CITY OF PARKLAND
City of Parkland Library
6600 University Drive
Parkland, Florida 33067
(954) 757-4200

City of Parkland

REQUEST FOR INFORMATION AND COST ESTIMATE

FOR AN INTEGRATED LIBRARY SYSTEM

RESPONSES ARE DUE BY 2:00 PM FRIDAY MARCH 21, 2014

The City of Parkland
Request for INFORMATION (RFI) AND COST ESTIMATE – Integrated Library System

The City of Parkland ("City") Commission invites cost proposals and statements of qualifications, from highly qualified vendors for the delivery, installation, implementation and maintenance of an Integrated Library System using a web-based system.

It is the intention of the City to award a single contract to the most responsive INFORMATION AND COST ESTIMATE concerning this request (RFI).

> **QUESTIONS:** Questions should be sent to Joseph Green, Library Director. To facilitate prompt receipt of questions they can be sent to the Library via FAX at (954) 753-5223 to the attention of: Joseph Green or by email to: jgreen@cityofparkland.org and submitted no later than 4:30PM (Eastern Time) on March 13, 2014.

> **INITIAL CONTRACT PERIOD AND CONTRACT RENEWAL:** INITIAL CONTRACT PERIOD AND CONTRACT RENEWAL: The initial contract term shall commence upon final execution of the Contract by the City and shall expire in three (3) years. The City reserves the right to extend the contract for two (2) additional one (1) year terms providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City. The final executed contract shall be in a form approved by the City Attorney and City Manager.

> **ELIGIBILITY:** To be eligible to respond to this RFI, the proposing firm or principals must demonstrate that they, or the principals assigned to the project, have successfully provided services similar in magnitude to those specified in the Scope of Services section of this RFI to at least one (1) municipality similar in size and complexity to the City or can demonstrate they have the experience with large scale private sector clients.

> **INSURANCE:** The successful proposer shall not commence operations; construction and/or installation of improvements pursuant to the terms of this RFI until certification or proof of the insurance requirements set forth within the RFI have been received and approved by the City. Any questions as to the intent of meaning of any part of the insurance requirements should be directed to the Joseph Green, Library Manager.

> Contractor shall furnish to the City a Certificate of Insurance or endorsements evidencing the insurance coverage specified by this Article within fifteen (15) calendar days after notification of award of the Contract. The required Certificates of Insurance shall name the types of policies provided, refer specifically to this Contract, and state that such insurance is as required by this Contract. Contractor's failure to provide to City the Certificates of Insurance or endorsements evidencing the insurance coverage within fifteen (15) calendar days shall provide the basis for the termination of the Contract.

Coverage is not to cease and is to remain in force (subject to cancellation notice) until all performance required of Contractor is completed. All policies must be endorsed to provide City with at least thirty (30) days' notice of expiration, cancellation and/or restriction. If any of the insurance coverage will expire prior to the completion of the work, copies of renewal policies shall be furnished at least thirty (30) days prior to the date of their expiration.

City reserves the right to review and revise any insurance requirements at the time of renewal or amendment of this Contract, including, but not limited to, deductibles, limits, coverage, and endorsements based on insurance market conditions affecting the availability or affordability of coverage, or changes in the scope of work or specifications that affect the applicability of coverage. If Contractor uses a subcontractor, Contractor shall ensure that subcontractor names City as an additional insured.

Evaluation of Proposal/Award Process

Proposals will be reviewed by City staff.

Proposals will be impartially and consistently evaluated and scored based on the degree to which each consultant or consulting team meets the following criteria:

1) The vendor's ability to supply the components of the modules that are required for this installation. (25 %)

2) Experience and demonstrated success in facilitating comparable projects for public libraries (10 %)

3) The consultant's capability to meet time and project budget requirements and the availability of personnel to respond and provide services in a timely manner (10 %)

4) The consultant's fees for conducting and reporting on the needs assessment (55%)

This document is a solicitation for information only and may not be construed as a commitment of any kind given on behalf of the City to purchase any goods or services now or in the future. The City does not obligate itself in any way as a result of this Request for Information (RFI). Only the execution of a written agreement will obligate the City in accordance with the terms and conditions of that agreement. The City reserves the right to consider other properties besides those submitted through this RFI process. Any expenditure experienced by the respondents in preparation and submission of the RFI shall not be reimbursed by the City. If contract negotiations cannot be concluded successfully with the top ranked company, City Staff may negotiate a contract with the next highest scoring vendor or withdraw the RFI.

Proposers must submit one (1) identified original copy, one (1) electronic copy, plus two (2) copies of the proposal including any attachments such as system manuals covering all operations and functions. The proposal shall be signed by a representative who is authorized to contractually bind the Proposer.

Proposals must be submitted no later than 2:00 p.m. (Eastern Time) on March 21, 2014. All submissions and any supporting documents shall be to:

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City of Parkland Library
6620 N. University Drive, Parkland, FL 33067
Attn: Joseph Green, Library Manager

Electronic copy should be sent to:
jgreen@cityofparkland.org

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City of Parkland
Request for Proposals Integrated Library System

SECTION 1 - INTRODUCTION AND INFORMATION

The City is engaged in efforts to improve the functions of the library system and its interface with the user. Our goal is to improve public service with a variety of web-based and self-service functionalities as well as improve Staff efficiency and statistical reporting to improve productivity and accuracy. The City also desires to have a fully customizable mobile enhanced OPAC with visual and user friendly enhancements that are adept at integrating Web 2.0 tools as well as a separate and fully child enhanced OPAC.

The Parkland Library ("Library") is located in South Florida and operates one (1) library facility serving 25,500 residents with probable growth to 35,000 within the next eight (8) years. The Library foresees expansion in services and must look for a system that will grow to include a larger location and or mobile services. The desired system must be able to support Self-check-out, various eBook and streaming services.

The Library currently operates Liberty software by Softlink together with Syndetics and integrated Chili-fresh supporting current holdings of 40,000 units with approximately 40,000 titles in MARC format. Parkland has 120,000 items in circulation annually. Current network connections for the Library are shared with other City facilities via ATT T-1 lines.

SPECIFICATIONS AND PROPOSAL REQUIREMENTS

PURPOSE: The City is seeking INFORMATION AND COST ESTIMATES for Integrated Library System Software and Services (ILS). Applicant shall provide responses to vendor information, product and customers, functional requirements and cost in the formats provided. The system shall consist of software, installation, database conversion programs, on-site training and documentation, hardware/software maintenance, software support, and ongoing software enhancements necessary for full operation, all of which must be identified along with a cost estimate by the vendor. The proposed system is required to be purchased and converted prior to May

30, 2014.

