response as possible. Bidder shall list the provisions, identified by section number, for which it seeks confidential treatment and identify the statutory basis under Michigan or other applicable law and include a detailed justification for exempting the information from public disclosure. Bidder will hold harmless and indemnify TLN for all costs or damages associated with TLN honoring bidder's request for confidential treatment. Bidder agrees that TLN may copy the response to facilitate evaluation, or to respond to requests for public records. Bidder warrants that such copying will not violate the rights of any third party.
- L. 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, sexual orientation, 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.
- M. The bidder shall submit any protests or claims regarding this RFP to:

Jim Flury

The Library Network

41365 Vincent Court

Novi, MI 48375

A pre-bid protest must be filed no later than five calendar days before the proposal opening date, a pre-award protest must be filed no later than ten calendar days after the proposal opening date, and a post-award protest must be filed no later than ten calendar days after the award of the contract. Awards are not final until all protests are resolved. All protests or claims must set forth the name and address of the protester, the specification number, the grounds for the protest or claim, and the course of action that the protesting party desires.

TERMS OF THIS CONTRACT

The length of this contract shall be three (3) years. This contract is to take effect on October 1, 2018. This contract is to expire on September 30, 2021. 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.

Company Name: _____

Signed By: _____

(Representative for vendor must sign)

Print Name: _____

Title: _____

Address: _____

(City)

(State)

(Zip Code)

Phone: _____ Date: _____

PART I
DISCOUNTS FOR LIBRARY MATERIALS

List discounts for each of the following Categories of Library Materials for each of the four Library Categories:

| | Public | School | Academic | Special |
|--|--------|--------|----------|---------|
|--|--------|--------|----------|---------|

Print Books:

Adult Trade Hardcover

Adult Trade Softcover

Text, Technical, Reference, Small Press

University Press Trade

Adult Mass Market

Juvenile/YA Trade Hardcover

Juvenile/YA Trade Softcover

Juvenile/YA Library Binding

Publisher Single Editions

Juvenile/YA Mass Market

Juvenile/YA Book Kits

Continuations/Standing Orders

Large Print Hardcover

Large Print Softcover

**List discounts for each of
the following Categories of
Library Materials for each of
the four Library Categories:
(Continued)**

Public School Academic Special

Audio Visual Materials

Playaway Digital Audio Books

Playaway View

Talking Book Compact Discs

Talking Book MP-3 Format

DVD Format

Blu-Ray Format

Music Compact Disc Format

PART II

DISCOUNTS FOR CATALOGING, PROCESSING AND COLLECTION DEVELOPMENT SERVICES

List discounts for each of the following Categories of Cataloging Services for each of the four Library Categories:

| | Public | School | Academic | Special |
|--|--------|--------|----------|---------|
|--|--------|--------|----------|---------|

MARC Record

Original Cataloging Per Item

Copy Cataloging Per Item

Search of Customer Database

Item Records--Cost Per Item

Add Copy to Existing Record

List discounts for each of the following Categories of Processing Services for each of the four Library Categories:

| | Public | School | Academic | Special |
|--|--------|--------|----------|---------|
|--|--------|--------|----------|---------|

Plastic Jacket Applied Per Item

Plastic Jacket Loose Per Item

Spine Label Applied Per Item

Plastic Jacket/Spine Label Applied Per Item

Barcode Applied Per Item

List other available Processing Options

(Example, Theft Detection Device Applied)
and Provide Prices for Same

List discounts for each of the following Categories of Collection Development Services for each of the four Library Categories:

Public

School

Academic

Special

Access to Vendor Database--No Reviews

Access to Vendor Database with Reviews

Customer Initiated Collection Development

List Prep--No Reviews

Customer Initiated Collection Development

List Prep with Reviews

Vendor Initiated Collection Development

List Prep--No Reviews

Vendor Initiated Collection Development

List Prep with Reviews

Printed List Available? If not free, list price?

List discounts for each of the following Categories of Processing Services for each of the four Library Categories:

Public

School

Academic

Special

Plastic Jacket Applied Per Item

Plastic Jacket Loose Per Item

Spine Label Applied Per Item

Plastic Jacket/Spine Label Applied Per Item

Barcode Applied Per Item

List Other Available Processing Options

(Example, Theft Detection Device Applied)
and

Provide Per Item Prices for Same

List discounts for each of the following Categories of Collection Development Services for each of the four Library Categories:

Public

School

Academic

Special

Access to Vendor Database--No Reviews

Access to Vendor Database with Reviews

List discounts for each of the following Categories of Collection Development Services for each of the four Library Categories (Continued):

Public

School

Academic

Special

Customer Initiated Collection Development

List Prep--No Reviews

Customer Initiated Collection Development

List Prep- with Reviews

Vendor Initiated Collection Development

List Prep--No Reviews

Vendor Initiated Collection Development

List Prep with Reviews

Printed List Available? If not free, list price?

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.

SHIPPING

Preference will be given to vendors that assess no shipping charge. This includes shipment of items for return to the vendor. If the vendor imposes a shipping charge it is to be detailed here. Unless the shipping charge is detailed here and designated to take effect October 1, 2018 or at some other designated date during the life of this agreement, no shipping charge is to be imposed during the life of this agreement. Shipping shall be provided 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**.

