

**REQUEST FOR PROPOSAL**

**RFP 119-04-09-15  
DISTRICT-WIDE LIBRARY SYSTEM**

**FOR**

**FREMONT UNIFIED  
SCHOOL DISTRICT  
4210 TECHNOLOGY DRIVE  
FREMONT, CA 94538**

**Proposals Due  
April 9, 2015 at 2:00 PM**

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**NOTICE TO PROPOSERS**  
**RFP 119-04-09-15**  
**DISTRICT-WIDE LIBRARY SYSTEM**

NOTICE IS HEREBY GIVEN THAT THE FREMONT UNIFIED SCHOOL DISTRICT will accept sealed proposals for a DISTRICT-WIDE LIBRARY SYSTEM. The District requests that the information be received by the District on or before Thursday, April 9, 2015 at 2:00 PM.

The Request for Proposal (RFP) is located on the District's website at [www.fremont.k12.ca.us/purchasing](http://www.fremont.k12.ca.us/purchasing) where all instructions can be found. Any questions regarding this notice should be directed to Bryan Wakefield at [bwakefield@fremont.k12.ca.us](mailto:bwakefield@fremont.k12.ca.us).

GOVERNING BOARD  
Fremont Unified School District  
Alameda County, California  
Bryan Wakefield, Purchasing Director

Dates Published:        March 18, 2015  
                                  March 25, 2015

Publications: The Argus

# INSTRUCTIONS TO PROPOSERS

Proposals shall be made in accordance with the following instructions:

1. Deadline for Receipt of Proposals: **Three (3) copies of the proposal plus one (1) electronic copy emailed to [bwakefield@fremont.k12.ca.us](mailto:bwakefield@fremont.k12.ca.us)**, shall be filed with the **Purchasing Department** at 4210 Technology Drive, Fremont CA 94538, on or before **Thursday April 9, 2015** at 2:00 PM. Proposals shall be submitted in a sealed envelope or package.
2. Requests for Information: Any questions relative to the request regarding documents, discrepancies, omissions or doubt as to meanings should be directed to the Director of Purchasing, Bryan Wakefield at [bwakefield@fremont.k12.ca.us](mailto:bwakefield@fremont.k12.ca.us). All written questions will be answered in writing, and will be made available on the District's website at [www.fremont.k12.ca.us/purchasing](http://www.fremont.k12.ca.us/purchasing).
3. Forms: Proposals shall be made in the format specified by the District. All items should be addressed. Numbers should be stated in figures, and the signatures of all individuals must be in longhand. The submission should be made without interlineations, alterations, or erasures.
4. Non-Collusion Declaration: Each Proposer must return a fully executed Non-Collusion Declaration, as required by Public Contract Code section 7106, with the completed proposal. The Non-Collusion Declaration is included in this package.
5. Addenda or Bulletins: Any addenda or bulletins issued prior to the RFP due date shall form a part of the specifications of the RFP. If addenda are issued for this RFP, they will be posted on the District's website at [www.fremont.k12.ca.us/purchasing](http://www.fremont.k12.ca.us/purchasing) and the form for recognizing any addenda is part of this package. If there are no addenda or bulletins issued prior to the RFP due date, this form will not be required to be included in the proposal package.
6. RFP Price Form: Proposer shall return the RFP Price Form with their proposal. The RFP Price Form is included in this package.
7. Cost of Preparation: All costs for preparation of proposals shall be borne by the Proposer.
8. Retention of Information: The District reserves the right to retain all proposals. The District will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.
9. Withdrawal of Proposals: Any Proposer may withdraw their proposal either personally by written request, telephone conversation or email request confirmed at any time prior to the scheduled closing time for the receipt of proposals.