City of Parkland Integrated Library System Requirements:

The City of Parkland Library System is seeking Integrated Library System software programs and services to support at least six (6) licenses:

1. Cataloging with Authority Control (1 station)
2. Public Access Catalog, User Portals (18 PAC stations)
3. Circulation (4 stations)
4. Statistical Reports and Patron Notices
5. Acquisitions (Optional)
6. Serials (Optional)
7. Inventory Control
8. Print Management for Public Access Catalog (Optional)
9. PC Scheduling for Public Access Catalog (Optional)
10. Self-Check with e-commerce, all-in-one functionality desired (Optional)
11. SIP
12. Extended warranty beyond initial year

VENDOR INFORMATION:

1. Please provide the number of years your firm has been in business. If your company has been involved in reorganization, acquisitions, or merger in the last three (3) years, explain.

2. If your company is currently for sale or involved in any transactions to expand or to be acquired by another organization, explain.

3. Describe your position in the ILS marketplace.

4. How many years has your company worked within the library automation industry?

5. Describe your company's commitment to product development in the last three (3) years.

6. How long has the Product that you are identifying in response to this RFI been actively marketed?

7. How does your company actively participate in the development and use of industry standards?

PRODUCT AND CUSTOMERS

1. Name the Product that you will identify in response to this RFI and describe it in several succinct paragraphs.

2. State the dates and general content of the last three (3) general releases or major upgrades of that Product

3. How many customers are currently running production versions (not experimental or test versions) of the Product?

4. List libraries of similar size and characteristics to Purchaser that are currently using the Product. Identify a central contact person for each, including name, address, telephone number, and electronic mail address. (see page 37 to identify references)

FUNCTIONAL REQUIREMENTS:

Using the provided format, respond to every functional requirement using the following criteria:

- **A= Available**- Vendor currently supplies this capability as a part of a general software release, included as a basic part of the INFORMATION AND COST ESTIMATE.
- **O= Optional Addition**- Vendor currently supplies this capability as part of general software release, but it is not included as part of the basic part of the INFORMATION AND COST ESTIMATE system and is an added-cost option. State cost information.
- **T= In Testing**- Development is complete, testing is underway, and general release is scheduled for within six (6) months from the date of this RFI response. State expected date for release and additional costs, if any.
- **N= Not Available**- This capacity is not currently available and will not be available within 6 months from the date of this RFI response for the INFORMATION AND COST ESTIMATE system.

Enter A, O, T or N in the box following the specification:

1. General System Requirements (Mandatory)		
1.1	The system is scalable to accommodate the Library's growth and addition of components.	
1.2	The system is configurable without vendor assistance.	
1.3	The system provides password protection for all data files.	
1.4	The system is compatible with barcodes currently used be the Library for materials and patron cards (14-digit CODABAR with MOD 10 check digit and A/B Start/stop Characters).	

1.5	The system supports MARC 21, SIP2, EDIFACT, BISAC, SISAC, and Z39.50.	
1.6	The system has vendor application support during the time that the Library is open.	
1.7	The system provides configurable report-generating functionality.	
1.8	The system complies with library and information industry standards.	
1.9	The system has email functionality.	

1.10	Major software updates must be self-installable, and should not require downtime of more than 2-4 hours.	
1.11	The vendors OPAC must be integrated into the library management system and be available in real-time, including circulation status, as records are updated on the integrated library system, requiring no batch loading or nightly re-indexing of the library's data.	
1.12	Must be compatible with all major browsers and their recent versions.	
1.13	Must secure interface between the OPAC and patron information.	
1.14	The system should provide the ability to locally customize the contents and display of the menu, search, and result screens.	
1.15	The system should provide the ability to customize, add or suppress commands, help screens, menus, and documentation at the system level for default profiles.	
1.16	The product should complete context-sensitive online help documentation across all subsystems. Online help should be searchable. Updates to the online help should be delivered with changes and updates to the Product.	
1.17	The Product must consist of integrated functions with a single point of entry.	
1.18	Users and Staff should be able to switch between the client and another application using standard operating procedures.	
1.19	The system should be able to run reports simultaneously and/or at peak periods without system performance degradation.	
1.20	The system is fully integrated to all modules (i.e. a single change to content or form is immediately reflected across the entire system).	
2. Cataloging, Database, and Authority Control Requirements (Mandatory)		
2.1	The system does encode all bibliographic records in MARC 21 Format for Bibliographic Data without limitation on record length.	
2.2	The system does encode all locally defined tags and fields such as 9XX or X9X.	
2.3	The system is capable of importing and exporting bibliographic records in MARC 21 Format for Bibliographic Data without vendor intervention and with full preservation of all content designators- including 9XX locally defined fields.	

2.4	The system displays of all MARC content designators (field tags, subfield codes, indicators) on the cataloging workstation and suppress display of codes on a Patron Access Catalog computers.	
2.5	The system does support varying levels of security for Library Staff using the bibliographic maintenance module.	
2.6	The system does support the restriction of certain Staff so that they only have access to item records, but not to bibliographic and authority records.	
2.7	The system does support the restriction of certain Staff so that they have access to bibliographic and item records, but not authority records and allow selected staff full access to item, bibliographic, and authority records.	
2.8	The system creates new item records on bibliographic records.	
2.9	There are no limits on MARC record lengths except as consistent with standards.	
2.10	The system has the ability to create and maintain templates for original cataloging.	
2.11	The system has the ability to create a new bibliographic record by "cloning".	
2.12	It is possible to retrieve records into Maintenance by control numbers. For instance, ISBN, ISSN, LCCN, and Publisher No. (MARC 028).	
2.13	Searching by call number is at the item level rather than at the bibliographic level.	
2.14	If the database contains more than one record with a specific control number, the system will retrieve all matching records and not just the first instance where there is a match.	
2.15	Once a record has been retrieved, there is a bridge to other functions in maintenance so that it is not necessary to re-key the search. For instance, if a MARC record has been retrieved for editing, there is also an easy access to functions for creating or editing item records that are associated with that record.	
2.16	When creating or modifying records, there is an easy means for adding diacritics.	
2.17	When modified or new records are saved to the database, the system provides a means for validating on all MARC fields to insure their proper use.	

