

UNIVERSITY OF NORTH TEXAS SYSTEM™

REQUEST FOR PROPOSALS

Request for Proposal #:
Request for Proposal Name:
RFP PRE-PROPOSAL MEETING DATE & TIME:
RFP DUE DATE AND TIME:

RFP763-13-84922-JT
Integrated Library System & Discovery Tool
N/A
February 15, 2013, 2:00 PM CST

RETURN SEALED PROPOSALS TO:

Physical Address (i.e. hand delivery and overnight):

University of North Texas
Business Service Center
University Services Building
2310 N. I-35E
Denton, Texas 76205

INSTRUCTIONS FOR A FACSIMILE RESPONSE:

Fax Responses will not be accepted for this RFP.

If there are any questions regarding this RFP, please contact Janell Tepera at 940-369-5500 or submit solicitation questions to: [Solicitation Inquiry](mailto:bsc.untssystem.edu) located at bsc.untssystem.edu. Bids Listing Page. All questions must be received no later than January 25, 2013 at 5:00 pm) CST. All questions and answers will be posted to the website by 5:00 pm CST, February 1, 2013.

A copy of this proposal form is posted at and may be downloaded from: bsc.untssystem.edu

Check below if preference claimed under TAC, Title 34, as amended

- Supplies, materials, or equipment produced in Texas/offered by Texas bidders
- Agricultural products produced or grown in Texas
- Agricultural products and services offered by TX bidders
- USA produced supplies, materials, or equipment
- Products of persons with mental or physical disabilities
- Recycled, remanufactured, or environmentally sensitive products, including recycled steel products
- Energy efficient products
- Rubberized asphalt paving material
- Recycled motor oil and lubricants
- Products produced at facilities located on formally contaminated property
- Products and services from economically depressed or blighted areas
- Vendors that meet or exceed air quality standards

By signing this proposal, respondent certifies that if a Texas address is shown as the address of the respondent, respondent qualifies as a Texas Resident Bidder as defined in Texas Administrative Code (TAC), Title 34, as amended.

In accordance with the Texas Government Code, Sections 2161.181-182 and the Texas Administrative Code (TAC), Title 34, as amended, state agencies shall make a good faith effort to utilize Historically Underutilized Businesses (HUBS) in contracts for construction, services, including professional and consulting services and commodities contracts. The Texas Comptroller of Public Accounts HUB Rules, TAC, Title 34, as amended, encourages the use of HUBs by implementing these policies through race-ethnic-and gender-neutral means.

Are you a certified HUB? (circle one) YES or NO

If yes, please circle the organization or entity certified with below and include a copy of your certificate:

Texas Comptroller of Public Accounts; NCTRCA; MBDC;
Other _____

If yes, please also specify: Ethnicity _____ & Gender _____

IF SUBMITTING A PROPOSAL, RFP MUST BE SIGNED and ALL attached files must be printed and returned with proposal package. You shall submit a clearly marked original, one (1) duplicate copy, and one (1) CD/DVD in a single PDF format (CD's with more than the requested information will be considered non-responsive). Sealed proposals should be received NO LATER THAN the specified due date and time. UNTS reserves the right to accept late proposals, however proposals received after opening time will not be accepted. Show RFP opening date, RFP number, and return address of firm on sealed proposal envelope. Incomplete proposals will be disqualified.

RESPONDENT MUST FILL IN AND SIGN BELOW:

(FAILURE TO SIGN WILL DISQUALIFY PROPOSAL)

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PAYEE ID#: _____

AUTHORIZE AGENT: _____

(Print or Type Name)

AUTHORIZED SIGNATURE: _____

DATE: _____

PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

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RFP Checklist

Please use this checklist to make sure all required documents are included.

- () All UNTS-provided RFP forms completed
- () Proposal signed
- () Proposed contract supplied (if applicable)
- () One (1) original copied, clearly marked "Original"; one (1) additional copies clearly marked; and one (1) CD/DVD in a single PDF format
- () If requested, supporting product or service documentation provided
- () Attachments included in response

NOTICE--IN ADDITION TO THE ITEMS LISTED BELOW, THE TERMS AND CONDITIONS OF THIS RFP ARE ATTACHED AS ATTACHMENT "A".

IMPORTANT NOTICE: ANY PROPOSED CHANGES TO THE TERMS AND CONDITIONS OUTLINED IN THIS RFP MUST BE SUBMITTED ALONG WITH YOUR RESPONSE TO THIS RFP. FAILURE TO PROVIDE SUCH MAY PREVENT UNTS FROM AGREEING TO ANY CHANGES IN OUR STANDARD TERMS AND CONDITIONS AND COULD AFFECT THE AWARD OF THIS RFP.

The laws of the State of Texas must prevail on all responses.

1.0 SCOPE OF WORK/DESCRIPTION OF GOODS (COMMODITY CODE: 208-59:)

In accordance with Education Code 51.9335, the University of North Texas System, subsequently referred to as UNTS, is accepting proposals on behalf of University of North Texas Health Science Center (UNTHSC) and intends to enter into an agreement with a vendor that specializes in Library Information Management Software, in accordance with the terms and conditions and requirements set forth in this Request for Proposal. The resulting pricing, terms and conditions shall be extended to the University of North Texas (UNT), the University of North Texas Health Science Center (UNTHSC), University of North Texas at Dallas (UNTD) and any other institutions of higher education interested in utilizing the agreement, as allowed by the Texas Education Code.

- 1.1 Specifications Information:** SEE ATTACHMENT B
- 1.2 Pricing** SEE ATTACHMENT C

2.0 PRE-PROPOSAL MEETING: Not applicable to this RFP.

3.0 EVALUATION:

As provided by statute, awards will be based on the best proposal most advantageous to UNTS. Determination will be made by consideration of prices offered, delivery date, quality, general reputation, and performance of the respondents, service as related to past performance, suitability of items for the intended use and conformity to specifications, terms and conditions of this Request for Proposal. UNTS reserves the right to reject all proposals that UNTS determines in its sole judgment are not in the best interest of the institution.

