



JANUARY 28, 2015

**REQUEST FOR PROPOSALS (RFP)
Integrated Library System (ILS)**

The Round Rock Independent School District (RRISD) invites qualified firms to submit Proposal responses for an Integrated Library System (ILS). Proposals will be received until the time and date indicated below, by the Round Rock Independent School District, Purchasing Office, 16255 Great Oaks Drive, Suite 200, Round Rock, Texas 78681. The envelope containing **one (1) clearly identified original** of the Proposal response, **one (1) clearly identified, identical copy, and one (1) identical electronic format (Flashdrive, Disc, etc) of the original**, shall be plainly marked:

**Proposal Response for
Integrated Library System (ILS)
RFP Number PA15-068
Closes 2:00 P.M., February 19, 2015**

QUESTIONS DUE BY – February 10, 2015

All interested vendors are encouraged to read thoroughly the RFP to ensure that all required documentation is included in their Proposal response. Failure to provide all required documentation may be grounds for rejection of the response.

The Board of Trustees reserves the right to reject any and /or all proposals, to award contracts for individual products or services as may appear advantageous, and to negotiate separately in any manner necessary to serve the best interest of the District.

No proposals may be withdrawn for a period of ninety (90) days subsequent to the deadline for receipt of Proposal responses without the prior written consent of the Board of Trustees, Round Rock Independent School District.

Thank you for your interest.

Respectfully,

Cheryl Carter, CTSBO
Buyer
512.464.6950
Fax: 512.464.6975

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SECTION I – SOLICITATION RESPONSE INSTRUCTIONS

1. **INTRODUCTION.** Round Rock Independent School District ('RRISD' or 'District') invites your firm to submit a written Proposal response to provide a Integrated Library System (ILS) to the District, in accordance with the sections contained in this document.
 - 1.1. The purpose of this Request for Proposals (RFP) is to present minimum requirements and gain sufficient information by which the Round Rock Independent School District (RRISD) may evaluate the software and services offered by Integrated Library Systems (ILS) vendors.

2. **EXISTING NETWORK ENVIRONMENT.**
 - 2.1. RRISD has constructed a Metro Optical Network that consists of 24 strands of Corning Metrocor single mode Non Zero Dispersion Shifted fiber optic cable that interconnects all of the schools and the administrative buildings in the District. The topology of the network is a "ring" architecture which consists of a "super-ring" that contains the Technology Center, McNeil High School, Westwood High School, the Central Administration Building/Round Rock High School, Stony Point High School, Ridgeview Middle School, Wells Branch Elementary School, and the RRISD Athletic Complex. These locations serve as "super nodes" that interface with the remaining 48 locations in the District that are supported on six sub-rings.
 - 2.2. RRISD's Verizon/Nortel Optera solution provides Dense Wave Division Multiplexing (DWDM) exceeding a 10 GB line rate on the super-ring and (10 GB LR or ER modules) on the sub-rings. Sub-rings will share 10 GB Ethernet connectivity through each super node for IP traffic.

3. **REQUEST FOR CLARIFICATION, INTERPRETATION AND QUESTIONS.**
 - 3.1. The District has created a web site that is intended for interested Proposers to direct requests for clarification, interpretations, and/or questions of current solicitations offered by Round Rock ISD. All requests must be submitted within seven (7) days prior to the closing of the RFP, and only fully completed requests for valid and current solicitations will receive a response; late or delinquent requests will not be entertained or answered. The web site is:
<https://docs.google.com/a/roundrockisd.org/spreadsheet/viewform?formkey=dDh5N1ZsZ1czLVRIcmJyNGx3cE92enc6MA#gid=0>.
 - 3.2. All requests must include all pertinent information required to receive a response. Failure to provide all information may delay a response from the District. The District reserves the right to inform the requester that the response to their request will be submitted through an addendum to all interested vendors and not be addressed directly through their request.
 - 3.3. Once a request is received, a notification of receipt by the District will be forwarded to the contact email address.
 - 3.4. The Proposer is discouraged from contacting the District's Buyer directly unless necessary. Contact with other employees of the District is prohibited during the RFP process unless directed by the Buyer or other District Purchasing officers. Proposers that fail to adhere to this requirement risk having their Proposals disqualified.

4. **REQUIREMENT TO MEET ALL PROPOSAL PROVISIONS.**
 - 4.1. Each Proposer shall respond to all of the specifications and RFP terms and conditions. By virtue of the Proposal response, the Proposer acknowledges agreement with and acceptance of all provisions of the specifications except as expressly qualified in the RFP.
 - 4.2. Non-substantial deviations may be considered provided that the Proposer submits a full description and explanation of and justification for the proposed deviations. Whether any proposed deviation is non-substantial will be determined by RRISD at its sole discretion.

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5. **SUBMISSION OF PROPOSAL RESPONSES.**

- 5.1. Unless otherwise specified, Proposers are required to submit an executed original of the Request for Proposal. Faxed or other electronic submission is prohibited unless specifically authorized in this Solicitation.
 - 5.1.1. The Proposer shall provide **one (1) clearly identified original** of the Proposal response, **one (1) clearly identified, identical copy, and one (1) identical electronic format (Flashdrive, Disc, etc) of the original;**
 - 5.1.2. Specification documents, if applicable;
 - 5.1.3. References;
 - 5.1.4. The certifications and representations (the Felony Conviction Notice and the CTPA Adoption Clause, Supplier Diversity Program Form);
 - 5.1.5. Any additional documents required by the Solicitation.
- 5.2. Withdrawal of Proposals. Any Proposer who is extended the privilege of withdrawing a Proposal because of having proven mechanical error in his or her Proposal may not be allowed to submit a Proposal on similar items for a period of one year unless this prohibition is waived by the Superintendent.
- 5.3. W-9 Certificate. The Proposer is encouraged to submit with their Proposal response a copy of a W-9 Vendor Identification Number Certificate to expedite the payment process if awarded a contract. A copy of the form can be found at <http://www.irs.ustreas.gov/pub/irs-pdf/fw9.pdf>.