2.18	When modified or new records are saved to the database, the system provides a means for validating authorized headings within the MARC record.	
2.19	As bibliographic records are added or modified, the system immediately updates all indexes and record displays in real time.	
2.20	The system provides a safeguard to protect bibliographic records from deletion when holdings are still attached.	
2.21	The system provides a mechanism to repair damaged indices in the bibliographic database.	
2.22	There is a utility for reporting and deleting (in batch) bibliographic records without holdings.	
2.25	The system does support the ability to load bibliographic records from various sources including, but not limited to OCLC Connection, other library catalogs on the internet, and vendors capable of creating MARC-compliant records.	
2.26	The system does support a hierarchy of controls numbers (e.g. OCLC, LCCN, ISSN, and ISBN) used for match/overlay as records are loaded to the bibliographic database.	
2.27	The system does support the customization used for match/overlay as records are loaded to the bibliographic database.	
2.28	The loader does support the ability to create item records when holdings data is included in incoming MARC records.	
2.29	There is a loader mechanism that will allow a full bibliographic record to overlay an on-order record in OPAC without losing information pertaining to holds or acquisitions.	
2.30	When an incoming record from the system loader matches or overlays an existing record in the database, all existing holdings, acquisitions and hold information is retained.	
2.31	There is a "MARC-out" utility that allows system staff to extract defined segments of the database. It is possible to extract all of the MARC records and holdings of a specific library. It is possible to extract records that have been added to the database from a specific data. MARC-out is also able to extract the entire database if necessary.	
2.32	The system is able to detect, report, and merge duplicate records and is able to manually or batch process to merge two or more duplicate records (with all associated holding, holds and acquisition information).	

2.33	The system allows global changes to the bibliographic database. For instance, at the system level, we might want to update the obsolete MARC coding with up-to-date tagging.	
2.34	The system will suppress MARC records from public display.	
2.35	The system can handle 13-digit ISBNs.	
2.36	The system provides automatic checking and updating of URL(s) in the MARC 856 field.	
2.37	The system does support item records for all formats.	
2.38	The system is able to produce spine and title labels with customization of line length.	
2.39	Item records contain the following data: a. Item (barcode) number b. Library code c. Branch code d. Location (collection) code e. Media (type) code f. Call number g. Fields for volume, copy and issue information h. Price i. Circulation status j. Circulation history (current year, last year, and cumulative) k. Status date (date of last status change) l. Source (vendor) m. Date of record creation n. Easily accessible notes which include: Charge/return notes, Free text (suppressed from OPAC) Notation to signify Standing Order	
2.40	The appearance of the screens for creating and modifying holdings records are the same.	
2.41	The system accepts 14-digit CODABAR items barcodes.	
2.42	There is a Quick Edit feature that will allow the Library Staff to change one or more item fields by scanning the barcodes of a group of items.	
2.43	It is possible to set up macros that will automatically insert frequently used library/branch/location/media codes.	

2.44	When adding volumes or copies for a specific title, the item record does retain default information from the last converted copy including the Library, Branch, Location and Media codes as well as the price and call number.	
2.45	The system allows quick deleting of multiple item records by wanding/scanning the item barcodes.	
2.46	There is an easy method to check on the presence of other items on the global record and delete the global record when the last holding record is gone.	
2.47	Price information from on-order records does transfer when creating the full item record.	
2.48	There is easy access between Bibliographic/Item Maintenance and all other systems modules including Circulation and patron records.	
2.49	The system does support MARC 21 Format for the Holdings Data at both summary and detailed levels, and either embedded or linked records.	
2.50	The system is capable of importing and exporting holding records in MARC 21 Format for Holdings Data without vendor intervention and with full preservation of all tags.	
2.51	The system does provide for display of all MARC 21 holdings tags on the librarian workstation and suppress display of codes on all patron access workstations.	
2.52	The systems serials check-in system automatically updates the MARC 21 holdings record including all content related to the 85X/86X paired fields.	
2.53	The system automatically populates from a MARC holding record for a serial or multi-part item from the bibliographic record.	
2.54	The system does support MARC 21 Format for Authority Data and allow all relevant bibliographic fields to be authority controlled.	
2.55	The system does generate SEE and SEE ALSO references from authority records and display them in the public access computers.	
2.56	The system is capable of importing and exporting authority records in MARC 21 Format for Authority Data without vendor intervention.	
2.57	The system is capable of editing authority records individually and globally and allows easy access to authority records editing from within the bibliographic module.	
2.58	The authority module is able to maintain separately records for similar, but unique name and subject headings.	
2.59	The system allows the batch loading of full MARC authority records (with Tags) from magnetic tape or ftp provided by vendors.	

2.60	The system does permit the electronic transfer of authority records in the full MARC format (with tags) from bibliographic utilities.	
2.61	The system does permit the online creation and editing of authority records (with cross references) by the catalogers.	
2.62	The system does link each record in the authority control file to each occurrence of that heading in the bibliographic database.	
2.63	The system does not allow references to unused headings.	
2.64	The system automatically re-links bibliographic records to authority records when authorities are changed or merged.	
2.65	The following bibliographic fields are accommodated in the authority files: a. Personal, corporate, and topical name headings in the name file b. Uniform title and series headings in a title authority file c. Subject headings in the subject authority files	
2.66	The system has the ability to review invoice detail, Order activities etc. at the bibliographic records.	
2.67	The system has the ability to create, merge, update and delete for group or individual bibliographic records.	
2.68	The system has the ability to sort search results (Title Alphabetical, Author, Series Authority, Subject Authority etc.)	
2.69	The system has the ability to limit search results.	
2.70	The system has the ability to search by: Alphabetical Title, Title Keyword, Content Keyword, Subject Keyword, Series Authority, Dewey Decimal Call Number, ISBN, LCCN, OCLC# , Barcode and Bib#.	
2.71	The system has a utility that allows for group or individual Holdings Maintenance.	
2.72	Price information from on-order holding transfers when creating a new item.	
2.73	The system has the ability to replace an item's barcode.	
2.74	The system has the functionality to view the current and past (or total) use count of items.	
2.75	The system has the capability to update holdings records for the same Bib.	
2.76	The system has the ability to update one or more holding records for different Bibs. For example fields you can change: Collection, Item Type, and Secondary Agency.	

2.77	The system has the option for printing labels for an item: for example, each space starts a new line.
2.78	The authority module is capable of merging authority records individually or globally.
2.79	The system has the option to change the call numbers in the holdings or to make them uniform.
2.80	The system has the ability to display works of an Authority record.
2.81	The system has the ability to link Authorities from the Acquisition module.
2.82	Upon merging bibliographic records the system automatically shuffles the patrons' holds.
2.83	The system does support serials functions in the cataloging module (i.e. check-in, altering publication patterns, altering predicted issues, printing routing list, etc.).