4.0 SELECTION PROCESS:

Selection of the Successful Offer submitted in response to this RFP by the Submittal Deadline will be made using the competitive process described below.

After the opening of the offers and upon completion of the initial review and evaluation of the offers submitted, selected respondents may be invited to participate in oral presentations. The selection of the Successful Offer may be made by UNTS on the basis of the offers initially submitted, without discussion, clarification or modification. In the alternative, selection of the Successful Offer may be made by UNTS on the basis of negotiation with any of the respondents. At UNTS's sole option and discretion, it may discuss and negotiate all elements of the offers submitted by selected respondents within a specified competitive range. For purposes of negotiation, a competitive range of acceptable or potentially acceptable offers may be established comprising the highest rated offers. UNTS will provide each respondent within the competitive range with an equal opportunity for discussion and revision of its offer. UNTS will not disclose any information derived from the offers submitted by competing respondents in conducting such discussions. Further action on offers not included within the competitive range will be deferred pending the selection of the success offer; however, UNTS reserves the right to include additional offers in the competitive range if deemed to be in its best interest.

After the submission of offers but before final selection of the Successful Offer is made, UNTS may permit a respondent to revise its offer in order to obtain the respondent's best final offer. UNTS is not bound to accept the lowest priced offer if that offer is not in its best interest, as determined by UNTS.

UNTS reserves the right to: (a) enter into agreements or other contractual arrangements for all or any portion of the Scope of Work set forth in this Proposal with one or more respondents; (b) reject any and all offers and re-solicit offers; or (c) reject any and all offers and temporarily or permanently abandon this procurement, if deemed to be in the best interest of UNTS.

4.1 Evaluation of Criteria: The successful offer will be the offer that is submitted in response to this Proposal by the Submittal Deadline and is the most advantageous to UNTS in UNTS's sole discretion. Offers will be evaluated by an evaluation committee that will include employees of UNTS and other persons invited by UNTS to participate. The evaluation of offers and the selection of the Successful Offer will be based on the information provided to UNTS by the respondent in response to the Specifications section of this Proposal. Consideration may also be given to any additional information and comments if such information or comments increase the benefits to UNTS. The successful respondent will be required to enter into a contract acceptable to UNTS.

The evaluation committee will determine if Best and Final Offers are necessary. Award of a contract may be made without Best and Final Offers. UNTS may, at its discretion, elect to have Respondents provide oral presentations and respond to inquiries from the evaluation committee related to their Proposals. A request for a Best and Final Offer is at the sole discretion of UNTS and will be extended in writing

In evaluating Proposals to determine the best value for the State, UNTS may consider information related to past contract performance of a Respondent including, but not limited to, Texas Comptroller of Public Account's Vendor Performance Tracking System.

4.2 Respondent's Acceptance of Process: Submission of an offer by a respondent indicates: (1) the respondent's acceptance of the Selection Process, the Evaluation of Criteria for selection, and all other requirements and specifications set forth in this Proposal; and (2) the respondent's recognition that some subjective judgments must be made by UNTS during this Proposal process.

5.0 SUBMITTAL DEADLINE:

To respond to this Proposal via mail, respondents must submit the information requested in the Specifications section of this Proposal and any other relevant information in a clear and concise written format to:

Via hand delivery or overnight
(i.e. FedEx, UPS, etc.)

Janell Tepera
Sr. Buyer
University of North Texas
Business Service Center
University Services Building
2310 N. I-35E
Denton, Texas 76205

Offers must be submitted in an envelope or other appropriate container and the name and return address of the respondent must be clearly visible. All offers shall be received at the above address no later than the due date and time listed on Page 1 of this RFP. UNTS reserves the right to accept late proposals, however proposals received after opening time will not be accepted.

Proposals will be received until the date and time established for receipt, then opened. Only the names of the respondents who submitted proposals will be made public. Prices and terms will not be divulged until after contract award.

6.0 **SCHEDULE OF EVENTS.** The solicitation process for this RFP will proceed according to the following schedule:

<u>EVENT</u>	<u>DATE</u>
Issue RFP	01/18/2013
Pre-proposal conference	N/A
Deadline to submit questions	01/25/2013, 5:00 p.m. CST
Answers to submitted questions posted	02/01/2013, 5:00 p.m. CST
Deadline to submit proposals/RFP	02/15/2013, 2:00 p.m. CST

6.1 **REVISIONS TO SCHEDULE.** UNTS reserves the right to change the dates in the schedule of events above upon written notification to prospective Respondents through a posting on the UNTS website and the Electronic State Business Daily as an Addendum.

7.0 **QUESTIONS:**

Questions concerning this Proposal should be directed to: **Janell Tepera**. Please do not contact any other individuals from the University or UNTS. This may result in disqualification. Please submit solicitation questions to: [Solicitation Inquiry](#) located at bsc.untsystem.edu Bids Listing Page.

All questions must be received no later than 1/25/2013 at 1:00 PM CST. All questions and answers will be posted to the website by 5:00 pm CST, 02/01/2013.

UNTS may in its sole discretion respond in writing to questions concerning this Proposal. Only UNTS's responses made by formal written Addendum to this Proposal shall be binding and shall be posted on the UNT's website located at bsc.untsystem.edu. Oral or other written interpretations or clarifications shall be without legal effect.

8.0 **PUBLIC OPENING: Not Applicable to this RFP.**

9.0 **REFERENCES (REQUIRED):**

Respondents, please list three (3) companies who have been using your firm for similar or like services on a regular basis for the past 6-12 months. By listing references respondent agrees that UNTS may investigate these references and consider them as a basis to determine award of this RFP.

