



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, July 10, 2015
3:00 P.M.**

Addressed to:

Jim Flury
Technical Services Manager
The Library Network
41365 Vincenti Court
Novi, Michigan 48375

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

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.

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, 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.

TERMS OF THIS CONTRACT

The length of this contract shall be three (3) years. This contract is to take effect on October 1, 2015. This contract is to expire on September 30, 2018.

Company Name: _____

Signed By: _____
(Representative for vendor must sign)

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 Libraries	School Libraries	Academic Libraries	Special Libraries
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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

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 Libraries	School Libraries	Academic Libraries	Special Libraries
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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 Libraries	School Libraries	Academic Libraries	Special Libraries
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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**

**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 Libraries School Libraries Academic Libraries Special Libraries

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

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?

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, 2015 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, 2015 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, July 10, 2015. 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 Vincent 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 c/o Paw Paw District Library 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 210 ½ North Mitchell 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 503 South Saginaw Street Suite 711 Flint, MI 48502-1807 (810) 232-7119	The Library Network 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 415 South Superior Street Suite A Albion, MI 49224-2174 (517) 629-9468

Appendix B

Links to Member Library Lists for Michigan's 11 Library Cooperatives

Detroit Library Cooperative Member Library List:

<http://www.detroit.lib.mi.us/branch-locator>

Lakeland Library Cooperative Member Library List:

<http://www.lakeland.lib.mi.us/members.shtml>

Mid-Michigan Library League Member Library List:

<http://www.mml.org/members.html>

Mideastern Michigan Library Cooperative Member Library List:

http://www.mmlc.info/member_directory/member_dir.cfm

Northland Library Cooperative Member Library List:

<http://nlc.lib.mi.us/members/index.htm>

Southwest Michigan Library Cooperative Member Library List:

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

Suburban Library Cooperative Member Library List:

<http://www.libcoop.net/slclibraries.html>

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:

<http://www.wplc.org/membership/wplcdirectory.pdf>

Woodlands Library Cooperative Member Library List:

<http://woodlands.lib.mi.us/wp-content/uploads/2015/05/Woodlands-Member-Directory.pdf>