3. Library Public Access Catalog(PAC)(Mandatory)

3.1	The PAC has a Web-based interface which includes the same features for a remote user as for users within the library.
3.2	The PAC has administrator customization of the screens for content and style with multiple profiles for remote users and users within the library.
3.3	The PAC has direct linking of search screens, search results, and item records.
3.4	The PAC does offer basic and advanced full Boolean searching of the catalog using truncation and nested parentheses.
3.5	The PAC allows for all customized searching limits, including by branch, and sorting by at least author, title, call number, and publication date.
3.6	The PAC search results display the search terms, number of matching records, and highlight the search terms used.
3.7	The PAC search results clearly denote item format using graphical icons.
3.8	The PAC allows for administrator- customized lists such as best sellers and audiobooks.
3.9	The PAC item record provides a complete description of item status including copy information, location including branch and collection, due dates, and number of copies and holds.
3.10	The PAC item record is capable of displaying hyperlinks in the bibliographic information.
3.11	The PAC item record will email the record in HTML or plain text.

3.12	The PAC item record displays enriched content including cover art, excerpts, and reviews.	
3.13	The PAC allows users to access their borrower record including items checked out, items on hold, blocks and fines and fees.	
3.14	The PAC allows users to make changes to allowed fields such as address, phone number, and email address.	
3.15	The PAC allows users to renew their checked-out items unless blocks have been placed on their records.	
3.16	The PAC allows users to place a hold on any circulating item.	
3.17	The PAC allows users to save lists of items across login sessions.	
3.18	The PAC allows users to access third party electronic resources, preferably with a single login.	
3.19	The PAC has the ability to print screens completely.	
3.20	The PAC has help screens available from every webpage.	
3.21	The PAC is ADA compliant.	
3.22	The PAC has separate children's and adult modules.	
3.23	The PAC must provide the Library front webpage.	
3.24	The PAC must be visually enhanced to allow visual assortment of materials, and their availability (cover art images) Cover Art images are defined as book jacket images and AV images for CD and DVD dust covers at a minimum.	
3.25	The PAC must allow for read-a-like suggestions from Novelist.	
3.26	The PAC must allow for Patron material rating.	
3.27	The PAC must integrate catalog material into catalog search.	
3.28	The PAC must provide one stop authentication for Library and its databases.	
3.29	The PAC must develop or be in the process to release a mobile enhanced application that will allow for scanning of materials and comparison to library and allow self-check-out.	

3.30	The PAC must include built in HTML/XML tools that do not require Staff knowledge of hypertext or extensible markup language.	
3.31	It must be possible to edit the portal without HTML/XML knowledge or tool(s).	
3.32	The PAC display must utilize appropriate sized buttons and navigation elements for use on tablet devices.	
3.33	Smart PAC display must scale automatically to efficiently utilize the available resolution of the device being used to view it on (child vs. adult modules).	
4. Circulation, Inventory, Holds, Fines, ad Fees Requirements (Mandatory)		
4.1	Circulation manages all basic Circulation operations of the Library: check-out, check-in, renewal, registration, fine and fee processing, managing holds and recording statistical usage of library collection and borrowers.	
4.2	Circulation allows entry of borrowers and the items identification/barcode using a barcode wand or by manually keying in the borrower or item number.	
4.3	The system provides a check digit to assure that the numbers have been accurately entered. The system must alert the operator visually and audibly when the barcode label is incomplete.	
4.4	The system will "time out" after a library set interval (in seconds) to prevent items being charged to a subsequent patron on the previous patron validation.	
4.5	The system has an operator to adjust easily an items assigned due date via the terminal keyboard for individual or unique.	
4.7	Circulation is fully integrated with other system programs and operates in real-time mode with all transactions being immediately recorded.	
4.8	The system will automatically display on the checkout screen; patron name, patron barcode number, item barcode number, short title and due date.	
4.9	The system will automatically switch patron record if a patron barcode is entered when an item barcode is expected.	
4.10	The system will check out materials that have been temporarily reassigned or transferred from another branch or borrowed from another library.	

4.11	The system will detect items presented for checkout that have not been checked in, allowing for the item to be automatically removed from the previous patron record without a fine assessed and then allowing for the present checkout session to continue.	
4.12	The system does interface with a self-check machine from a vendor such as 3M Mobile Staff Workstation or mini scanner.	
4.13	Circulation allows librarians to profile circulation parameters using types of materials, types of borrowers, overdue thresholds, and various fines and fees in an easy to manage profiling program that can be modified without vendor intervention or cost.	
4.14	If borrowers are registered as juvenile or young adult based on age thresholds and birthdates are entered into the borrower record, the system will automatically upgrade their status to young adult or adult when the age threshold is met.	
4.15	Circulation does include full access to all operations from single screen using industry standard Windows conventions including cascading of multiple windows, printing, downloading, and email.	
4.16	Circulation supports printing of date-due slips, fines and fee payments, hold flags, or other system alerts to the assigned thermal printer.	
4.17	Circulation supports immediate printing of any display screen by the operator to either an assigned or selected printer such as unresolved fines, fees and damaged items.	
4.18	An offline Circulation product is available for capturing data for down-server operations and for remote sites that may operate offline.	
4.19	Unique ID numbers (in the form of barcode labels attached to the item) are entered in each copy record in the database for use in Circulation transactions, tracking, and inventory.	
4.20	Unique ID numbers (in the form of barcode labels attached to the borrower card) are entered for each borrower registered in the database to be used for Circulation transactions and for the user's unique identification for authentication of those instances that authentication is required.	
4.21	Borrower records contain at least name, permanent address and telephone, secondary address and telephone, cell telephone, and email address, and are searchable by all these fields.	
4.22	The system allows additional fields to patron records without additional charge.	
4.23	The system enables patrons to designate representatives who can check out and renew items in their names.	

4.24	The system allows staff members to copy an existing patron record and retain certain fields (to ease the creation of patron records for different members of the same family).	
4.25	Circulation has a portable scanner and inventory program to manage status of items in the collection, allowing identification of items with an "on-shelf status" but missing from the shelf, items with a "not-on-shelf status", but located on the shelf and items that are incorrectly shelved.	
4.26	Circulation has a portable scanner to be used to scan those items that are "used but not checked out" to accumulate statistics and lists.	
4.27	Circulation does support a calendar function to define closed days and automatically adjust check-in times accordingly.	
4.28	Circulation allows manual reset of check-in date to accommodate book drop check-in and unexpected closures.	
4.29	The system allows the operator to print a check-in receipt for the patron.	
4.30	Circulation supports expiration dates for borrower privileges and must automatically message Library Staff when the date is approaching and not check out items beyond that date.	
4.31	Circulation supports extension of expiration dates with a simple keystroke at the time of checkout or accessing the users' records.	
4.32	Circulation will produce "expiration date notices" to be sent to users when their expiration date approaches using the stand notice delivery parameters.	
4.33	Circulation allows for a library-defined number of renewals, for renewals in person, via telephone software, via access to the users record from any location and the calculation of the new date when items are renewed.	
4.34	Circulation supports library-defined fines and fees with automatic calculation of fines when items are checked in late and circulation of estimated fines due if overdue books returned today by borrower.	
4.35	The system provided Staff the option to waive fees and fines.	
4.36	Circulation allows Library Staff to post charges for photocopies, interlibrary loan fees, and allow these to be created when needed so complete explanation of charges can be entered.	
4.37	Circulation automatically calculates fines when Library Staff is assisting a borrower and presents a message when items are being checked in or renewed and support payment posting to a record modification or deletion.	