6. **PROPOSAL RESPONSE.**

- 6.1. Pricing. The Proposer must provide a straightforward, concise delineation of the Proposer's Fixed Price to satisfy the requirements of this RFP. The Proposer must specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the services required herein. Proposer will provide a complete fee and cost detail supporting all elements of its Proposal.
 - 6.1.1. Each proposal must identify pricing breakdown by an Application Service Provider (ASP), and any other services that require additional costs.
- 6.2. Business History and Experience.

The Proposer shall submit a minimum of three (3), and up to five (5,) references that have current contracts with their company who provide like products and/or services, or have provided like products and/or services within the last five (5) years. It is required that the Proposer show school districts in Texas equal to RRISD in size and structure. Each reference provided shall include:

 - 6.2.1. District Name
 - 6.2.2. Contact Person (should be from the Library Services Department)
 - 6.2.3. Address, City, State, and Zip
 - 6.2.4. Contact Person Phone Number
 - 6.2.5. Contact Person Email Address
 - 6.2.6. Project Implemented
 - 6.2.7. Brief Project Scope (include student enrollment of the District)
 - 6.2.8. Time Frame for the Project (contract award date to implementation sign-off by reference)
- 6.3. Conversion, Implementation & Training. Provide a conversion, implementation, and training plan designed with the District proposed timeline. This plan should include information on vendor recommended district staffing requirements. Please include a breakdown of the amount of time required to train district staff.
- 6.4. Support Services. Outline how your organization provides support and maintenance to your current customers. Include user groups, disaster recovery services, process for enhancement request, version updates, and software bug fixes. Include details about your website where customers can access information on common problems.

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- 6.5. Additional Documentation. This information will be evaluated on a pass/fail basis only. No points will be assigned.
- 6.5.1. Additional pages may be included within the Proposal response, but must be included within the bound copy of the Proposal response, and cross-referenced as necessary. Unnecessarily lengthy documents are discouraged.
- 6.5.2. The District reserves the right to tender its own contract which shall incorporate the requirements of this RFP and the successful Proposer's response. It is suggested that if the Proposer has an established contract agreement for the product offered, this should be included within this section and clearly identified. The Proposer must list any special provisions or clauses that it would like to have considered in the resulting contract and an explanation of the intent of such special provision or clause.
- 6.6. Company References. The Proposer shall submit a minimum of three (3), and up to five (5,) references that have current contracts with their company who provide like products and/or services, or have provided like products and/or services within the last five (5) years. It is required that the Proposer show school districts in Texas equal to RRISD in size and structure. Each reference provided shall include:
- 6.6.1. District Name
- 6.6.2. Contact Person (should be from the Library Services Department)
- 6.6.3. Address, City, State, and Zip
- 6.6.4. Contact Person Phone Number
- 6.6.5. Contact Person Email Address
- 6.6.6. Project Implemented
- 6.6.7. Brief Project Scope (include student enrollment of the District)
- 6.6.8. Time Frame for the Project (contract award date to implementation sign-off by reference)
- 6.7. Certifications and Representations. The Proposer shall complete, sign and provide all documents found in Exhibit B. The forms are:
- 6.7.1. Supplier Diversity Program Plan. (Only required in original copy)
- 6.7.1.1. The District's Supplier Diversity Program ('SDP' or 'Program') was developed to allow the District to provide a good faith effort in assisting small, women-owned and minority businesses in learning how to do business with the District, to inform these types of businesses of current and future purchasing activities, and to promote and encourage their participation in purchasing of all types of goods and services. For more information on the Program, go to <https://www.roundrockisd.org/departments/purchasingvendor-information/supplier-diversity-program/>.
- 6.7.1.2. As part of their Proposal response, the Proposer shall provide a Supplier Diversity Program Form, included as Exhibit B, stating the make-up of their company, and if their company qualifies as an SDP vendor. If the Proposer indicates that subcontracting opportunities will be available, the Proposer shall provide with the Proposal response on how, in good faith, their company will attempt to provide opportunities through outreach efforts to SDP businesses for identified subcontracting opportunities. A subcontractor is any person or company that provides supplies and/or services to a prime contractor where the suppliers/services are used to fulfill the prime contractor's contractual obligations with the District. If the Proposer will be subcontracting and has already an established relationship with a subcontractor, a Supplier Diversity Form must be completed for the subcontractor.
- 6.7.2. Felony Conviction Notice. Must be completed based on the type of company submitting the Proposal response.

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- 6.7.3. Proposal Certification and Affirmation. This document must be signed by an authorized representative that may legally bind the company and is to be included with the Proposal response for the response to be considered. Failure to sign and submit this document will disqualify the Proposal response.
- 6.7.4. CTPA Adoption Clause.
 - 6.7.4.1. RRISD is a member of the Central Texas Purchasing Alliance (CTPA), an alliance of school districts in the central Texas area who share in information, services and contractual opportunities.
 - 6.7.4.2. In support of this collaborative effort, RRISD has included a form entitled: CTPA Adoption Clause in this Solicitation. A response of "Yes" on the form indicates that the Proposer is interested in extending services to other CTPA member districts. However, there is no obligation on either party to participate unless both parties agree. Services would be provided under the same contract pricing and purchasing terms established by this Solicitation.
 - 6.7.4.3. A negative reply by the Proposer will not adversely affect consideration of the Proposer's response.
 - 6.7.4.4. The submitted form will be provided to the CTPA member listing and in the event that a member district chooses to utilize this RFP and subsequent contract, the interested district would contact the vendor to discuss extension of services.

