



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
LIB06334

PAGE
1

ADDRESS: CORRESPONDENCE TO ATTENTION OF:
RON PRICE
304-558-0492

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

LIBRARY COMMISSION
CULTURAL CENTER
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV
25305-0620 558-2041

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/18/2006				

BID OPENING DATE: **05/31/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
RESPONSES TO QUESTIONS AS PER THE ATTACHED						
0001	1	LS		920-49		
INTEGRATED LIBRARY SYSTEM						
***** THIS IS THE END OF RFQ LIB06334 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required registration fee. (Effective June 8, 2006, the fee will change from \$45.00 to \$125.00 pursuant to House Bill 4031.)
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **DUPLICATE BIDS:** All quotations must be delivered by the bidder to the respective offices listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

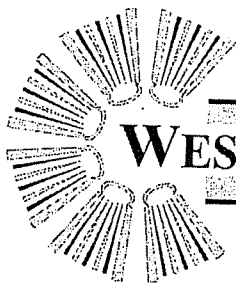
ORIGINAL SIGNED BID TO:

Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

DUPLICATE BID TO:

State Auditor's Office
Bid Observer
Building 1 Room W114
1900 Kanawha Boulevard, East
Charleston, WV 25305-0230

NOTICE: Beginning June 8, 2006, there is no need to submit a duplicate bid to the State Auditor's Office pursuant to House Bill 4031.



WEST VIRGINIA LIBRARY COMMISSION

To promote, assist, and support the development of Library Services
J.D. Waggoner, Secretary

Addendum #1 May 18, 2006

Do you happen to have the form to become a registered vendor with you at the pre-bid conference?

No, the form was not brought to the pre-bid meeting. Vendors can access the WV-1 form from the Purchasing website at <http://www.state.wv.us/admin/purchase/vrc/pforms.htm>. You will need Adobe Acrobat reader to view the form.

Please clarify commodity reports (3.4.25.5).

A commodity report is a report that our acquisitions staff is required to provide the State's Auditors office. It includes what commodities were purchased. In the Commission's case, commodities are books, sound recordings, etc. The report also includes how many commodities are purchased, individual who purchased the material, where the material was purchased, and each title in the order.

Please define "fund segments" (3.5.1). How do you use them?

The Library Commission defines a fund segment as a division of our library's funding for materials to be purchased. Under our current setup, the Commission only has one fund segment for all material within our acquisitions module. With the new system, we would like to have the larger budget broken down into fund segments for print books and further divide that into reference materials, fiction, nonfiction etc., as well as having fund segments for audio-books, video recordings, electronic databases, etc. We plan to use the fund codes to track how money is being used for the various library collections, and whether monies are allocated appropriately based on material circulation.

Please clarify the following request "Allow automatic linking of electronic invoice date to specific orders." (3.5.17.21)

The Library Commission would like to start receiving electronic invoices from vendors for acquisitions receiving. We would like to link acquisitions information to that e-invoice.

Please elaborate upon the "voucher data," (3.5.17.25) your workflow and data needed.

For the voucher data, we would need the publisher name and address, the Library Commission address, the voucher number, the invoice number from the invoice, date of voucher and off the invoice, the account number, and payment information. We would prefer to pull all of this information from the acquisitions module.

**Please describe your workflow for "repeat check-in of an issue."
(3.6.5.10)**

The Library Commission currently cannot repeat a check-in of an issue. This is a feature we would like the new system to have.

**Please explain the workflow/purpose behind "Be able to print at least two overdue notices based on a user specified date parameter."
(3.17.7.2)**

We would like to be able to print overdue notices based on user data and dates in a specific parameter within the patron record in the circulation module.

Please define "the process" in the statement "Generation of a bill that includes the process of the overdue items." (3.17.9.8)

On overdue items, on the bill we would like to include charges for processing the newly ordered replacement copy of the item.

Cleanup USMARC fields and subfields (3.18.4.2). What cleanup does the Library Commission foresee?

The Library Commission foresees the need to move information in MARC fields no longer in use, move information that was incorrectly placed in MARC fields, as well as changing the |x format subdivision to |v.

Implementation of the ILS must be completed 189 days after contract acceptance by the West Virginia Library Commission. (3.19.1) As most libraries ordinarily specify a date (e.g., January 1, 2007) or a period of months (e.g., 8 months), we're curious as to why the 189 days figure is specified here. This works out to about 6.3 months. Is there a required milestone that the ILS project completion is expected to coincide with?

