

RFP SJVLS 21-001 Library Management System

Addendum 1

Notes from Vendor Teleconference, 10/22/2020, 10:00 AM PST

Overview: San Joaquin Valley Library System (SJVLS or System) is seeking responses from qualified vendors for a library management system (LMS) capable of supporting a 10-member, 112-location consortium of public libraries. SJVLS has a long history of sharing a single LMS and actively sharing the majority of its library resources. SJVLS attempts to provide the member libraries with services that can be performed more economically as a consortium than as individual libraries. These services will be delineated in the scope of work.

Responses will be evaluated in two phases. The initial review will be conducted by SJVLS staff, who will review the answers to the questions in Appendix A. Answers will be assigned values of “Meets SJVLS needs”, “Does not meet SJVLS needs”, and “No opinion” based on the provided description of the function.

All responses that indicate they meet SJVLS’s needs for LMS functionality will be invited to give a presentation to the full selection committee. The presentations will be done virtually through Microsoft Teams, and will be scheduled for the week of December 9th through the 16th. Vendors will be allotted 2 hours for their presentation, plus time for any questions the selection committee may have.

The selection committee will include staff members from each jurisdiction with varying roles and responsibilities in the LMS, and will include staff who specialize in circulation, cataloging, acquisitions, serials, and e-resource management.

Q1: You are still asking for paper copies of the submission plus an electronic copy. Will SJVLS accept electronic submissions, or do you still want a paper copy?

A1: SJVLS still requires printed copies, so we can retain a physical copy in our office.

Q2: Do you have a project start date, or go live date? What dates might be expected for the library to decide to move forward with a new vendor/LMS and when would the library anticipate kicking-off the project?

A2: Our current ILS contract expires on June 30th, so our anticipated go-live date would be July 1st. We anticipate making a recommendation to SJVLS’s Administrative Council by January 15th and anticipate kicking-off the project in late January or early February.

Q3: There are forms that are required to be signed and returned, but they are not listed in the content requirements. Where would you like them placed in the response?

A3: Those forms can be included at the front of the submission behind the cover letter.

Q4: There is a conflicting message on pages 25 and 32 of the RFP regarding audited financial statements. Page 25 mentions audited financial statements that should only be sent if requested later, and on page 32 section G requires including audited financial statements in the initial proposal. Should we include audited financial statements in our response?

A4: We will not require audited financial statements to be included in the RFP response. They may be requested prior to issuing an award.

Q5: What foreign language support or interoperability do you require for the OPAC or staff client?

A5: Right now, Spanish is the only foreign language that we offer in the OPAC or staff client.

Q6: Regarding the makeup of the selection committee, will library directors be included on the committee?

A6: It depends, and the decision will be up to the jurisdiction. The directors will be able to select the staff they want to include on the committee. For some jurisdictions, the director may want to be involved, while in others the director would rather designate staff to attend.

Q7: For the vendor presentations, will the presentations be on-site or virtual?

A7: All vendor presentations will be conducted virtually. Vendors will have the option to do the presentation through their own teleconferencing platform, such as Zoom, or WebEx, or SJVLS can set up a meeting in Microsoft Teams for the presentation.

Q8: Regarding any amendments or other information that will be posted on the website, how will interested parties be notified of these changes?

A8: In the event of any amendments or changes to the RFP, they will be posted to the website and Chris Wymer will email the contacts used to notify the vendor about the posting of the RFP.