FUEL SURCHARGES

Preference will be given to vendors that assess no fuel surcharge. If the vendor imposes a fuel surcharge it is to be detailed here. Unless the fuel surcharge is detailed here and designated to take effect October 1, 2018 or at some other designated date during the life of this agreement, no fuel surcharge is to be imposed during the life of this agreement.

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. Electronic invoices will be provided at the request of the library or cooperative.

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 statewide contracts/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) music compact discs
 - d) audio books (compact disc)
 - e) DVD/Blu-Ray
 - f) Large-print books
3. How many publishers do you represent? Please enclose a complete list of those major publishers you do not supply.
4. Does the discount rate increase with number of copies of a single title ordered? If so, please describe.
5. Can materials be returned to vendor even after processing? If no, which ones cannot? Is there a penalty?
6. Are subcontractors used in your operation? If so, please list them, their relation to you, and a brief description of the subcontractor's 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

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)? Examples would include OCLC, SkyRiver, etc.

Cataloging and Classification

Vendor must utilize and adhere to AACR2R2002, existing Library of Congress Rule Interpretations, **MARC 21 Format for Bibliographic Data and/ or Bibliographic Formats and Standards (OCLC, 4th edition, and RDA (Resource Description and Access).**

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 9xx field populated with order record information

The vendor must be able to provide downloadable MARC records with a 949 field populated with item 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*

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? This is commonly known as grid ordering.
4. Are processed materials returnable? If so, under what circumstances?

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 and its public, school, academic and special library members, ten additional Michigan library cooperatives and their public, school, academic and special 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 accept or reject all or any part of any response, as well as to remove from consideration any vendor that 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 (1) clearly marked original paper response, one (1) paper copy, and an electronic copy of the Proposal, must be submitted as stipulated below. Paper copy should be sent with the original response. No fax will be accepted. Sealed responses, designated **RFP STATEWIDE APPROVED VENDOR LIST** must be received by 3:00 P.M., Friday, August 24, 2018.
The original Proposal package, consisting of the original and the one (1) paper copy should be addressed to:

Jim Flury, Technical Services Manager

The Library Network

41365 Vincenti Court

Novi, MI 48375

The electronic copy should be addressed to:

jflury@tln.lib.mi.us

PART III

APPENDIX A

The following eleven Michigan library cooperatives and their public, school, academic and special member libraries are included in this proposal:

Detroit Library Cooperative

5201 Woodward Avenue

Detroit, MI 48202-4007

(313) 833-3997

Southwest Michigan Library Cooperative

609 W Michigan Avenue

Paw Paw, MI 49079

(269) 657-3800

Lakeland Library Cooperative

4138 Three Mile Road, N.W.

Grand Rapids, MI 49534-1134

(616) 559-5253

Suburban Library Cooperative

44750 Delco Boulevard

Sterling Heights, MI 48313-1025

(586) 685-5750

Mid-Michigan Library League

201 North Mitchell, Suite 302

Cadillac, MI 49601-1835

(231) 775-3037

Superiorland Library Cooperative

1615 Presque Isle Avenue

Marquette, MI 49855-2811

(906) 228-7697

Mideastern Michigan Library Cooperative The Library Network

503 S. Saginaw St, Suite 711

Flint, MI 48502

(810) 232-7119

41365 Vincenti Court

Novi, MI 48375

(248) 536-3100

Northland Library Cooperative

220 W Clinton Street

Charlevoix, MI 49720

(231) 855-2206

White Pine Library Cooperative

3210 Davenport Avenue

Saginaw, MI 48602-3495

(989) 793-7126

Woodlands Library Cooperative

P.O. Box 1048

Albion, MI 49224

(517) 629-9469

APPENDIX B

LINKS TO MEMBER LIBRARY LISTS FOR MICHIGAN'S 11 LIBRARY COOPERATIVES

Detroit Library Cooperative Member Library List:

<https://detroitpubliclibrary.org/locations>

Lakeland Library Cooperative Member Library List:

<http://www.llcoop.org/members.shtml>

Mid-Michigan Library League Member Library List:

<https://mml.ploud.net/site-assets/files/mml-members-contact-list-6-22-18.pdf>

Mideastern Michigan Library Cooperative Member Library List:

<http://mmlc.info/advisory-council/membership-directory/>

Northland Library Cooperative Member Library List:

<https://www.nlc.lib.mi.us/members/>

Southwest Michigan Library Cooperative Member Library List:

<http://www.swmlc.info/membership.html>

Suburban Library Cooperative Member Library List:

<https://www.libcoop.net/wordpress/member-library-directory/>

Superiorland Library Cooperative Member Library List:

http://joomla.uproc.lib.mi.us/SLC/images/pdf_files/slcdirectory.pdf

The Library Network Member Library List:

<http://tln.lib.mi.us/md/>

White Pine Library Cooperative Member Library List:

<https://wplc.org/wp-content/uploads/documents/wplcdirectory.pdf>

Woodlands Library Cooperative Member Library List:

<http://woodlands.lib.mi.us/wp-content/uploads/2018/06/DIRECTORY.pdf>