4.38	Circulation supports a batch check-in that does not message and require action for each fine transaction calculated during check-in.	
4.39	Circulation supports communicating channels of notification to registered library users through email, phone notification, and printing notices for US Mail and the ability to define a hierarchy of notices to be sent, i.e. email notices sent first if email addresses are contained in borrowers record, then phone notification, then if not successful, a printed notice to be sent by US Mail.	
4.40	The Library will have the ability to create a mailing from the borrowers file and to create its own message for notification to users though standard communication channels of email, phone or US Mail.	
4.41	Borrower records are managed by library-defined profiles which link to and display at least the following information when accessed; borrowing restrictions, patron type codes, fines and fees owed, outstanding materials, hold requests, last activity date, expiration date, notes field, and personal identification number.	
4.42	When a new borrower record is created, the system automatically assigns the last four digits to the borrower's permanent phone number (entered into that field) as their personal identification number (PIN) without requiring Library Staff to key it in; the borrower can access their own record and change it if they desire.	
4.43	The system will allow the borrower to access their own record and change the address, phone, email and pin.	
4.44	At the time of new borrower registration, the system will perform a duplicate check to determine if there are existing records that meet the criteria being entered.	
4.45	The system will allow for "on the fly" entries for borrowers requiring only name, permanent phone, and barcode number to facilitate quick check-outs and placement of holds.	
4.46	The system will allow for "on the fly" entries for titles requiring only title and barcode number to facilitate quick check-outs with overlay of brief record by full USMARC 21 records with all circulation information retained.	
4.47	The system will allow for ephemeral records to be created to check out and count statistics, but not created and inventory trail for items such as periodicals, brochures, and other library defined materials.	
4.48	The system will allow the Library to define the grace period used in circulation overdue items, fines, and notices (etc.).	

4.49	The system will allow library-defined parameters for purging inactive borrower records, i.e. last activity date and expiration date, based on types and other parameters.	
4.50	The system will be able to search the library catalog during check-out or check-in and then return to check-out or check-in without having to rescan the ID card or barcode on interrupting check-out or check-in procedures.	
4.51	The system will support retention of the last borrower for each item in order to manage problems such as damages, at the library options.	
4.52	The system will allow the Library to renew items from the check-in screen, using a renewal mode. Staff is notified if there is a problem renewing the item.	
4.53	The system will break the link between the item record and patron record at check-in.	
4.54	If an item is deemed to be damaged, the system allows the operator to identify the responsible borrower and invoke a message to be sent through standard notification parameters.	
4.55	Circulation provides for the linking of borrowers within a family and for easy registration for all family members.	
4.56	The system will allow operators to register patron without exiting the check-out function.	
4.57	The system will alert Staff when checking in materials which do not belong to the library and to which library the items must be routed.	
4.58	The system will automatically block borrowers from continued privileges based on Library defined parameters such as overdue, fines, claims returned and lost books with a display message defining the entire reason for the block without the need of the Library Staff to conduct other inquires, and the ability of the operator to proceed with a single keystroke.	
4.59	The system will clear patron records automatically of old blocks including unfilled holds, cancelled holds, or expired holds according to a specified date.	
4.60	The system will allow Library Staff to quickly and easily place manual blocks with explanation note ("need address update") with a display message stating the entire reason for the block without the need of Library Staff to conduct other inquires, and the ability for the operator to proceed with a single keystroke.	

4.61	Circulation supports "claim never checked out" and "claims returned" status, to be invoked by Library Staff, and allow the Library to define a yes or no decision on whether or not the system continues to charge fines on the item placed into "claims never checked out" and "claims returned" or calculated no fines from the original due date.
4.62	The system will allow for additional library-defined statuses without programmer intervention.
4.63	The system provides an "in-house use" check-in mode to provide statistics for in-library use of materials.
4.64	Circulation supports item status of "missing" with Library Staff action invoking status of missing.
4.65	Circulation supports item status of "lost" which is automatically invoked after a library-defined period of time of being overdue, or can be invoked by Library Staff, at which time the borrower is sent a bill for lost item.
4.66	Library Staff has the ability to define whether lost items are displayed in the library Public Access Catalog.
4.67	When copies are flagged as "missing", "claims returned", "claims never checked out". Or "lost" a report is automatically routed to the technical services staff defined by the Library.
4.68	If "claims never checked out", "claims returned", "missing" or "lost" items are scanned during inventory, in-library use, or at check-in or check-out, the status automatically reverts to "on shelf" or "checked out" status without requiring staff intervention.
4.69	If a lost item is scanned during inventory, in-library use, or at check-in or check-out, a message is routed to define Library Staff for investigation in the event a refund is due to a borrower.
4.70	When items in "missing", "claims never checked out", "claims returned", or "lost" status are withdrawn from the system, any fines and fees owed and the associated titles are retained in the patrons' history until they are paid.
4.71	Authorized Library Staff are able to override restrictions on borrowers or on materials by using one keystroke without leaving the transaction in progress.
4.72	The system will allow for renewal of all items or individual items for a borrower with a single command.

4.73	The system will allow the operator to access information about the item being checked in without leaving check-in function. The system provides at a minimum the following information; item barcode number, patrons name, patrons ID number, shortened title, and due date of item.	
4.74	The system will allow the operator to search the item being checked in (i.e. in the event of missing barcodes etc.) without leaving the check-in function.	
4.75	The system will allow staff to define a floating collection, so items are "owned" by the location that checked them in, instead of being sent back to the location from which they were checked out.	
4.76	The system will allow library-defined blocks of renewals if the patron is delinquent, the title as a hold registration against it, the renewal limit has been reached, or an item is restricted in some other way.	
4.77	Circulation restricts checking out of materials designated as non-circulating and allows Library Staff intervention to proceed with a single keystroke.	
4.78	Circulation will allow Library Staff to place holds from staff workstations or borrowers to place holds as part of the Public Access Catalog from any library or remote location if not restrictions are on the material or the user.	
4.79	Circulation alerts the operator when placing holds that a borrower is blocked, their privileges have expired, or if materials have restrictions against holds and allow the operator to proceed with a single keystroke.	
4.80	Circulation does allow for hold to be placed on several levels including; owning library holds with only titles owned by the designated pickup library filling holds; grouped library with groups of library defined or fill-in holds; system-wide holds with items throughout the entire system filing holds for all libraries in a "first come first served manner"; and copy-specific holds with only the particular barcode copy fining the hold.	
4.81	The system will allow staff to define individual copies and/or titles that may not have holds placed on them so they always go to the shelf, available for borrowers who prefer to browse shelves.	
4.82	The system will allow no holding limitations and allow Library Staff to remove a hold by a simple straightforward action.	
4.83	Staff has the ability to move a copy up or down the hold list and define a priority for filling holds.	