Company Name: _____
Person to Contact: _____
Street Address: _____
City, State, Zip: _____
Area Code and Telephone: _____

Company Name: _____
Person to Contact: _____
Street Address: _____
City, State, Zip: _____
Area Code and Telephone: _____

Company Name: _____
Person to Contact: _____
Street Address: _____
City, State, Zip: _____
Area Code and Telephone: _____

**ATTACHMENT A
TERMS AND CONDITIONS**

ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF THE SOLICITATION:

1.0 Response Requirements:

- a. Respondents must comply with all the rules, regulations and statutes relating to purchasing in the State of Texas, to the rules and regulations of the University of North Texas System and the requirements of this form. The University of North Texas System (UNTS) consists of the University of North Texas, University of North Texas at Dallas, and the University of North Texas Health Science Center at Fort Worth.
- b. Respondents must price per unit shown. Unit prices shall govern in the event of extension errors.
- c. Responses should be submitted on this form. Responses will be time stamped on or before the hour and date specified for the response opening.
- d. Unsigned responses will not be considered under any circumstances. Person signing response must have the authority to bind the firm in a contract.
- e. Quote F.O.B destination, freight prepaid and allowed. Otherwise, specify exact delivery cost and terms.
- f. Response prices are to be firm for UNTS acceptance for 180 days from response opening date. "Discount from list" Responses should be specified. Cash discount will not be considered in determining the low response. All cash discounts offered will be taken if earned.
- g. Respondents must give unit prices for each item to be purchased. Respondents may response less than the total number of items. An "All or None" response by Respondent may be rejected at the option of UNT System.
- h. Respondents should give Payee ID Number, full firm name, and address of respondent on the face of this form. Enter in the space provided. The Payee ID Number is the taxpayer number assigned and used by the Texas Comptroller of Public Accounts. If this number is not known, complete the following:
Enter Federal Employer's Identification Number _____
- i. Responses cannot be altered or amended after opening time. Alterations made before opening time should be initialed by respondent or his authorized agent. No response can be withdrawn after opening time without approval by UNTS based on an acceptable written reason.
- j. Purchases made for UNTS use are exempt from the State Sales tax and Federal Excise tax. Do not include tax in response. Excise Tax Exemption Certificates are available upon request.
- k. UNTS reserves the right to accept or reject all or any part of any response, waive minor technicalities and award the response to best serve the interests of UNTS.
- l. Consistent and continued tie Responses could cause rejection of offers by UNTS and/or investigation for antitrust violations.
- m. FACSIMILE FOR RESPONSE: UNTS will not accept responses via facsimile.
- n. QUOTATIONS AND RESPONSES: Any quotation number referenced is for pricing purposes only. In addition, UNTS solicitation terms and mutually acceptable written revisions, if any, shall apply. Any terms and conditions not accepted through UNTS Business Service Center Purchasing in writing are not binding on either party.
- o. Catalogs, brand names or manufacturer's references are descriptive only, and indicate type and quality desired. Responses on brands of like nature and quality will be considered if response specifies such. If responding on other than referenced, response should show manufacturer, brand or trade name, and other description of product offered. If other than brand(s) specified is offered, illustrations and a complete description of product offered are requested to be made part of the response. Failure to take exception to specifications or reference data will require respondent to furnish specified brand names, numbers, etc.
- p. Unless otherwise specified, items offered shall be new and unused.
- q. In addition, all electrical items must meet all applicable state and federal standards and regulations, and bear the appropriate listing such as ANSI, FCC, NEMA, NTRL, and OSHA standards.

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- r. Samples, when requested, must be furnished free of expense to UNTS. If not destroyed in examination, they will be returned to the respondent, on request, at respondent's expense. Each sample should be marked with respondent's name and address, and requisition number. Do not enclose in or attach offer to sample.
- s. UNTS will not be bound by any oral statement, or representation contrary to the written specifications of this Response.
- t. Manufacturer's standard warranty shall apply unless otherwise stated in the Response.

1.1 Tie Responses: In case of tie bids, any award will be made in accordance with TAC, Title 34, as amended.

1.2 Delivery:

- a. Show number of days required to place material at UNTS designated location under normal conditions. Failure to state delivery time obligates respondent to deliver in 14 calendar days. Unrealistic delivery promises may cause offer to be disregarded.
- b. If delay is foreseen, respondent shall give written notice to UNTS. Vendor must keep UNTS advised at all times of status of order. Default in promised delivery (without accepted reasons) or failure to meet specifications authorizes UNTS to purchase supplies elsewhere and charge full increase, if any, in cost and handling to defaulting vendor.
- c. No substitutions permitted without written approval of UNTS Business Service Center Purchasing
- d. Delivery shall be made during normal UNTS working hours only, unless prior approval has been obtained from UNTS Business Service Center Purchasing

1.3 Inspection and Tests: All goods will be subject to inspection and test by UNTS. Authorized UNTS personnel shall have access to supplier's place of business for the purpose of inspecting merchandise. Tests shall be performed on samples submitted with the response or on samples taken from regular shipment. All costs shall be borne by the respondent in the event products tested fail to meet or exceed all conditions and requirements in this Solicitation. Goods delivered and rejected in whole or in part may, at UNTS option, be returned to the respondent or held for disposition at respondent's expense. Latent defects may result in revocation of acceptance.

145 Award of Contract: A response to this Solicitation is an offer to contract based upon the terms, conditions and specifications contained herein. Responses do not become contracts until they are accepted through a UNTS purchase order. The contract shall be governed, construed, and interpreted under the laws of the State of Texas as the same may be amended from time to time. The Education Code 51.9335 shall be considered in making an award when specified. Venue for any suit filed against the UNTS shall be subject to the mandatory venue statute set forth in § 105.151 of the Texas Education Code.

- a. An award is made to the vendor submitting the lowest and/or best value response conforming to this specification. To determine the lowest and/or best value response, in addition to price, BEST VALUE may be considered by some of the criteria listed below:
 - i. The quality, availability, and adaptability of the supplies, materials, equipment, or contractual services to the particular use required;
 - ii. The purchase price;
 - iii. The reputation of the vendor and of the vendor's goods or services;
 - iv. The quality of the vendor's goods or services;
 - v. The extent to which the goods or services meet UNTS needs;
 - vi. The vendor's past relationship with UNTS and its component institutions;
 - vii. The impact on the ability of UNTS to comply with laws and rules relating to historically under-utilized business;
 - viii. The total long-term cost to UNTS of acquiring the vendor's goods or services;

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- b. DEBTS TO THE STATE: Any party indebted to the State of Texas or any party who is more than 30 days delinquent for Child Support is not entitled to payment on this purchase order or any accompanying contract.
- c. If a “best offer” vendor shows not to be in “good standing” this agency may reject the response and award to the next best response.
- d. The UNTS reserves the right to award the entire contract to a single Vendor or to award different components to different Vendors, whichever UNTS, at its sole discretion, determines to be in its overall best interest, as solely determined by the responsible parties of UNTS.
- e. Delivery may be a factor in this award.