7. STANDARD PROVISIONS.

- 7.1. Supplemental Instructions or Changes made by Addendum.
 - 7.1.1. Any supplemental instructions or changes will be in the form of written addenda to this Solicitation. Verbal instructions or guidance shall not be considered binding. Any addenda will be made available to all prospective Proposers, prior to the due date for submittal of Proposals.
 - 7.1.2. It shall be presumed by the District that any addenda so issued have been received by the Proposer and such addenda shall become a part of the Proposal submittal. Proposers who have not obtained this Proposal solicitation document directly from RRISD shall be responsible for immediately notifying RRISD to receive all written addenda on a timely basis. Proposers who do not so notify RRISD and submit Proposals without receipt of all addenda issued may be deemed to have submitted Proposals not responsive to this RFP.
- 7.2. Conflict of Interest: Disclosure of Certain Relationships with Local Government Officials.
 - 7.2.1. Any individual or business entity that contracts or seeks to contract for the sale or purchase of property, goods, or services with Round Rock ISD must file a Vendor Conflict of Interest Questionnaire with the RRISD Purchasing Office in accordance with Texas Local Government Code Chapter 176, no later than the 7th business day after the recipient becomes aware of facts that require filing. This requirement applies to a person who is an agent of a vendor in the vendor's business with the District.
 - 7.2.2. Forms and additional information are available at <http://www.roundrockisd.org>. Forms are also posted at the Texas Ethics commission's website at: http://www.ethics.state.tx.us/filinginfo/conflict_forms.htm.
- 7.3. Conflict of Interest: District Employee Relationships.
 - 7.3.1. As referenced in RRISD Policies CH (Local) Purchasing and Acquisition, and DBD (Local) Employment Requirements and Restrictions, all Proposers must disclose the name of any RRISD employee who owns, directly or indirectly, an interest in the Proposer's firm or any of its branches.

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- 7.3.2. Failure to provide such information may be grounds for disqualification of the Proposal response or cancellation of a contract resulting from this Solicitation. Purchase of services or equipment from a business owned in whole or in part by a District employee shall be permitted only when approved by the Superintendent and executed through a documented competitive process. Services that might be provided by the employee as an extension of the employee's regular job responsibilities is exempted from consideration.
- 7.4. Proposal Retention. The District reserves the right to retain all Proposal responses for a period of 90 days after the Proposal closing date for examination, evaluation, comparison, and potential negotiations. The District also reserves the right to determine and waive non-substantial irregularities in any Proposal response, to reject any or all Proposal responses, to reject one part of a Proposal response and accept the other, except to the extent that the Proposal responses are qualified by specific limitations, and to make award as the interest of the District may require.
- 7.5. Withdrawal of Bids. Any Proposer who is extended the privilege of withdrawing a Proposal response because of having proven mechanical error in their response may not be allowed to submit a response to a future RRISD solicitation on similar products and/or services for a period of not more than two (2) years.
- 7.6. Confidentiality of Documents. All documents submitted as part of a Proposal response to this Solicitation will be deemed confidential during the evaluation process. Proposal responses will not be available for review by anyone other than RRISD Purchasing personnel, the evaluation team, or its designated agents, if so applicable. There shall be no disclosure of any Proposer's information to a competing Proposer prior to award of the contract. Following award of contract, all Proposal responses become public documents and are available for public viewing upon written request to RRISD.
- 7.7. District Waiver. The District reserves the right to waive as informality, minor deviations from specifications; waive any minor informality in any Proposal procedure; reject or cancel any or all Proposals; reissue a Proposal invitation; extend the Proposal opening time and date; consider and accept alternate Proposals, if specified in the Solicitation, when it is considered in the best interest of the District.
- 7.8. Availability of Funds. In the event that sufficient funds are not available for the project, the District reserves the right to make an incremental or phased award, negotiate the scope of this contract, delay implementation, reject all Proposals, or award another type of contract other than that required in this RFP.
8. **EVALUATION, NEGOTIATIONS, AND CONTRACT AWARD.**
- 8.1. Selection Process.
- 8.1.1. THIS IS A NEGOTIATED PROCUREMENT, and as such, award will not necessarily be made to the Proposer submitting the lowest fee / cost Proposal.
- 8.1.2. The District shall accept the Proposal it deems to be in the best interest of the District.
- 8.1.3. In making that determination, the District may consider the Proposer's price, experience and reputation, quality of goods or services, impact on the ability of the District to comply with rules relating to historically underutilized businesses, safety record, proposed personnel, whether the Proposer's financial capability is appropriate to the size and scope of the project, and any other relevant factor that the District deems necessary to determine best value.
- 8.2. Evaluation. The District anticipates that the evaluation process will include multiple levels of evaluation, as example, but not limited to:
- Step 1: Initial evaluation of the Proposal responses by the District's Evaluation Team;
Step 2: Vendor demonstrations.
- 8.2.1. The Evaluation Team will review and evaluate the proposals based on the following evaluation criteria:
- 8.2.2. Pricing Evaluation : 80% of Score

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8.2.3. Step 1 Technical Information: 20% of Score

- 8.2.3.1. Ease of implementation;
- 8.2.3.2. Downtime required for migration;
- 8.2.3.3. Vendor experience serving our District;
- 8.2.3.4. Minimal training requirements.

The top Proposers from Step 1 will be asked to provide on-site vendor demonstration.

8.2.4. Step 2 Vendor Demonstration: 20% of Score

- 8.2.4.1. User-friendliness of system.
- 8.2.4.2. All demonstrations will be held at District locations.

The District reserves the right to add, remove or modify the above steps, and establish additional evaluation points for each step. If the District determines that additional evaluation steps are required to determine the best value between Proposers, the District reserves the right to consider any or all of the following additional criteria: the proposed price, the Proposer's experience, references and record for responsibility, or any other relevant factor that the District deems necessary to determine best value.