Yes, there a reason we need the project done. The Secretary of the Library Commission requires this project to be completed before the next legislative session begins in January 2007. This will enable the Reference Library to train legislative support staff on the new system before the session begins.

Referring to the payment schedule, could the live circulation and acceptance of the system be considered the same thing? Is there an acceptance plan you have in place?

No, live circulation and acceptance of the system cannot be considered the same thing. Acceptance would be based upon how many modules are functional and how many issues there are that remains to be addressed by the successful bidder.

For the MARC information, do you have a handle on what will need cleanup, moved around, etc.?

Yes, the Commission does. The Commission will provide the successful bidder with an Excel spreadsheet that contains what MARC fields needs to be removed from our bibliographic records, which fields needs to be moved around in our bibliographic records, etc.

Do you have a general bibliographic record count for conversion?

During the pre-bid meeting, the estimate of 500,000 records was given. After reviewing the reports on bibliographic records within our database, 200,000 is a better estimate.

Do you want us, the vendors, to stick with the response scheme, or do you want elaboration on the item?

For consistency, we would prefer that the vendor stick with the response scheme. If the vendor feels that elaboration is needed on a particular item, please elaborate.

Do you have a sense of the total population of working staff for the Library Commission and Archives?

There is an estimated 100 working staff for the Library Commission and Archives.

When do you want to go live with the system?

The Library Commission wants to go live with the system the first week in January 2007.

With that objective the possibility of extending the May 31 deadline is not an option?

No, it is not an option.

Do you expect to do a best and final? Or, do you want response to be the best and final? Currently under state law, the Purchasing Division cannot negotiate best and final. After June 8, the Purchasing Division can negotiate.

When we submit a cost proposal, should we be ready to negotiate from there? No, if the highest point value is within the budget, then there will not be negotiations on price. It is still best for the vendor to give the best quote possible.

Would you consider a hosting solution?

In the vender response, list a hosting solution *only as an option*.



State Org # 0433
*P-Card

Receiving Report

Vendor Name: State Org Name:
West Virginia Library Commission

Vendor Address: WVFIMS Document ID:

Qty	Description of Commodities	Printed Name	Authorized Signature	User ID	Date
		Vickie Morris		R000144	

Agency Comments:

- Check box for commodities paid for by State of West Virginia Purchasing Card.

Pre-Bid Conference
SIGN IN SHEET

[Please Print]

Request for Proposal No.: 61806334 Date: 5/17/06

Firm & Representative Name

Mailing Address

Telephone & FAX Numbers

- | | | | |
|-----|---|---|---|
| 1. | <u>Sirsi Dynix</u>
<u>Steven Orton</u> | <u>5050 N. Dynix Drive</u>
<u>Provo, UT 84604</u> | T: <u>801-223-5200</u>
F: <u>801-223-5202</u> |
| 2. | <u>ENDEAVOR INFORMATION SYSTEMS</u>
<u>PATRICK JONES</u> | <u>1350 E. TOUCHY STE 200 E</u>
<u>DES PLAINES, IL 60018</u> | T: <u>(703) 299-0414</u>
F: <u>(847) 296-5636</u> |
| 3. | <u>Charlene Hoback</u>
<u>THC</u> | <u>Inwood, WV 25428-9223</u> | T: <u>800-325-7759 x251</u>
F: <u>304-229-0295</u> |
| 4. | <u>Nina Shell</u>
<u>ExecuTrain/ContactPointe</u> | <u>500 Lee Street East</u>
<u>Suite 500 Charleston, WV</u>
<u>25301</u> | T: <u>304-343-0478</u>
F: <u>304-343-0597</u> |
| 5. | <u>SUSAN PASTORE</u>
<u>EX LIBRIS, INC</u> | <u>313 WASHINGTON ST.</u>
<u>SUITE 308 NEWTON MA</u>
<u>02459</u> | T: <u>(617) 332-8800</u>
F: <u>(617) 332-9600</u> |
| 6. | _____ | _____ | T: _____
F: _____ |
| 7. | _____ | _____ | T: _____
F: _____ |
| 8. | _____ | _____ | T: _____
F: _____ |
| 9. | _____ | _____ | T: _____
F: _____ |
| 10. | _____ | _____ | T: _____
F: _____ |

Please print or write legibly. The fax number is essential to contact the attendees in a timely manner.