1.5 Payment Terms: UNTS shall be billed in accordance with Chapter 2251 of the Texas Government Code and payment shall be made no later than thirty days following the latter of (i) delivery of the goods or completion of the services and (ii) delivery of an invoice to Customer; and (c) interest, if any, on past due payments shall accrue and be paid in accordance with Chapter 2251 of the Texas Government Code. Payee must be in good standing, not indebted to the State of Texas, and current on all taxes owed to the State of Texas for payment to occur. Invoices and any required supporting documents must be presented to: UNTS Business Service Center-Payment Services; 1112 Dallas Dr. Ste. 400, Denton, TX 76205 or electronically submitted to invoices@untsystem.edu

- a. Payment on any contract will be withheld from Respondent if Respondent is determined to be more than 30 days delinquent for Child Support.
- b. Successful respondent shall be responsible for referencing the purchase order number(s) resulting from this response on any invoice(s) packing list(s), correspondence etc. Invoicing must coincide to prices quoted either on a unit, hourly, etc. basis.
- c. DISQUALIFICATION: Response is subject to disqualification if respondent provides revisions and/or exclusions to the terms and conditions listed in this solicitation that the UNTS is limited by law from accepting (i.e. offers with the laws of a State other than Texas), requirements for prepayment not defined in or allowed for in this Solicitation, limitations on remedies, any revision to stated terms and conditions of the Solicitation, etc.

1.6 Patents and Copyrights: The vendor agrees to protect UNTS from claims involving infringement of patents or copyrights.

1.7 Vendor Assignments: Vendor hereby assigns to UNTS any and all claims for overcharges associated with this contract arising under the antitrust laws of the United States 15 U.S.C.A. Section 1, et seq. (1973), and the antitrust laws of the State of Texas, Tex. Bus. & Comm. Code Ann Sec. 15.01, et seq. (1967). Inquiries pertaining to Solicitations must give solicitation number, codes, and opening date.

1.8 Respondent Affirmation: Signing this response with a false statement is a material breach of contract and shall void the submitted response or any resulting contracts, and the respondent shall be removed from all bidder lists. By signature provided below, the respondent hereby affirms and certifies that:

- a. The respondent has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response.
- b. The respondent is not currently delinquent in the payment of any franchise tax owed the State of Texas.
- c. Neither the respondent nor the firm, corporation, partnership, or institution represented by the respondent, or anyone acting for such firm, corporation or institution has violated the antitrust laws of this State or the Federal Antitrust Laws, nor communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business.
- d. Under Section 2155.004 Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract

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- e. Under Section 231.006(d), Family Code (relating to child support), the respondent certifies that the individual or business entity named in this offer is not ineligible to receive the specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
- f. Respondent agrees that any payments due under this contract may be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the State of Texas.
- g. Respondent agrees to comply with Government Code 2155.4441, pertaining to service contract use of products produced in the State of Texas.
- h. Respondent understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Respondent further agrees to cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Respondent will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through bidder and the requirement to cooperate is included in any subcontract it awards.
- i. Respondent certifies that they are in compliance with Section 669.003 of the Government Code, relating to contracting with the executive head of a State agency. If Section 669.003 applies, respondent will complete the following information in order for the response to be evaluated:

Name of former Executive: _____

Name of State Agency: _____

Date of separation from State agency: _____

Position with respondent: _____

Date of employment with respondent: _____

1.9 Pursuant to Section 231.006 of the Family Code, response must include names and Social Security Numbers of each person with at least 25% ownership of the business entity submitting the response. Vendors that have pre-registered this information on the Texas Comptroller of Public Accounts Centralized Master Bidders List (CMBL) have satisfied this requirement. If not pre-registered, list the name and social security numbers for each person. Otherwise, this information must be provided prior to contract award.

1.10 Note to Vendors: Any terms and conditions attached to any response will not be considered unless specifically referred to on the Solicitation and may result in disqualification of the response.

a. Dispute Resolution:

Chapter 2260 of the Texas Government Code establishes a dispute resolution process for contracts involving goods, services, and certain types of projects. If Chapter 2260 applies to this Purchase Order, then the statutory dispute resolution process must be used by the vendor to attempt to resolve all of its disputes arising under this Purchase Order.

- i. Any contractual claim of respondent that the parties cannot resolve in the ordinary course of business shall be submitted to the negotiation process provided in Chapter 2260, subchapter B, of the Texas Government Code. To initiate the process, respondent shall submit written notice, as required by subchapter B, to Carolyn Cross, UNTS Business Service Center Director of Purchasing. Said notice shall specifically state that the provisions of Chapter 2260, of subchapter B, are being invoked. Compliance by respondent with subchapter B is a condition precedent to the filing of a contested case proceeding under Chapter 2260, subchapter C, of the Texas

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Government Code.

- ii. The contested case process provided in Chapter 2260, subchapter C, of the Texas Government Code is respondent's sole and exclusive process for seeking a remedy for any and all alleged contractual claims if the parties are unable to resolve their disputes under subparagraph (A) of this paragraph.
- iii. Compliance with the contested case process provided in subchapter C is a condition precedent to seeking consent to sue from the Legislature under Ch. 107 of the Civil Practices and Remedies Code. Neither the execution of this contract by the UNTS and its component institutions nor any conduct of any representative of the UNTS and its component institutions hereafter shall be considered a waiver of sovereign immunity to suit. The submission, processing, and resolution of respondent's claim is governed by the published Rules *adopted by the Texas Office of the Attorney General pursuant to Chapter 2260, as currently effective, hereinafter enacted* or subsequently amended. Neither the occurrence of an event nor the pendency of a claim constitutes grounds for the suspension of performance by respondent, in whole or in part. The designated individual responsible on behalf of the UNTS for examining any claim or counterclaim and conducting any negotiations related thereto, as required under 2260.052 of H.B. 826 of the 76th Texas Legislature shall be Carolyn Cross, UNTS Business Service Center Director of Purchasing
- .iv. Venue and service of process for suits involving UNTS is governed by Section 105.151 of the Texas Education Code.