4.84	The system will provide on-demand lists of all titles on hold with the number of holds for each which can be viewed, printed or emailed.
4.85	The system will support holds for "on shelf" items and production of a pull-list for those items to be retrieved and routed to pick-up locations.
4.86	Circulation sends an alert message at check-out, renewal, or check-in, or any other transaction that accesses the borrower records that items are available on the hold shelf.
4.87	The system will move a hold from a copy being processed as "missing" "claims returned, "claims never checked out" or withdrawn" to the next copy so that the borrowers place in the hold queue is not lost.
4.88	The system will generate a hold cancellation notice for the user if the Library Staff is invoking a status of "missing", "claims returned" "claims never checked out" or "withdrawn" on an item with holds and there is no other copy.
4.89	Circulation is able to generate notices to inform patrons why their holds are being cancelled such as the last copy is no longer available and such notices will be managed with standard notification procedures.
4.90	The system will allow library-defined parameters for managing holds for titles which are on order in processing.
4.91	The system will produce an expired hold notice for the hold shelf so Library Staff can manage those items not retrieved by borrowers with in the library-defined time parameters.
4.92	The system does not take action on the expired items until those items are retrieved and checked in.
4.93	The system will produce a "purchase alert" for titles when the library-defined ratio of numbers of holds to number of copies is exceeded.
4.94	The system will allow staff to initiate a recall for specific titles or copies with a recall message notice produced and managed with standard notice procedures.
4.95	The system is able to accept cash, debit, or credit card payments for fines, fees and other costs.
4.96	The system does support a cash register function and print for collections of fines, copies and all other miscellaneous fees assessed.
4.97	The system does produce a cash balance report for a library-specified period of time.

4.98	The system does support a cash register function to collect monies from sales such as Friends of the Library items.	
4.99	The system does produce, based on library-defined parameters, a mailing label for books that are on hold and to be mailed, or produced on demand for other items to be mailed.	
4.991	The system has the ability to divide collection into sections and subsections to ease inventory procedures.	
4.992	The system has the ability to report and make corrections from all controlled tag areas.	
4.993	The system contains inventory hardware for ease of process.	
5. Reports and Notice Requirements(Mandatory)		
5.1	Circulation will provide reports on the number and type of transactions on a variety of library defined criteria, such as daily, weekly monthly annually time location workstation user type material type, classifications, reciprocal borrowers and all reports are sorted by library-defined parameters.	
5.2	The system retains circulation history of individual items but not of individual borrowers' information to protect the privacy of patrons.	
5.3	The system will allow reports to be generated by any authorized Library or Computer Staff.	
5.4	Technical Staff can design report and notice formats.	
5.5	The system does allow for a variety of library-defined notices to be generated for notification using US Mail, email or telephone notification.	
5.6	The system can generate the same statistics for reciprocal borrowers as for system borrowers and will include statistics for how many items are routed to and from all libraries.	
5.7	The system can produce a listing of all items on the shelf and/or all items missing from the shelf by examining the circulation records and the dates of inventory scanning and last check-in.	
5.8	The system will support customizable report generation and production functions that will allow Library can computer staff to prepare customized reports as necessary.	
5.9	The system will support a variety of standard reports and notices for users based on library-defined parameters such as overdue, fines and fees, lost books, etc.	

5.10	The system will support the ability to send user notification by email, phone, and print through US Mail and allow technical staff to define a hierarchy to send email notices first (if email is in the user record), phone notices second, and print notices as the last resort.	

6. Acquisitions Requirements (Optional)

6.1	The system does provide support for direct, modifiable, interaction with the OPAC, including an on-order or an in-process status. In addition, it is possible to identify the number of copies ordered, how they will be distributed, and what type of material. Holds can be placed on the record.	
6.2	The system does support full-screen editor and update function to keep vendor, order and fund records current.	
6.3	The system does support the fund records to contain current status of order funds for encumbered, expended, free balance.	
6.4	The system does provide security for access to the fund structure and all functions linked to user log-in.	
6.5	The system does support disencumbering or reversing an amount that has been encumbered, as well as an expense.	
6.6	The system does show list and discount prices, carry through to other fields.	
6.7	The system will support the ability to order multiple copies and assign to different funds.	
6.8	The system does support a duplicate order alert with an override.	
6.9	The system does support the ability to modify and transfer funds from account to account.	
6.10	The system supports real-time updates, fund, and vendor records.	
6.11	The system does support the capability to cancel single titles, partial orders, or complete order with automatic updating of fund accounting.	
6.12	The system supports the masking of bib data from the Public Access Computers necessary.	
6.13	The system will retain holds placed on on-order items to full MARC records when they are cataloged, with no loss of data or re-entry of existing data required.	
6.14	The system can create MARC records, transfer a record from the bibliographic database, or transfer from a utility into the acquisitions module for an order record.	

6.15	The system supports the "receive" and "un-receive" functions. Ability to change the status of orders and individual items.	
6.16	Upon receipt of an order the system will automatically change the status to in process.	
6.17	The system supports "pay invoice" with ability to reserve "pay invoice".	
6.18	The system can search by order number, purchase order number, author, title, keyword in title, or ISBN.	
6.19	The system supports the ability to provide an on-order display in alphabetical order by author, title, or vendor.	
6.20	The system supports BISAC and SISAC, including all electronic order, receipt, status, cancellation, and other communications, with the ability to have multiple vendor and order links, with FTP capability.	
6.21	The system supports the ability to create, update and review vendor's records including the ability to enter and edit contact information as well as addresses etc. on vendor record. Vendor records have a free-text field.	
6.22	The system does support preparing invoices and vouchers including the ability to enter invoice information and automatically compare it with the receipt information.	
6.23	Upon processing invoices the system will support automatic updating account funds from encumbered to expended and the closing of the acquisitions record.	
6.24	The system does support the ability to batch or print individual payment vouchers.	
6.25	The system can support claims for items ordered but not received to be produced for local evaluation at intervals established by the local entity.	
6.26	The system supports the ability to print or electronically submit claims to vendors at operator discretion.	
6.27	The system supports the ability to create reports and compile statistics. The following reports/statistics are examples and not limited to: open order reports, vendor performance reports, and fund status reports, purchase alert notices, etc...	
6.28	The system supports the option to receive orders individually or in a work list.	
6.29	The system supports the option to print to the screen.	
6.30	The system supports the ability to Clear Printed Vouchers, Purchase Orders, Items Received, etc.	