10. Rejection of Proposals: The District reserves the right to accept or reject any and all proposals. The District reserves all its rights and options including:
- To reject any and all Proposals that fail to meet the requirements of this RFP;
  - To accept Proposal(s) that are, in the judgment of the District, in the best interest of the District;
  - To request clarification from any Proposer;
  - To reject any and all non-responsive Proposals;
  - To waive irregularities in any Proposal that the District may elect to waive;
  - To reject all Proposals without cause;
  - To issue subsequent requests for new proposals; or
  - To discontinue discussions after commencing discussions with a Proposer, and commence discussions with other Proposer(s).
11. Award of Contract: The Governing Board reserves the right to reject any or all proposals, or to waive any irregularities or informalities in any proposals. The award of the contract, if made by the District, will be to the Proposer that is, in the judgment of the District, is in the best interest of the District.
12. Duration of Contract: The District is requesting to contract with a DISTRICT-WIDE LIBRARY SYSTEM company for an initial period of three (3) years with an option to renew for two (2) additional one (1) year terms. The total contract shall not exceed five (5) years.
13. Termination for Convenience: The District will have the right to terminate the agreement at any time for convenience that is without cause, with thirty (30) days written notice to the other party. Under this circumstance, once notified in writing, both parties will work together to settle the existing account.
14. Statement of Confidentiality: Responses to this RFP becomes the exclusive property of the District upon receipt. All proposals received in response to this RFP become a matter of public record and shall be regarded as public records. A Proposer may designate elements in its proposal which are defined as business or trade secrets and plainly marked as “Confidential,” “Trade Secret,” or “Proprietary.”

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the District may not be in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked “Confidential,” “Trade Secret,” or “Proprietary,” the District will provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.

# SPECIFICATIONS

RFP Contents:

Section 1	Introduction and Purpose of RFP
Section 2	Schedule of Events
Section 3	Scope of Services
Section 4	RFP Response Format
Section 5	Proposal Evaluations

## **SECTION 1 INTRODUCTION AND PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

### Introduction

Fremont Unified School District is a K-12 school district with approximately 34,000 students. The District's 44 campuses are all located within the City of Fremont. Additional information about the District is available at [www.fremont.k12.ca.us](http://www.fremont.k12.ca.us). The District employs approximately 1,700 certificated and 1,100 classified employees.

Elementary Schools: 28

Junior High Schools: 5

Comprehensive High Schools: 5

Continuation High Schools: 1

Charter Schools: 1

Adult School and ROPs: 2

District offices, Operations and Grounds, and Transportation: 3

### Purpose

It is the District's intent of this Request for Proposal (RFP) to enter into a contract with a single company that can provide a District-Wide Library System that best meets the needs of the staff and the students of the District.

The following pages detail the locations, number of checkouts per year, number of students at each school site and total number of library items at each site.

	<b>CHECKOUTS</b>	<b>NUMBER OF STUDENTS</b>	<b>NUMBER OF ITEMS</b>
<b><u>SCHOOL NAME</u></b>	<b><u>Aug 2013-June 2014</u></b>	<b><u>(Oct 2014 OARS)</u></b>	<b><u># items Feb 2015</u></b>
Ardenwood Elementary	76,360	966	21,126
Azevada Elementary	29,888	586	12,778
Blacow Elementary	28,986	444	13,209
Brier Elementary	39,211	755	15,866
Brookvale Elementary	27,262	656	11,821
Cabrillo Elementary	15,389	387	13,261
Chadbourn Elementary	41,023	842	22,302
Durham Elementary	21,153	517	15,037
Forest Park Elementary	58,634	1,032	19,200
Glenmoor Elementary	30,833	654	16,317
Gomes Elementary	48,277	779	20,141
Green Elementary	25,280	477	16,627
Grimmer Elementary	21,702	375	15,658
Hirsch Elementary	27,406	542	13,673
Leitch Elementary	53,711	1,073	20,926
Maloney Elementary	38,016	602	16,048
Mattos Elementary	33,977	621	14,806
Millard Elementary	42,517	599	16,188
Mission San Jose Elementary	46,275	625	16,552
Mission Valley Elementary	39,363	644	17,073
Niles Elementary	28,901	603	12,906
Oliveira Elementary	39,326	701	11,925
Parkmont Elementary	62,930	921	17,576
Patterson Elementary	27,741	615	12,762
Vallejo Mill Elementary	27,342	550	12,971
Warm Springs Elementary	63,941	867	21,716
Warwick Elementary	59,430	880	22,398
Weibel Elementary	41,236	864	17,810
	<b>1,096,110</b>	<b>19,177</b>	<b>458,673</b>
Centerville Junior High	15,802	964	10,706
Hopkins Junior High	19,578	996	9,724
Horner Junior High	19,694	1,032	9,962
Thornton Junior High	9,127	1,156	10,132
Walters Junior High	11,080	726	12,994
	<b>75,281</b>	<b>4,874</b>	<b>53,518</b>