- b. **Excess Obligations Prohibited:** The Texas Constitution (Article XVI, Section 10) prohibits obligators beyond the current appropriations, which UNTS applies annually. Any Purchase Order may be canceled at any time without penalty if legislative and/or UNTS funds are not appropriated for goods or services obligated on any Purchase Order beyond the current fiscal year (September 1 through August 31 of any given year.)
- d. **Cancellation:** Items or orders may be canceled without the consent of the vendor due to failure to fulfill their contractual obligations. If cancellation is requested by UNT System for some other reason through no fault of the vendor, the vendor will be contacted. UNTS reserves the right to cancel this contract upon 30 days written notice to the contractor. The contractor must request and secure in writing the approval of the Purchasing Department to be released from this contract or any portion thereof should conditions unforeseeable occur.
- e. **Miscellaneous:** The laws of the State of Texas shall prevail including the Public Information Act. Any order is not confidential. All transactions associated with this Order may be subject to audit. Vendor by accepting this Order agrees to allow access to all records regarding this transaction upon written request by the UNTS Internal Auditors and/or UNTS Business Service Center Purchasing.
- f. **RESPONSE RESULTS:** It is not the policy of UNTS to furnish results over the telephone. Bid tabulations may be requested at <http://bsc.untsystem.edu/content/bid-inquiry>.
- g. **Centralized Master Bidders List ("CBML"):** The UNTS utilizes the Texas Comptroller of Public Accounts Centralized Master Bidders List (CMBL) for Historically Underutilized Businesses (HUB). The CMBL is located at: <http://www.window.state.tx.us/procurement/>. Non-HUB respondents are identified from various sources including the CBML.

1.11 Indemnification: Vendor further agrees to indemnify, defend, and hold harmless the UNTS, its Board of Regents, officers and employees, from and against any and all claims, actions, suits, demands, proceedings costs, liability, injuries, damages or allegations of such brought by an act or omission of vendor or vendor's employees and/or subcontractors or due to vendor's product or services. This indemnification shall include but not be limited to acts or omissions related to environmental hazards.

1.12 The parties understand and agree that any purchase order/contract may be subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the administrative regulations and/or guidance which have issued or may in the future be issued pursuant to HIPAA, including, but not limited to, the Department of Health

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and Human Services regulations on privacy and security, and Texas state laws pertaining to medical privacy (collectively, "Privacy Laws"). Vendor agrees to comply with all Privacy Laws that are applicable to this purchase order/contract and to negotiate in good faith to execute any amendment to this purchase order/contract that is required for the terms of this purchase order/contract to comply with applicable Privacy Laws. In the event the parties are unable to agree on the terms of an amendment pursuant to this paragraph within thirty (30) days of the date the other party.

- 1.13** Vendor hereby certifies that the network hardware or software, as applicable, procured or leased under this contract, has undergone independent certification testing for known and relevant vulnerabilities in accordance with §2059.060, Texas Government Code.
- 1.14 Exemption Declaration:** Pursuant to the provisions of the Texas Government Code, Chapter 2157.005(d) this requirement is for the purchase of a wireless communication device to be used by peace officers, firefighters, and other emergency response personnel to respond to a public safety emergency.
- 1.15 Important Notice:** Any purchase order may be funded wholly or partially with federal funds subject to the American Recovery and Reinvestment Act of 2009 (ARRA). The vendor shall comply with all applicable provisions of ARRA, which may include, but are not limited to the provision of Division A, Titles XV and XVI (e.g., audit provisions, whistleblower protection, and preferences for American products).
- 1.16 Federal Funds:** All procurements of supplies equipment, and services utilizing Federal Funds (e.g. Federal Grant or Contract) shall be made in accordance with all applicable federal rules and regulations: Federal Acquisition Regulations (FAR), Federal Office of Management and Budget (OMB) Educational Institutions (even if part of a State or local government) follow: OMB A-21 for cost principles, A-110 for administrative requirements, and A-133 for audit requirements. All procurement requirements contained in the above referenced circulars are incorporated herein by reference. By signing this solicitation document vendor certifies that vendor is in compliance with OMB A110 and that vendor is not on the Debarred Bidders List.
- 1.17 Suspension, Debarment, and Terrorism:** Vendor further certifies that the vendor and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that vendor is in compliance with the State of Texas statutes and rules relating to procurement and that vendor is not listed on the federal government's terrorism watch list as described in executive order 13224. Entities ineligible for federal procurement are listed at www.sam.gov/portal/public/SAM/.

ATTACHMENT B

Integrated Library System (ILS) & Discovery System

Statement of Purpose:

The UNTHSC Library is seeking proposals for a new Integrated Library System (ILS) and a Discovery System in order to enhance discoverability of library materials and to maximize efficiencies. Proposals are welcome for one or both products. The Library currently utilizes the Millennium ILS from Innovative Interfaces and does not have a Discovery System.

Background Information:

The University of North Texas Health Science Center (UNTHSC), located in Fort Worth, comprises the Texas College of Osteopathic Medicine, Graduate School of Biomedical Sciences, School of Health Professions and School of Public Health. Additionally, the UNT System College of Pharmacy is scheduled to commence in Fall of 2013 on the Health Science Center campus. The Fall 2012 student FTE was approximately 2,000, all at the graduate or professional school level, and the faculty count was approximately 400.

The Gibson D. Lewis Health Science Center Library provides research support for the campus academic community by offering access to over 80 online research databases, including: PubMed, Scopus, Cochrane Library, Access Medicine, Academic Search Complete, CINAHL, Web of Science, Global Health and Clinical Key. Additionally, the library currently facilitates access to more than 27,000 electronic journals.