RRISD reserves the right to make an award without discussion with any Proposer, after Proposal responses are received. Proposer responses should therefore be submitted on the most favorable terms.

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SECTION II – CONTRACT REQUIREMENTS

1. **GENERAL DESCRIPTION AND PURPOSE.**

Round Rock Independent School District (“RRISD” or the “District”) will engage with the awarded Proposer, hereby known as “Contractor”, in accordance with the instructions, terms and conditions, and requirements / specifications contained in the associated Solicitation and the negotiated contract agreement, to implement and maintain a Library Management Software System. RRISD is requesting information for an Integrated Library Automation System that can provide a hosted solution from vendors who can adequately demonstrate they have the resources, experience, and qualifications to provide the equipment and perform the services that are required.

2. **GENERAL TERMS, CONDITIONS AND REQUIREMENTS FOR SOLICITATIONS.** This Solicitation shall be governed by the following documents unless an exception is otherwise taken within this Solicitation. Documents are incorporated by reference only, and are not attached as part of this Solicitation. A copy may be obtained at <https://www.roundrockisd.org/departments/purchasingvendor-information/bids-and-proposals/rrisd-purchasing-referenced-documents/> or by contacting the RRISD Buyer listed on the cover.

- 2.1. Texas Education Code 44.031.
- 2.2. Purchasing and Acquisition, RRISD Policy CH (Legal).
- 2.3. Purchasing and Acquisition, RRISD Policy CH (Local).
- 2.4. *General Provisions for Purchasing Solicitations and Contracts*, Version 3, dated November 1, 2011.

3. **TYPE OF CONTRACT.** The cost of the system shall be fixed price for the term of the contract. Upgrades should be included for the term of the contract with additions (new campuses, modules) and extension pricing that may be negotiated as part of an extension amendment to the contract.

4. **TERM OF CONTRACT.**

- 4.1. The contract created shall be in on or about July1, 2015 through June 30, 2018.
- 4.2. Upon agreement of both parties, the contract may be extended in one (1) year increments for up to an additional twelve (12) years.
- 4.3. All extensions will be done as an amendment to the original contract agreement.

5. **SCHEDULE OF SERVICES.** The information provided below is informational only and may change without notice at the District’s discretion.

Month	Description
January 2015 – February 2015	RFP solicitation and evaluation.
February 2015 – March 2015	Contract negotiations and award.
March 2015 – May 2015	Installation and implementation of product.
March 2015 – May 2015	On-site training and piloting of product.

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6. **CURRENT SYSTEM DESCRIPTION**

- 6.1. RRISD currently has a service population of over 46,000 students and approximately 3,000 teachers. 50 The current system consists of a union catalog with holdings for 50 sites, annual circulation of 1.5 million, 1 million items, reporting, and booking circulation from a central equipment and media center and web access to the OPAC. The system must have the capability to provide for RRISD's continued growth.
- 6.2. Additional district systems will need to interface with eSchoolPlus to update student/patron information automatically. The proposal should include the software, maintenance, support, data conversion, project management, training, and implementation costs, including all cost related to the implementation of a complete **turn-key** administrative system solution.
- 6.3. The current library automation system is SirsiDynix 3.4.1. There are approximately 275,000 bibliographic records within RRISD. The automation system must accommodate and use our existing barcode specifications:
 - 6.3.1. Item barcode symbology Code 39 Mod.10 with check digit (14 characters)
 - 6.3.2. Patron barcodes Code 39 Mod.10 (6-10 characters)
- 6.4. Hosted solution to be in a secure facility meeting NIST 800-53 and ISO 27001 standards

7. **SYSTEM REQUIREMENTS**

7.1. General Specifications:

- 7.1.1 Seamless integration of all functional modules (Circulation, Cataloging, PAC, etc).
- 7.1.2 Internet access from the same workstation with the ability to quickly move between all modules.
- 7.1.3 Capacity for integrating Federated Searching Capabilities/ Electronic Resource Management (ERM), containing subscription and licensing information for electronic journals, full text databases, and eBooks.
- 7.1.4 Accommodates linking to web-based content
- 7.1.5 Centralized management of resources at different school sites.
- 7.1.6 Interface: Includes icons or photos as well as text and links for eBooks.
- 7.1.7 Web-based PAC with varying age appropriate interfaces (Kids PAC).
- 7.1.8 Search capabilities supporting multiple search methods and allowing users to sort results in multiple ways.
- 7.1.9 Ability to make global level changes as well as controlling or restricting access to certain resources by campus.
- 7.1.10 Additional add-ons: widgets, calendar, announcements, reservations, scheduling feature and book request/holds.

7.2. Technical Specifications:

- 7.2.1 Access via web browser
- 7.2.2 Ability to operate on multiple devices: PCs, Macs tablets, etc).
- 7.2.3 Capability for expansion should additional campuses be constructed.
- 7.2.4 System security through hierarchical levels of access to modules and parts of modules.
- 7.2.5 Integration with security/antivirus systems available on the market
- 7.2.6 Information on the following infrastructure specifications:
 - 7.2.6.1 Specifications for campus workstations
 - 7.2.6.2 Specifications for network access, including supported browsers, apps, connection speed
 - 7.2.6.3 Frequency of software/version upgrades
 - 7.2.6.4 Models of scanners compatible with the system.

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- 7.2.7 Ability to interface with existing eSchoolPlus student information system so that students registered for school and staff members will be automatically registered in ILS system. Please provide the process for loading patron lists into the system.
- 7.2.8 Ability to use system utilities to maintain the database and system files. (Example-centrally delete unneeded bibliographic data and expired patron information.)
- 7.2.9 Ability to set multiple global parameters by campus and/or program such as, but not limited to, end of year, extended school year, summer school, holidays, weekends, borrower types, etc.
- 7.2.10 Web Based system with no desktop client required
- 7.2.11 Ability to print replacement Patron and Item barcodes locally and centrally.