6.31	The system supports the ability to Rebuild a Receipt Work list changing the list parameters. For example excluding orders whose status has changed to "Closed".	
6.32	The system can automatically create work slips when orders are released.	
6.33	The system supports the ability to print work slip for a group of received orders at once or individually print work slips.	
6.34	Work slips include order number, Library's Purchase Order No., bib number, price, title, author, ISBN, number of holds, distribution, item type and collection and processing notes, account no, and negative barcodes.	
6.35	Price transfers when downloading records from vendor supplied databases such as Title Source III or iPage.	
6.36	The system supports the ability to create session defaults when entering orders.	
6.37	The system supports the ability to create Bib and holdings when entering orders.	
6.38	The system supports the ability to update vendor information at an Order Record.	
6.39	The system supports the ability to create invoice records. For example: fund accounts, vendor, Purchase Order No., etc.	
6.40	The system supports the ability to create invoice record (invoice header) containing billing information for one or more orders.	
6.41	The system supports the ability to create an invoice line item(s).	
6.42	The system supports various invoice types. For example: Misc. Credit, Credit Memo, Miscellaneous, Proforma, Regular, etc...	
6.43	The system supports the ability to "Save" or "release" orders, purchase orders, invoices, etc...	
6.44	The system supports the ability to Reprint Purchase Orders, Payment Vouchers- INCLUDE PROCESSED VOUCHERS.	

6.45	A payment voucher contains the following information: a. Remit to address b. Invoice Number c. Invoice ID Number d. Payment Due Date e. Account Number f. Vendor Number g. Currency used h. Order Number i. Description- title/notes j. Quantity k. Invoice Amount l. Base Amount m. Total Quantity ordered n. Total Invoice Amount o. Fiscal Year p. Fund Number/ Amount	
6.46	The system supports the ability to put holds on individual patron records when entering orders.	
6.47	The system supports the ability to individually or batch update orders by list. For example: Purchase Order no., Account Funds etc.	
6.48	The system supports the option to print purchase orders or process them.	
6.49	The system supports the ability to receive electronic order acknowledgments from a vendor.	
6.50	The system supports the ability to create a list based on certain criteria- for example Purchase Order no., date of order, vendor, open orders, etc.	
6.51	The system supports the ability to attach to an existing bibliographic record or create an order from scratch.	
6.52	The system supports the ability to batch update Purchase Oder numbers, vendors, etc.	
6.53	The system supports the ability to Reprocess purchase orders, payment vouchers, etc... With the option to INCLUDE PROCESSED ORDERS.	
6.54	The system supports the ability to cancel an order, Reopen a canceled or closed order, Change the vendor for an open order, Update encumbrances for a single or group of orders, or Delete an order.	
6.55	The system supports the ability to un-receive an order.	

6.56	The system supports the ability to cancel individual copies from cancellation screen or from the receipt screen.	
6.57	The system supports the ability to receive partial orders.	
6.58	The system supports the ability to Reverse an invoice.	
6.59	Fully converts all open, preordered, closed, saved acquisitions data from previous system, including open orders, serials check-in records, vendor and fund accounting data, such that work can begin on the new system without any preliminary manipulations required on the part of the operator.	
6.60	The system allows orders to remain active across fiscal years.	
6.61	An order contains the following information: a. Order ID Number b. Status of order-open, closed, released, canceled, pre-order, etc. c. Fiscal Year d. ISBN/ISSN e. Author f. Title g. Publisher h. Format i. Vendor j. Unit Price k. Discount l. Currency Used m. Number of Pieces n. Order Quantity o. Order Amount p. Location q. Quantity for the branch location r. Account No.- account the funds will be encumbered s. Money Amount- ability for the system to automatically calculate this field based on the quantity ordered for that branch location X the unit price t. Cancel- the option to cancel order u. Returned- option to return an item from the receipt screen	

6.61 cont.	v. Received- system default in Item or Batch Receive w. Paid x. Ship to y. Bill to z. Approved by aa. Comments bb. Order Notes cc. Item type dd. Collection Code	
7. Serials Control Requirements(Optional)		
7.1	The system supports an easy set-up and maintains Publication patterns for regular and irregular titles.	
7.2	Magazine spine labels print on check-in at the operator's option.	
7.3	The system has the ability to review claim and operator trigger printing.	
7.4	The system has the ability to display what issues you have in descending chronological order (most resent date first) and their status.	
7.5	The system has the ability to put holds on individual issues.	
7.6	Claims for issues not received are available for printing and forwarding to vendors at operator discretion.	
7.7	The system has the ability to sort item records linked to a serial bibliographic record by date, most recent first.	
7.8	The system has the ability to create, maintain routing lists and print upon check-in.	
7.9	The system has the ability to scan UPC code to check in a serial upon receipt (UPC barcode supposedly contains volume and issue number information).	
7.10	The system does accommodate all types of serials, current and ceased, including, but not limited to: a. Periodicals b. Continuations c. Newspapers d. Annuals and irregulars e. Monographic series	

7.10 cont.	f. Proceedings and transactions g. Indexes and abstracts h. Supplements i. Loose-leaf materials j. Cumulated version	
7.11	The system supports predictive check-in for serial materials based on pattern records that can be both keyed in locally or imported from an outside source (e.g. converted pattern data from 891 bibliographic fields).	
7.12	The system allows staff to override automatically predicted issues/volumes if an unexpected item is received (i.e. combined issues, supplements, directory issues, etc. without having to edit pattern).	
7.13	The system allows the receiving of multiple copies of an issue or item to check in all at one time to edit pattern.	
7.14	The system supports claims that include all appropriate identifying information, including, but not limited to, the vendor, purchase order number, account number and title number/subscription ID etc.	
7.15	The system has the ability for claim-sorting and batching mechanism so that claims may be organized by vendor, by date, or other desirable groupings.	
7.16	The system will support electronic claims, including email capability.	
7.17	The system will support follow-up claims and claim alerts if a specific issue fails to arrive.	
7.18	The system will retain claim history or tracking information.	
7.19	The system supports the capability of importing and exporting MARC Holdings and Locations records with no loss of data integrity.	
7.20	The system will accommodate local notes, both public and non-public, in the holdings record.	
7.21	The system supports a routing process which captures lists of journals routed by title and by person.	
7.22	The system has the ability to easily update and delete routing information (including global changes).	
7.23	The system provides a hierarchical prioritization for routing designations and destinations (e.g. routing of a specific individual at a designated location).	