The University of North Texas Health Science Center Library runs primarily Windows servers, most of which are virtualized, and prefers a solution that would run effectively in that environment. UNTHSC has a guaranty network for a 100 MB connection to the desktop with 100\1000 available in some places. Additionally, 100\1000\10000 based Ethernet is available in the data center. The ports are configurable for type and speed. In terms of electronic resources, the Library utilizes EZProxy for remote authentication and the Serials Solutions link resolver, 360Link. ILLiad is employed as the library's ILL management system. The Library maintains an institutional repository on the Digital Commons platform, a product of Berkeley Press.

Scope of Work:

The vendor will furnish an Integrated Library System and /or a Discovery System. The ILS vendor will assist in preparing the Library's existing database for migration, migrate records, customize the new system, and provide staff training in its use. Additionally, the vendor will provide ongoing support for the software in a timely fashion and will upgrade the system periodically.

The Discovery System vendor will create a customized view of its central index or create database connections based on the Library's holdings. It will ingest records from the Library's institutional repository, its ILS and other local databases, then provide a customizable search interface for all of the available content. Additionally, the vendor will host and maintain the Discovery System on its servers; provide ongoing support for the product in a timely fashion; and will continually update the data it provides.

Deliverables:**ILS Deliverables:**

ILS record migration services will be provided by the vendor. All existing Lewis Library Integrated Library System data will be migrated to the newly acquired system by 8.1.13.

System setup and configuration services provided by the vendor will be completed by 8.1.13

Training services will be provided by the vendor with core training sessions completed by 8.1.13.

Discovery System Deliverables:

System configuration services provided by vendor will be completed by 10.1.13 (*start date is negotiable)

Terms of Contract:**ILS Contract term:**

Contract start date 8.1.13; renewed annually.

Discovery System Contract term (for products not bundled with an ILS):

Contract start date 10.1.13; renewed annually. (*start date is negotiable)

Contractual terms and conditions:

Refer to Attachment A

Evaluation and Award Process:

For the ILS, the Library will evaluate proposals using responses to the functionality requirements checklist provided in the RFP, vendor demonstrations and, to the extent possible, testing of sample installations.

The Library will evaluate Discovery System proposals using responses to the RFP, an internal functionality checklist provided (see sample), vendor demonstrations, and testing of existing instances of the System on the internet.

Outcome & Performance Standards:

The functional requirements for both and Integrated Library System and a Discovery System are described below. Vendor performance will be monitored by UNTHSC librarians throughout the implementation process, and any delays or system deficiencies will be addressed by Library Administration. Regarding the ILS, vendor must ensure that the system is operational by the specified date (8/1/2013), or the vendor will be responsible for any costs incurred by the Library as a result.

Integrated Library System (ILS)

The Requirement Matrix is intended to summarize the functionality desired in the ILS as stated in the RFP. A lack of ability to meet each of the functions indicated will not preclude a Vendor from consideration during the selection process.

UNTHSC reserves the right to evaluate all proposals solely on the basis of currently existing features, functions, products, or services meeting the specifications as stated. While systems in alpha or beta phases of development will be considered, significant proof of viability and functionality for our Library must be provided by the vendor.

Vendor's responses must be in the same order in which questions appear in this RFP, and must use the same numbering scheme used in this RFP. Specify any additional costs associated with options.

The absence of a response will be scored as if the vendor cannot meet that requirement of that specification.

Please indicate the availability of a specification. Choices for the specification are as follows:

A = Available -- Vendor currently supplies this capability as a part of a general software release

D = In Development -- Testing and release planned within 2 years from the due date of this RFP

P = Planned -- Capability is planned; no development is underway

N = Not Available -- Not planned, and no development underway

S = Substitute -- Vendor's solution does not offer this option because architecture of the solution provides a suitable or superior alternative or renders feature unnecessary

The use of the word "option" in a specification indicates that the Library should be able to choose whether to implement the feature by turning ON or OFF a system setting. If the feature is available but is not an option, please describe in the comment section how it works.

REQ#	REQUIREMENTS MATRIX	CODE: A, D, P, N, S	Comments
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Acquisitions			
	General:		
1	Ability to provide a fully functional, integrated acquisitions subsystem that automatically manages encumbrances, disencumbrances, and expenditures in multiple library-defined accounts based on acquisitions activities including, but not limited to, selecting, ordering, receiving, claiming, cancelling, invoicing and reporting.		
2	Ability to maintain a complete audit trail for fund allocations and adjustments by staff members.		
3	Ability to perform all accounting functions in real-time.		
4	Ability to move between acquisitions, serials, cataloging, and circulation subsystems without having to log in to each subsystem.		
5	Ability to provide macros for repetitive data entry tasks.		
6	Ability to automatically and dynamically link acquisitions data to a bibliographic record.		
7	Ability to provide support for different order types, including firm orders, standing orders, subscriptions, continuations, donations, depository agreements, p-card and gifts.		
8	Ability to retrieve the following data from the acquisitions system:		
9	a. bibliographic information		
10	b. acquisitions type (firm, gift, blanket, periodical subscription, standing order, consortial, backfiles)		
11	c. status information (on order, cancelled, received, paid, partial paid, pending, serial on order, serial paid)		
12	d. invoice information		
13	e. vendor information		
14	f. vendor report information		
15	g. accounting information		
16	h. requestor information		
17	i. instructions to vendor		
18	j. internal processing instructions and notes		
19	k. public notes		
20	Ability to access acquisitions records online using the following access points:		
21	a. purchase order number		
22	b. title		
23	c. author		
24	e. ISSN/ISBN		
25	f. bib number		
26	g. vendor		