8. SUB SYSTEM REQUIREMENTS

8.1. The CIRCULATION Subsystem should provide:

- 8.1.1 Rapid response with minimum errors in potentially crowded bandwidth situations, even during peak periods.
- 8.1.2 The ability to quickly move from one area of the subsystem to another and to perform normal circulation functions with minimum keystrokes or mouse movements.
- 8.1.3 The ability to interface with database for overdue notices and material recovery
- 8.1.4 The ability to scan using mobile devices for mobile circulation functionality
- 8.1.5 Provide a form of auxiliary circulation locally in case of network breakdown or failure
- 8.1.6 Ability to know who has paid for and returned a Lost book when the book is returned
- 8.1.7 Notification by patron name when a lost/paid book is returned
- 8.1.8 Email notification – using existing RRISD email system
- 8.1.9 Optional audio signal for alerts on overdues, lost books
- 8.1.10 Various permission work levels (administrator, campus librarians, volunteers, student)
- 8.1.11 The ability to forgive lost items fines and/or late fees (accepts and prints receipts for payment/partial payment/refund items)
- 8.1.12 The ability to use alternate ID numbers (lunch code number, parent phone, driver's license) for patron identification
- 8.1.13 The ability to scan an item and see who previously checked it out, or who has it now
- 8.1.14 The ability to see statistics on the number of times an item has circulated.
- 8.1.15 Holds Management – ability to place holds by either item number or title
- 8.1.16 Reserves Management
- 8.1.17 Inter-Library Loan Management (ILL)
- 8.1.18 Routing
- 8.1.19 Ability to accurately retrieve and modify patron records, current patron status, and reports.
- 8.1.20 Patron information include student name, student ID number, grade level, teacher name, second location for secondary students, , parent's name, home address, email and phone numbers.
 - 8.1.20.1 Ability to generate statistics reports and/or graphs
 - 8.1.20.2 Ability to search database for holdings using various search terms, ex: title, author, keyword, call number, subject, series, etc. from within circulation
 - 8.1.20.3 Ability to search other campus holdings – ability to pick and choose databases
 - 8.1.20.4 Ability to display MARC (Machine Readable Cataloging) record from within the circulation module
 - 8.1.20.5 Ability to accumulate weekly, monthly and yearly circulation statistics
 - 8.1.20.6 Ability to search holdings/items
 - 8.1.20.7 Ability to edit holdings at a local and Global level
 - 8.1.20.8 Ability to include patron photos stored on centralized, shared server

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9. INVENTORY SUBSYSTEM REQUIREMENTS

- 9.1. Integration with Circulation system, including ability to use mobile devices to scan
- 9.2. End of year reports generation which can be partial and ongoing.
- 9.3. Reports which show countdown of accounted and unaccounted items.
- 9.4. The ability for circulation to continue during inventory.
- 9.5. Reports which can be run centrally or by the campus librarian.
- 9.6. Campus location
- 9.7. Textbook Management option

10. CATALOGING SUBSYSTEM REQUIREMENTS

- 10.1. A true Union Catalog consisting of a Global database with Local individualized (campus) databases.
- 10.2. MARC Record Production with standard MARC format
- 10.3. A ready interface with standard bibliographic utilities such as MARC 21, OCLC, AACR2, upgradeable to Resource Description and Access (RDA) protocols, and automatic upgrades.
- 10.4. Validation ability for indicators in MARC record.
- 10.5. Numerically arranged tags in a MARC record from batch loading.
- 10.6. Ability to store URL in the bibliographic record, for access through the OPAC.
- 10.7. URL checker
- 10.8. An Integrated Cataloging module, browser based, compatible with PC and Mac
- 10.9. Templates for books and all types of media.
- 10.10. MARC tag changes in a local or global database that filter out to all owners of the record
- 10.11. Accessible 13 digit and 10 digit ISBN numbers (automatically brings up record when 13 digit ISBN is entered if only 10 digit ISBN is in the MARC record, and vice versa).
- 10.12. Resource Description and Access (RDA) compliancy.
- 10.13. eBook management.
- 10.14. GUI interface and spell check.
- 10.15. Batch and Individual MARC Record Loading Capabilities
- 10.16. Ability to download MARC records from LC and other websites, including Z39.50.
- 10.17. Batch downloading of MARC records at a central location.
- 10.18. The ability to underlay, overlay, create new record in batch loading.
- 10.19. Provide match points with regards to batch loading.
- 10.20. Indexing Capabilities with
- 10.21. The ability to choose which MARC tags and subfields are used for indexing.
- 10.22. The ability to create local subject tags: 69X.
- 10.23. Authority Control with LCC subject headings
- 10.24. Subject, author, and series control.
- 10.25. The ability to update, view, edit, and export/import authority records.
- 10.26. The means to produce labels for each copy either individually or as a batch process.
- 10.27. Ability to edit OPAC display of MARC tags.
- 10.28. The data conversion process shall provide use of existing system barcodes.
- 10.29. A total conversion time span of 60 days or less, including upload of data and system operational.
- 10.30. A seamless interface with the main bibliographic database.
- 10.31. A means to create temporary records in the new ILS.
- 10.32. Ability to declare items lost after xx days overdue, automatically generate patron bill