7.24	The system supports the ability to block routing information from public view.	
7.25	The system supports the ability to un-receive/undo issues received.	

8. Print Management(Optional)

8.1	The system does display number of pages and cost at public access PC.	
8.2	The system will request patron confirmation before sending print job to print server.	
8.3	All system software runs on Microsoft Windows XP SP2.	
8.4	The system does control print jobs at a print server and a Staff computer.	
8.5	The system does require payment before releasing print job.	
8.6	The system has a coin/bill/credit card payment package or interface with a third-party package.	
8.7	The system is managed by a Staff controlled PC at each branch.	
8.8	The system is configurable to keep print jobs until a specific time.	
8.9	The system will allow Staff to override charges for print jobs.	
8.10	The system will allow Staff to print jobs on individual pages of a job for patron.	
8.11	The system will provide statistical reports including material usage and payments by branch.	
8.12	The system does require identification and password for patron to print at the print server.	
8.13	The system will allow patron to view only the patron's print jobs.	
8.14	The system will allow print jobs to be sent to more than one print server.	

9. PC/Room Scheduling (Optional)

9.1	The system will allow daily reservations from a central computer as well as "walk up" access at the public access computers.	
9.2	The system will allow patron to specify amount of time up to limit.	

9.3	All system software runs on Microsoft Windows XP SP2.	
9.4	The system will allow configurable time limit for patron to log on to a reserved public access computer.	
9.5	The system will allow Staff to shut down a public access computer.	
9.6	The system will validate patron by communicating with the Library ILS.	
9.7	The system will scan a patron's library card.	
9.8	The system will allow staff to generate guest login ID's and passwords.	
9.9	The system keeps track of patron's PC usage via the ILS system.	
9.10	The system is managed by a Staff controlled PC at each branch.	
9.11	The system will keep track of the patrons PC usage via the ILS system.	
9.12	The system is configurable to boot and shut down all public access computers at a set time.	
9.13	The system displays the next available reservation time to the patron at a centralized computer.	
9.14	The system allows patron to connect to a centralized server to make a reservation.	
9.15	The system allows patrons to reserve event room usage and study areas.	
10. Self-Check (Optional)		
10.1	Vendor has provided a list of Integrated Library Systems that the unit can communicate with and exchange data.	
10.2	Units have the ability to incorporate RFID technology.	
10.3	Vendor did specify minimum requirements for RFID tags to be readable by the unit.	
10.4	Units have a desensitizer for magnetic strips.	
10.5	Units utilize barcode scanner that will read 14 digits CODABAR with MOD 10 check digit and A/B Start/Stop Characters.	
10.6	Vendor provided maintenance options.	
10.7	Maintenance is renewable.	

10.8	Vendor shall provide Staff training.	
10.9	Unit interface shall provide self-help displays.	
10.10	Unit provides a coin/bill/credit card payment package or interface with a third-party package.	
10.11	If unit is part of a table or stand, it is a ADA compliant.	
11. SIP	**(Mandatory)**	
11.1	System should allow the creation/registration of patrons from self-service devices.	
11.2	System shall allow patrons to update their PINs/Passwords from a self-service device in the library.	
11.3	System shall allow patrons to update their home address and phone numbers.	
11.4	System shall support handling of electronic resources.	
11.5	System shall support staff overrides on self-service circulations.	
11.6	System shall support the sortation systems.	
11.7	System shall support PC Management systems.	

City of Parkland
Request for Information and Cost Estimates – Integrated Library System

Statement of Work and Price Quotation

Vendor Name: _____

Vendor Business Address _____

City: _____

State: _____

Zip: _____

Phone: _____

Fax: _____

Web Address: _____

Proposer Name: _____

Proposer Email: _____

Proposer's Signature: _____

Identify Product Name and Release #

_____

INFORMATION AND COST ESTIMATE expires:

_____

Terms: _____

COST PROPOSAL:

Using the attached form and Cost Proposal, the Proposer shall present the financial proposal for providing the Proposed Services. The prices or discounts offered are for firm, fixed price proposals:

Section 1 – Scope of Work
Vendor (state name and product) _____ will provide the following to the Parkland Library:

Item	Description	Quantity	Unit Price	Total
1	Electronic Data Transfer including: Conversion of Parkland Library's data set including, but not limited to MARC catalog records for use with vendor's system, patron records and other pertinent data concerning ILS for Parkland Library.	1		
2	Database Delivery includes:			
	Hosting preview of data in live database for review and approval.	1		
	One change to records (if necessary) before finalizing customer installer.	1		
	Create and store a backup CD of Parkland Library provided converted data.	1		
3	Vendor's content management system and annual cloud subscription includes: Fully web-based vendor supplied cataloging, circulation, inventory, OPAC, group editor (rights and permissions), report generator tool, utilities, equipment database, online help, and UNICODE compliance. --Unique OPAC for children --Initial setup and customization --Protected and comprehensive hosting of Parkland's library collection --Vendor's most current release and provision for prompt installation of updates --24/7/365 technical support --Daily backups to guarantee database integrity --Complete content management web application which includes but is not limited to "hot topics", suggested readings, library events and calendar, RSS feed, graphic/picture slide show, newsstand	1		

	and video. --Easy to publish content and present templates			
4	Vendor supplied SIP2 authenticator module annual subscription includes: for use as a standard interface between vendor's ILS and SIP2 compliant automated devices.	1		
5	Portable barcode with built in scanner and handle includes: scanner with ability to read data up to 15" away from barcode	1		
6	Onsite Software Training, per day (vendor should identify special billing and notification requirements)	1		
7	Estimated Travel Expenses associated with onsite training. --Includes ground transportation and meals per day	1		
8	Syndetics (public libraries) solution annual subscription. This adds a link to cover images, reviews, summaries, etc.	1		

The City of Parkland
REFERENCES

Provide specific references for at least three (3) customers (preferably public entities), including customers served by the firm's nearest office to the Parkland Library. They should be of similar size, complexity and magnitude to the Parkland Library.

Proposer: _____

1. Organization: _____
    Address: _____
    Contact: _____
    Phone Number: _____
    Project Description:_____
    Years of Service: _____

2. Organization: _____
    Address: _____
    Contact: _____
    Phone Number: _____
    Project Description:_____
    Years of Service: _____

3. Organization: _____
    Address: _____
    Contact: _____
    Phone Number: _____
    Project Description:_____
    Years of Service: _____

4. Organization: _____
    Address: _____
    Contact: _____
    Phone Number: _____
    Project Description:_____
    Years of Service: _____

5. Organization: _____
    Address: _____
    Contact: _____
    Phone Number: _____
    Project Description:_____
    Years of Service: _____