REQ#	REQUIREMENTS MATRIX	CODE: A, D, P, N, S	Comments
27	i. notes field		
28	j. publisher		
29	Ability to link fund codes to external codes required by the library's governing body for payment of invoices. Ability for external code to be up to 50 characters or a variable length field.		
	FUND ACCOUNTING		
30	Ability to produce fund summary reports that include fund allocations, amount encumbered and expended, remaining available, and percentage encumbered and expended for a given fiscal year.		
31	Ability to track date, time and user who made manual adjustments to a fund.		
32	Ability to adjust the amount encumbered and expended in a fund.		
33	Ability to transfer monies between funds.		
34	Ability to create and track at least 100 different funds.		
35	Ability to include amount budgeted, amount encumbered, amount expended, fund limits, uncommitted balance and total fund balance in fund records.		
36	Ability to roll over funds at the end of the fiscal year, including options to roll over only encumbrances, add in new allocations, retain or purge orders and other features related to end-of-year fiscal transactions.		
37	Ability to roll over pending purchase orders, purchase order templates, and open invoices.		
38	Ability to display linked funds from the Purchase Order, Selection List or Invoice work form.		
	ACQUIRING AND PROCESSING MATERIALS		
39	Ability to link to web-based selection tools to support automatic launching from the acquisition client.		
40	Ability to allow materials vendors to catalog collections by retrieving the library's holdings data via Z39.50 or other method		
41	Ability to allow staff to download titles from selected Z39.50 sites directly into selection lists, purchase		
42	Ability to allow staff to download titles from vendor databases into selection lists, purchase orders and invoices.		
43	Ability for purchase order number and invoice number fields to be variable length.		
44	Ability to edit purchase order number and suffix until the order is released.		
45	Ability to edit invoice number and suffix until the invoice is paid.		
46	Ability to support electronic submission of orders to the following vendors:		

REQ#	REQUIREMENTS MATRIX	CODE: A, D, P, N, S	Comments
47	a. Baker & Taylor		
48	b. EBSCO		
49	c. J.A. Majors		
50	d. W.T. Cox		
51	e. YBP		
52	Ability to support at least 100 different vendors		
53	Ability to track vendor performance including:		
54	a. average fill rate		
55	b. average delivery time		
56	c. number of orders placed		
57	d. number of orders received		
58	e. number of orders cancelled		
59	f. total estimated ordered		
60	g. total amount paid		
61	Ability to support Open URL from web-based selection vendors to the library's public access catalog.		
62	Ability to support EDIFACT electronic ordering, EDIFACT status reports, and EDIFACT electronic invoicing. The parameters to support EDIFACT must be able to be configurable by Library staff.		
63	Ability to support Electronic Data Interchange (EDI) X12 version 4010 or higher.		
64	Option to permit the placement of holds against titles on order and in process.		
65	Ability to determine the format (e.g., DVD, CD) when manually adding titles to an order for the purpose of ordering materials.		
66	Ability to automatically transfer holds placed on on-order items to full MARC records when they are cataloged.		
67	Ability to receive and un-receive orders and the ability to change the status of orders and individual items.		
68	Full electronic invoicing, including automatic generation of vendor invoices in the ILS database.		
69	Ability to include an X12 transaction manager supported by the vendor		
70	Ability to allow the operator to receive and invoice in one step.		
71	Ability to place orders using overspent funds.		
72	Ability to support invoices where links to the MARC database or vendor records are not required.		
73	Ability to enable an authorized user to cancel line items, reverse fund encumbrances allow hold requests to be transferred or deleted as needed.		
74	Ability to set up automatic patron notification when an on-order title is cancelled.		

REQ#	REQUIREMENTS MATRIX	CODE: A, D, P, N, S	Comments
75	Ability to link to circulation and hold information from acquisitions system for the purpose of making a selection decision.		
76	Ability to split funds per order record.		
77	Ability to receive entire cartons of shelf-ready items in one operation, simultaneously checking them in so they can circulate.		
78	Ability to receive items not ordered via the acquisitions subsystem.		
79	Ability to receive and pay for incomplete orders.		
80	Ability to optionally prevent EDI invoices from being created automatically for partial shipments.		
81	Ability to accept invoices, prepayments, and credit memos for non-electronic orders.		
82	Ability when paying, to edit amounts and funds, which automatically adjust encumbrances at payment.		
83	Ability to undo an invoice payment, automatically reversing the expenditures in linked funds and re-encumbering the amounts		
84	Option to suppress on-order items and on-order bibliographic records from display in the PAC.		
85	Ability to allow the linked bibliographic data to be overlaid or updated at any time after order placement.		
86	Ability to detect duplicate orders and provide an alert of duplication at the time the order is created, a selection list is downloaded.		
87	Option to use any indexed field as a basis for duplication and to change the duplicate field preferences for different material types and situations.		
88	Ability to create and activate new vendor accounts in real time.		
89	Ability to provide an acquisition status report that includes appropriations, encumbrances, expenditures, and funds available (purchasing power).		
	SERIALS CONTROL REQUIREMENTS		
	GENERAL		
90	For serials and continuations, ability to store data pertaining to:		
91	a. subscription dates (start, expiration)		
92	b. source (ISSN & Vendor & Publisher)		
93	c. frequency		
94	d. subscription price		
95	e. fund		
96	f. location information		
97	g. claiming information		
98	h. prediction information		
99	i. date of payment		

REQ#	REQUIREMENTS MATRIX	CODE: A, D, P, N, S	Comments
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100	j. holdings		
101	k. routing information		
102	l. note fields		
103	m. active or non-active indicator		
104	Ability for changes made within the Serials functions to be reflected in all modules in real time.		
	SUBSCRIPTION MAINTENANCE		
105	Ability to manage subscriptions (renewals, cancellations).		
106	Ability to cancel a single subscription of a title where multiple copies are being received without discontinuing the receipt of remaining subscriptions.		
107	Ability to view a subscription list, where all subscriptions eligible to be renewed display.		
108	Ability to cancel and reopen a subscription.		
109	Ability to optionally generate a purchase order at subscription renewal		