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11. ONLINE PUBLIC ACCESS CATALOG (OPAC) MODULE REQUIREMENT

- 11.1. User friendly navigation for the average trained library staff member that is readily explainable to the average student.
- 11.2. Search access by key word, author, title, subject, call number, date of publication LCCN, ISBN and series.
- 11.3. The ability to use “Boolean” search techniques.
- 11.4. The ability to search exclusively at the host (campus) location
- 11.5. The ability to search in a hierarchy of the host location first and then expandable to the entire system.
- 11.6. The ability to search all bibliographic record fields using Boolean strategies and also search using Z39.50 Web-based compatible with popular browsers, including Chrome, IE, Firefox, etc.
- 11.7. Access from outside the school environment using patron login and password or embedded generic user with login required to access patron information.
- 11.8. A spell check feature for use when search yields no results.
- 11.9. User friendly display.
- 11.10. All formats, including book covers and other media items, displayed with search results.
- 11.11. An appropriate interface for younger (elementary) students that is specific to the host (campus) location.
- 11.12. The ability to produce selection lists.
- 11.13. A system generated list of top ten most circulated books at a site.
- 11.14. The ability to search a shortened bibliography.
- 11.15. The ability to expand a brief record to a full bibliographic record with holdings and book status clearly displayed.
- 11.16. The ability to display in multi-languages.
- 11.17. Display of call numbers for each local database holding.
- 11.18. Federated search optional module to search internet resources and subscription databases selected by the District
- 11.19. Patron initiated capabilities based on log-in authentication.
- 11.20. Off site access to patron’s circulation records.
- 11.21. Renewals.
- 11.22. Holds.
- 11.23. ILL requests.
- 11.24. Tagging (filtered and editable).
- 11.25. Ability to create search reports and print or email bibliographies by author, title, subject and call number using “Boolean” search strategies
- 11.26. Spell check.
- 11.27. Managed user reviews
- 11.28. Search term recommendations
- 11.29. Relevancy ratings
- 11.30. Ability to upload book covers
- 11.31. Sorting options
- 11.32. Visual tags and or word clouds

12. REPORTING MODULE REQUIREMENTS

- 12.1. Standardized Reports that are customizable at campus and district levels.
- 12.2. Circulation Reports
- 12.3. Status of all books checked out - listed by grade and teacher/location.
- 12.4. Status of all books checked out - listed by student in alpha order.
- 12.5. Students with overdue or lost books - listed by teacher/location each # on a separate page.
- 12.6. Students with lost or overdue books - listed by teacher/location - lists title and phone number.
- 12.7. School year-end reports

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- 12.8. Reports by media code.
- 12.9. Report by patrons with overdue books, fines and lost books.
- 12.10. Lost items – all books that have been checked out, are overdue and now considered lost.
- 12.11. Weeding reports– all items that have not been circulated in given time period or other customizable criteria, including publication date and number of circulations.
- 12.12. Heavy circulating items – list of all titles that have the most circulation in given time period.
- 12.13. Circulation by call number – monthly / year-to-date circulation statistics given by call number.
- 12.14. Borrower statistics – monthly statistics by borrower type (Staff, Fac, Student, Other).
- 12.15. Monthly statistics – by grade level.
- 12.16. Daily circulation by time and borrower type.
- 12.17. Circulation by teacher name.
- 12.18. Overdue books by call number.
- 12.19. Notices (Notice in letter format to be handed out to individual students or delivered via email):
- 12.20. Overdue notice lists by homeroom teacher
- 12.21. Lost
- 12.22. Action Letter – Notice in letter format for all students who have overdue or fines or lost books
- 12.23. Cataloging Reports
- 12.24. Shelf List – Run by call number, with ability to set parameters.
- 12.25. Title count by call number.
- 12.26. Age of Collection by campus
- 12.27. Items by funding source
- 12.28. Customizable reports generated centrally and/or at the campus level
- 12.29. Ability to export data in tab or comma delimited text files or an excel spreadsheet
- 12.30. spreadsheet
- 12.31. Ability to edit text in report generated letters (ex. Last Action Letter)
- 12.32. Central reports emailed automatically to appropriate librarian/campus.
- 12.33. Ability to print all reports.
- 12.34. Ability to export and upload collection analysis data at campus and global level.

13. BOOKING MODULE REQUIREMENTS

- 13.1. Rapid response with minimum errors in potentially crowded bandwidth situations, even during peak periods.
- 13.2. The ability to quickly move from one area of the subsystem to another and to perform normal circulation functions with minimum keystrokes or mouse movements.
- 13.3. The ability to interface with circulation module for overdue notices and material recovery
- 13.4. The ability to interface with multiple self-circulation stations or other industry self-check systems
- 13.5. Provide a form of auxiliary circulation locally in case of network breakdown or failure
- 13.6. Notification by patron name when a lost/paid book is returned
- 13.7. Email notification – using existing RRISD email system
- 13.8. Various permission work levels (administrator, campus librarians, volunteers, student)
- 13.9. The ability to use alternate ID (lunch code number, parent phone, driver's license) for patron identification
- 13.10. The ability to scan an item and see who previously checked it out, or who has it now
- 13.11. The ability to see statistics on the number of times an item has circulated.
- 13.12. Routing
- 13.13. The ability to generate statistics reports and/or graphs
- 13.14. The ability to search database for holdings using various search terms, ex: title, author, keyword, call number, subject, LCCN, ISBN, series, etc. from within circulation
- 13.15. The ability to search other campus holdings – ability to pick and choose databases
- 13.16. The ability to display MARC (Machine Readable Cataloging) record from within the booking circulation module

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- 13.17. The ability to accumulate weekly, monthly and yearly circulation statistics
- 13.18. The ability to search holdings/items
- 13.19. The ability to edit holdings at a local and Global level
- 13.20. The ability to include patron photos stored on centralized, shared server
- 13.21. The ability to schedule (book) items up to 12 months in advance
- 13.22. The ability to define checkout, shipping, cleanup, profiles of items
- 13.23. Integrated with ILS circulation system module
- 13.24. The ability to generate reports listing items checked out, pull/ship lists, and items due to be returned.

14. **ADDITIONAL REQUIREMENTS.**

- 14.1. Technical support must be available 7:00 a.m. - 7:00 p.m. Central Time during the work week and provide a contact for after hour emergencies.
- 14.2. Annual costs of technical support and software upgrades should be included in the proposal.
- 14.3. Dedicated customer service representative.