American High School	13,359	1,990	17,231
Irvington High School	12,470	2,249	16,156
Kennedy High School	5,141	1,414	15,557
Mission San Jose High School	9,417	2,133	20,580
Robertson High School	1,195	204	4,340
Washington High School	12,126	1,830	12,671
	<b>53,708</b>	<b>9,820</b>	<b>86,535</b>
	<b>1,225,099</b>	<b>33,871</b>	<b>598,726</b>
DISTRICT OFFICE BOOKS			952
TOTAL - ALL ITEMS			<b>599,678</b>

The District has 40 libraries and experienced 46,346 patrons last year.

## SECTION 2 SCHEDULE OF EVENTS

<b>Date</b>	<b>Action</b>
March 18, 2015	First Advertisement
March 25, 2015	Second Advertisement
March 27, 2015, 4:00 PM	End Written Question Period
April 3, 2015, 4:00 PM	Deadline for Addressing Written Questions and issuing Addenda. Answers and any addenda will be posted on the District's website at <a href="http://www.fremont.k12.ca.us/purchasing">www.fremont.k12.ca.us/purchasing</a>
April 9, 2015, 2:00 PM	RFP Submitted to District
May 6, 2015	Contract award
July 1, 2015	Start of contract



### **SECTION 3 SCOPE OF SERVICES**

The Fremont Unified School District is requesting a DISTRICT-WIDE LIBRARY SYSTEM. The system will allow the District's librarians to use the system easily and manage instructional materials both within each library and also between all school locations. The District is seeking a solution with the following features.

#### **General Features**

- Intuitive and user friendly interface for all ages
  - Summary on record screen
  - Call number on record
  - Limit fiction/non-fiction
- Universal catalog: (set to search individual site, but can change to search All)
- Initial and ongoing training available
- Easily customizable reports
- "Fuzzy Logic" searches
- E-book records and access available through catalog. Counting of e-book checkouts for circulation numbers
- Ability to search by genre, lexile level, A/R level, and reading level

#### **Additional Features**

- Every night the system would perform a patron update and integrate with our student information system (Illuminate)
- Unlimited customer calls (not pay/call service)
- Local call center
- Unlimited sites
- Ease of cataloging
- Ease of updates
- Ease of collection maps
- Way of determining annual total spending by funding source
- Ability to create "top 50 books/grade/gender/school" report annually
- Offsite hosting
- Customizable link to paid databases
- No re-barcoding of existing books (use existing barcoding system) – below is an example of the barcodes the District uses



## **SECTION 4 RFP RESPONSE FORMAT**

The proposal shall include the following elements:

### Part I – Cover Letter

The cover letter shall include a brief statement of intent for the services offered to the District, and signature of an authorized officer of the organization

### Part II – Table of Contents

The table of contents shall identify the contents of the proposal in a format consistent with the format set forth herein.

### Part III – Background and Experience

The description shall show that the Proposer possesses demonstrated skills and experiences in specific areas of the RFP. This section shall include:

1. Background of company
2. Describe the company's experience providing these types of services
3. A list of all public school districts which the Proposer has provided a DISTRICT-WIDE LIBRARY SYSTEM over the past three (3) years

### Part IV – Scope of Services

Successful Proposer will address all items listed in the Scope of Services listed in Section 3.

### Part V – Non-Collusion Declaration

Each Bidder must return a fully executed Non-Collusion Declaration, as required by Public Contract Code section 7106, with the completed proposal. The Non-Collusion Declaration is included in this package.

### Part VI – Addenda Form

Any addenda or bulletins issued prior to the proposal due date shall form a part of the proposal specifications. All addenda will be posted on the District's website at [www.fremont.k12.ca.us/purchasing](http://www.fremont.k12.ca.us/purchasing) and the form for recognizing any addenda is part of this package.

### Part VII - RFP Price Form

Proposer shall complete and return an RFP Price Form with their proposal.