15. **WARRANTY AND RELIABILITY.**

- 15.1. The proposer warrants all articles supplied under this contract to conform to specification herein, to be fit and sufficient for the purpose manufactured, merchantable, or good material and workmanship.
- 15.2. Does any portion of the solution include a service not operated by RRISD? If so, then please describe the portion or simply state the "Entire Service" if the solution is an ASP product.
- 15.3. Does the provider have liability insurance from which RRISD could seek compensation?
- 15.4. Does the solution provide for data privacy and security? Please describe.

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SECTION III – PRICE PROPOSAL FORM

The Proposer is to provide information and pricing for all items listed below according to the Pricing structure proposed for this Solicitation.

- Software System License Fee. Proposer must indicate which pricing structure they are submitting.

Item #	Description	Licenses / Services	Unit Price	Extended Price
1.1	Software system license – By Campus	52	\$	\$
1.2	Software system license – By District	1	\$	\$
1.3	Software system license - Other	1	\$	\$
4	Conversion / Implementation	1	\$	\$
5	Training	1	\$	\$
6	Annual Maintenance / Software Upgrades	1	\$	\$
7	Technical Support	Hour	\$	\$

Additional Added Value Service Cost Options. Proposer is not required to complete this section. Proposer must indicate the type of service and any requirements. Optional pricing may be considered in the evaluation.

Item #	Description	Licenses / Services	Unit Price	Extended Price
8				
9				

- Calendar days to complete this project with Project Plan and Calendar.

Total project = _____ Days

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EXHIBIT B: Certification and Representations

Supplier and Diversity Program Form
Felony Conviction Notice
Proposal Certification and Affirmation
CTPA Adoption Clause

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Supplier Diversity Program Form

The Round Rock Independent School District's Supplier Diversity Program ensures that the District will use its best efforts to ensure that small, women-owned and minority businesses are informed of current and future purchasing activities and will promote and encourage the participation of minority-owned, women-owned, and small business in purchasing of all goods and services. Nothing herein shall be construed to neither authorize nor require expenditure of funds for goods and services apart from normal and statutory purchasing processes. All information provided is subject to verification and this form may be incorporated into any resulting contract.

Part I - Small, Women-Owned or Minority Business Identification

Please check the appropriate boxes below related to your company's business code, the ownership status and certification affiliation, if applicable:

- Business Code** Sole Proprietorship Partnership Corporation Joint Venture
- Business Ownership** Small Business Woman Owned Minority Owned Large / Non-Minority
- Certification** State of Texas Capital Metro Self Proclaimed Other (Attached)

Part II - Special Requirements for Bids Exceeding \$10,000

RRISD encourages current and potential contractors to provide opportunities to qualified small, women-owned and minority businesses for subcontracts. A subcontractor is any person or company that provides supplies and/or services to a prime contractor where the suppliers/services are used to fulfill the prime contractor's contractual obligations with RRISD. If your firm will provide all of the labor and/or materials required for this procurement, please complete Section A below. If your firm will subcontract any portion of this procurement, please complete Section B below, and disclose all subcontractors

Section A - Firm Is Providing All Of The Items/Services Required For This Procurement:

My firm has not identified any subcontracting opportunities and will not subcontract any portion of the work. Yes (✓)

Section B- Firm Will Subcontract A Portion Of The Items/Services As Listed Below:

My firm *has* identified subcontracting opportunities and will subcontract a portion(s) of the work. Yes (✓)

Dollar Value of Bid: \$

Name of Subcontractor	Address	Phone #	Contact Person	Amount of Subcontract	Name of Subcontract

Attach separate sheet as required.

CERTIFICATION

I, the undersigned agent for the firm named below, certify that the information concerning Supplier Diversity Information has been reviewed by me and the following information furnished is true to the best of my knowledge.

Firm's Name: _____

Signature of Company Official: _____ Date: _____

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Felony Conviction Notice

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony".

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract".

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME: _____

AUTHORIZED COMPANY OFFICIAL'S NAME: _____

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s): _____
(Attach additional sheet if necessary.)

Details of Conviction(s): _____
(Attach additional sheet if necessary.)

Signature of Company Official: _____

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Proposal Certification and Affirmation

NOTE TO PROPOSER: Failure to complete and submit this certification and affirmation page will be grounds for disqualification of the associated Proposal response.

The undersigned affirms that he or she is duly authorized to execute this certification and Proposal response, that this company, corporation, firm, partnership or individual has not prepared this Proposal response in collusion with any other person, firm or entity making or considering making a Proposal response to RRISD for any future District projects and that contents of this Proposal response as to prices, terms or conditions of said Proposal response have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Proposal response.

The foregoing is true and correct. RRISD, or any authorized representative of RRISD, is authorized by the undersigned to contact any firm, institution, or person listed above to obtain information that RRISD might determine as being desirable.

The undersigned, by his/her signature, represents that he/she is authorized to bind the Proposer to fully comply with the terms and conditions of this Request for Proposal, including all forms and attachments included and/or referenced herein, if accepted within ninety (90) calendar days after Solicitation closing.

Company Name: _____

Company Address: _____

City/State/Zip: _____

Company Phone No: _____

Company Fax No: _____

Authorized Representative _____

Representative Title: _____

Representative Phone No. _____

Representative Email Address: _____

Representative Signature: _____

Date: _____

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CTPA Adoption Clause

Central Texas Purchasing Alliance Adoption Clause

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE CENTRAL TEXAS PURCHASING ALLIANCE (CTPA).

- A. If authorized by the Vendor(s), resultant contract(s) may be adopted by the member districts of the CTPA as indicated below. Authorized members may purchase goods and/or services in accordance with contract pricing and purchasing terms established by the Contract Lead District.
- B. A list of members that may utilize the Vendor's contract is listed on the CTPA website, <http://www.roundrockisd.org/home/index.asp?page=2305>.
- C. Any district member wishing to utilize such contract(s), will contact the Vendor to verify that the contract is available to them and will place its own order(s) directly with the successful Vendor. The Successful Vendor may contact the member districts to inform them about the contract award. There shall be no obligation on the part of any participating district to utilize the contract(s).
- D. A negative reply by the Vendor will not adversely affect consideration of the Vendor's Solicitation response.
- E. Each participating district has the option of executing a separate contract with the successful Vendor, which may contain general terms and conditions unique to that contracting district. If, when preparing such contract, the general terms and conditions of a district are unacceptable to the successful Vendor, the successful Vendor may withdraw its extension of their offer to that district.
- F. The Contract Lead District shall not be held liable for any costs or damages incurred by another district as a result of any award extended to that district by the Successful Vendor.

BY SIGNATURE BELOW, THE VENDOR HEREBY AUTHORIZES THE MEMBER DISTRICTS AS INDICATED BY CHECK BELOW TO ADOPT ANY CONTRACT RESULTING FROM THE VENDOR'S RESPONSE TO THIS SOLICITATION:

Yes

No

Yes, with the exceptions of the following districts:

Vendor Name: _____

Printed Name of Authorized Company Official: _____

Signature of Company Official: _____

Date: _____

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ATTACHMENT A: Proposal Response

The Proposer must provide a Proposal response to all questions. The section shall be clearly delineated by the category and number assigned for each question. The answers shall be clear and concise, and not lengthy. If the Proposer does not have an answer to a question, the Proposer shall state 'Not applicable' or 'Unable to perform'.

1. **PROPOSAL RESPONSE.**

1.1 **Business History and Experience.**

The Proposer shall submit a minimum of three (3), and up to five (5,) references that have current contracts with their company who provide like products and/or services, or have provided like products and/or services within the last five (5) years. It is required that the Proposer show school districts in Texas equal to RRISD in size and structure. Each reference provided shall include:

- 1.1.1 District Name
- 1.1.2 Contact Person (should be from the Library Services Department)
- 1.1.3 Address, City, State, and Zip
- 1.1.4 Contact Person Phone Number
- 1.1.5 Contact Person Email Address
- 1.1.6 Project Implemented
- 1.1.7 Brief Project Scope (include student enrollment of the District)
- 1.1.8 Time Frame for the Project (contract award date to implementation sign-off by reference)

1.2 **Company References.** The Proposer shall submit a minimum of three (3), and up to five (5,) references that have current contracts with their company who provide like products and/or services, or have provided like products and/or services within the last five (5) years. It is required that the Proposer show school districts in Texas equal to RRISD in size and structure. Each reference provided shall include:

- 1.2.1 District Name
- 1.2.2 Contact Person (should be from the Library Services Department)
- 1.2.3 Address, City, State, and Zip
- 1.2.4 Contact Person Phone Number
- 1.2.5 Contact Person Email Address
- 1.2.6 Project Implemented
- 1.2.7 Brief Project Scope (include student enrollment of the District)
- 1.2.8 Time Frame for the Project (contract award date to implementation sign-off by reference)
- 1.2.9

1.3 **Conversion, Implementation & Training.** Provide a conversion, implementation, and training plan designed with the District proposed timeline. This plan should include information on vendor recommended district staffing requirements. Please include a breakdown of the amount of time required to train district staff.

1.4 **Support Services.** Outline how your organization provides support and maintenance to your current customers. Include user groups, disaster recovery services, process for enhancement request, version updates, and software bug fixes. Include details about your website where customers can access information on common problems.

1.5 **Additional Documentation.** This information will be evaluated on a pass/fail basis only. No points will be assigned.

- 1.5.1 Additional pages may be included within the Proposal response, but must be included within the bound copy of the Proposal response, and cross-referenced as necessary. Unnecessarily lengthy documents are discouraged.
- 1.5.2 The District reserves the right to tender its own contract which shall incorporate the requirements of this RFP and the successful Proposer's response. It is suggested that if the Proposer has an established contract agreement for the product offered, this should be

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included within this section and clearly identified. The Proposer must list any special provisions or clauses that it would like to have considered in the resulting contract and an explanation of the intent of such special provision or clause.

2. Training and Implementation

- 2.1 Describe the type of application training that will be provided to RRISD employees, including the number of hours at no cost, qualifications of trainers, location of training, format of training, and additional training available after installation is completed.
- 2.2 Implementation is a critical component/phase to the success of this solution. Describe your implementation approach in detail, including step sequences, required time, and training requirements. Include a sample Implementation Plan.
- 2.3 Which vendor staff members will participate with RRISD in planning the implementation and post-implementation review?
- 2.4 RRISD will assume responsibility for on-going training and support of the solution after implementation. Are training and reference guides (or on-line help) available? Enclose materials that will assist us with the evaluation of your training program including samples of training plans developed for districts equivalent in size to RRISD. The plan should address training the trainer, training the end-user, report writing, technical training, class size, facility requirements, and suggested time frame.
- 2.5 Describe the documentation (all documents, reference charts, etc.) that is provided with your solution. Include title, format (printed, online, etc.), quantity supplied and cost (if any), cost of additional copies, descriptions of contents and purpose (intended users), and examples.
- 2.6 List all Texas districts that currently use your product. Include a contact name and phone number for each.

3. Support and Maintenance

- 3.1 Describe your standard service/support agreement. Include samples of the various types of agreements, level of support provided, and the "hours of coverage" options that are available. Ensure the supporting material addresses extended (year) maintenance. What is the average problem response time for technical assistance (during normal business hours, after business hours, etc.)? What is the procedure for after hours?
- 3.2 Indicate the maximum guaranteed response time (in hours) to respond to a request for technical assistance.
- 3.3 What are the hours of operation (Central Time zone) of your technical and user support staff?