## **SECTION 5 PROPOSAL EVALUATIONS**

This RFP is designed to develop the best business solution to meet the needs of the District. Proposals will be reviewed for content, completeness, experience, qualifications, means of providing the service and price. District will select the proposal that provides the best match for the District.

In determining the responsibility of a Proposer, the following criteria will be considered:

- The ability, capacity and skill of the Proposer to perform the contract or provide the services required;
- Whether the Proposer can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- The character, integrity, reliability, reputation, judgment, experience and efficiency of the Proposer;
- The quality of performance on previous contracts or services'
- The previous and existing compliance by the Proposer with laws and ordinances relating to the contract or service;
- The quality, availability and adaptability of the goods and services to the particular use required;

- The ability of the Proposer to provide future maintenance and service for the use of the subject of the contract.

By responding to this RFP, Proposer acknowledges that acceptable Proposers may be subject to an interview and product demonstration session by a District Committee who shall make their recommendation to the District's Board of Trustees for the award of the DISTRICT-WIDE LIBRARY SYSTEM contract.

By responding to this RFP, Proposer acknowledges that this agreement is for the performance of a service and shall be determined upon finding the best match for the purposes of the District and that lowest responsible proposer requirements do not apply.

# NON-COLLUSION DECLARATION

State of California )

) ss.

County Of Alameda )

I, \_\_\_\_\_, being duly sworn, declare that I am \_\_\_\_\_ of \_\_\_\_\_ the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Bidder or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Bidder, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the Bidder has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2015 at \_\_\_\_\_ California.

\_\_\_\_\_  
Signature

# ADDENDA

The undersigned acknowledges receipt of the following Addenda and the cost, if any, of such revisions has been included in the Lump Sum Grand Total of your bid.

Addenda Number \_\_\_\_\_ Dated \_\_\_\_\_

Addenda Number \_\_\_\_\_ Dated \_\_\_\_\_

Addenda Number \_\_\_\_\_ Dated \_\_\_\_\_

Name of Bidder \_\_\_\_\_

# RFP PRICE FORM

## RFP 119-04-09-15 DISTRICT-WIDE LIBRARY SYSTEM

April 9, 2015, 2:00 PM

TO: FREMONT UNIFIED SCHOOL DISTRICT, acting by and through its Governing Board, herein called the District.

Pursuant to and in compliance with your Notice to Proposers calling for Proposals and the other documents relating thereto, the undersigned Proposer, having familiarized themselves with the terms, of the contract, hereby proposes and agrees to perform the contract and to provide and furnish all labor, materials, equipment and transportation necessary to perform the contract in connection with:

### RFP 119-04-09-15 DISTRICT-WIDE LIBRARY SYSTEM

all in strict conformity with RFP contract documents including addenda number(s) \_\_\_\_\_ on file at the Purchasing Department of the District.

Total for DISTRICT-WIDE LIBRARY SYSTEM  
(Including all hardware, maintenance and training)

Year 1 \$ \_\_\_\_\_

Year 2 \$ \_\_\_\_\_

Year 3 \$ \_\_\_\_\_

Year 4 (if applicable) \$ \_\_\_\_\_

Year 5 (if applicable) \$ \_\_\_\_\_

Total (5 year period) \$ \_\_\_\_\_

Proposer is (check one):

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Individual  | <input type="checkbox"/> Individual Doing Business under a Firm Name |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation                                 |

\_\_\_\_\_  
INDIVIDUAL NAME

\_\_\_\_\_  
FIRM/CORPORATION NAME

\_\_\_\_\_  
PARTNER(S) NAME(S)

# RFP PRICE FORM

NO PROPOSAL IS VALID UNLESS SIGNED BY THE AUTHORIZED PERSON MAKING THE PROPOSAL. If the party is an individual, the proposal shall be signed by the individual; if the party is a partnership, the name of the partnership shall be given and the proposal signed by one of the partners; if the party is a corporation, the proposal shall be signed by the corporation's properly authorized officer.

I, \_\_\_\_\_, the \_\_\_\_\_ of the  
Name Title

\_\_\_\_\_ hereby certify under penalty of perjury under the  
Firm Name

laws of the State of California that all the information submitted herewith in connection with this proposal and all the representations herein made are true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2015 at \_\_\_\_\_, California.

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_