Cataloging			
	General:		
1	Ability to incorporate MARC21 validation tables, applied to both imported and manually created records		
2	Ability to indicate that a bibliographic and/or item record or authority record not be available for retrieval in the PAC		
3	Ability for individual staff to set a preferred view when the Bibliographic Workform is opened		
4	Ability to allow cut, copy and paste commands for full screen MARC record editing, updated in real time		
5	Ability to have multiple open windows and drag and drop data from one record to another.		
6	Ability to support varieties of import template capabilities, including item level information mappings		
7	Ability to overlay existing records with records from bibliographic utilities, using library-defined match points		
8	Ability to supply templates containing required and recommended bibliographic fields, modifiable by authorized library staff and available at the library-level and by login		
9	Ability to create an unlimited number of items for the same bibliographic record		
10	Ability to accommodate default templates that are user-specific for a given cataloging session		
11	Support both the 10-digit and 13-digit ISBN standard for searching for bibliographic records		
12	Ability to provide macros for repetitive data entry tasks		
13	Ability to include ALA/MARC21 character set fonts		

REQ#	REQUIREMENTS MATRIX	CODE: A, D, P, N, S	Comments
14	Ability to support UNICODE.		
15	Ability to accept, store, retrieve, print, and display diacritical marks		
16	Ability for library staff to export all or part of the bibliographic database in full MARC21 format without vendor intervention		
17	Ability to support search and limitation features on any data element within any cataloging record		
18	Ability to derive and open a new record from an existing record		
19	Ability to show statistical usage details (last user, last change, and date of change) on the bibliographic and item records		
20	Ability to provide a URL checking utility		
21	Ability to search a remote Z39.50 database from the Staff client, edit the record as required, and save it to the database		
22	Ability to import bibliographic and authority records from OCLC		
23	Global edit ability for bibliographic, authority, item, order, and checkin records		
24	Accommodation of library-defined Marc tags		
25	Ability to import MeSH authority records, either singly, by batch, or perhaps to load the entire MeSH yearly		
26	Allow manual authority record creation		
27	Ability to automatically update headings when an authority record is added to or updated.		
28	Ability to generate SEE and SEE ALSO references from authority records to direct online catalog users to other headings		
29	Item records should have the following fields:		
30	a. Barcode		
31	b. Current loan status		
32	c. Price		
33	d. Call number		
34	e. Volume		
35	f. At least two different note fields		
36	g. Item type (book, journal, CD, DVD, etc.)		
37	h. Last activity date		
38	i. No. of checkouts		
39	j. Creation date		
40	k. Field to suppress item from public access catalog		
	Ability to see edit history of item and bibliographic records		
41	Ability to modify, add or delete data in multiple item records in mass		
42	Ability to generate headings reports for, at minimum, duplicate detection, first time use, invalid headings		

REQ#	REQUIREMENTS MATRIX	CODE: A, D, P, N, S	Comments
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Circulation			
General:			
General Circulation			
1	The system allows customizable staff authorizations/permissions.		
2	When a hold is captured during check-in, the staff member is alerted. Captured holds invoke a hold wrapper to print out upon check-in. Authorized staff can override or cancel the hold. Holds can be either patron or staff initiated.		
3	Authorized staff can backdate returns.		
4	Item records retain the date and time of the last check in, and retains link to previous borrower after check in. Item records retain only the last borrower and no more.		
8	The system allows a collected file of barcodes to be imported into the system using a non-proprietary barcode reader.		
Patron Records			
6	The patron record displays overdue items, fines, blocks and holds on the main screen.		
7	The system should have the ability to bulk import patron records from an external source including compatibility with PeopleSoft/EIS.		
8	Patron records should be flexible enough to allow customization to meet the needs of the library. Such as having a large number of statistical categories; allow more than one phone number; have more than one unique ID; show last activity date and time; have the ability for staff to add private notes and block patrons for multiple reasons.		
9	Ability to search patron records by Barcode, Last Name and other indexed access points.		
10	Patron records should display due dates and times, patron blocks, outstanding fines, and overdue items during checkout.		
11	Patron records can be linked to provide proxy account functionality.		
12	System allows authorized staff to add, waive and reinstate fines. Notes can be added to fines, including when paying/waiving fines. Fine receipts can be printed out. Receipts for outstanding fines can be printed. Payment type can be indicated, such as cash, credit, e-commerce, check.		
13	Receipts and hold wrappers can be configured to print to any printer, including receipt printers. Check out and check in receipts can be printed during transaction. Receipts of borrowed items and fines can be printed on-demand. Receipts are customizable.		
Loan Rules			
14	Loan periods can be defined in days and hours, supporting daily and hourly loan periods. Loan periods can be modified by authorized staff during checkout.		

REQ#	REQUIREMENTS MATRIX	CODE: A, D, P, N, S	Comments
15	The system has the flexibility to calculate due dates/due times based on patron type, item type and location. The library can also specify which item types may be borrowed by which type of patron.		
17	The system should have the ability for the library to set different limits for circulation activity based on patron type. For instance, setting limits on the number of items to be checked out; number of items on hold or holds placed; and number of overdue items/overdue notices before an account is blocked.		
18	The system should have the ability for authorized staff to override loan rules during checkout to allow exceptions such as modifying due time or due date; allowing circulation of materials designated as library use only; allowing items to circulate to patrons not authorized to borrow the item type/location. These exceptions should be traceable to individual staff.		
	Offline Circulation		
19	The vendor should provide, at no extra charge, an offline circulation function to check out, check in, and renew when the system is inoperable. The offline module should have the ability to check out in days and hours. Once the system is operational, there should be a process to upload transactions into the system with exportable error and exception reports, including captured holds.		
	Notices		
20	Multiple levels of overdue notices can be generated based on the library's needs, such as Courtesy (Due Soon), Overdue and Billed. Flexibility to send notices via email, USPS mail, SMS. Other types of notices can be generated, such as Hold pickups/cancellations, statement of charges.		
	Holds		
21	System allows holds to be placed at the Bibliographic and Item level. Patron or staff can set a Not Needed After date. Holds can be viewed from the patron and item records. Holds display in the OPAC.		
	Record Management		
22	The system should support batch deletion of patron records based on library-specified field data with the ability to review before final deletion. Additionally the system should have the ability to delete individual patron records by authorized staff.		
23	The system should have the ability to create on-the-fly Bib/Item records to circulate items not cataloged.		
24	The system should be flexible enough to allow authorized staff to manually create and merge individual patron records. Merged records should retain borrowing activity, notes, blocks, fines and fees history.		

REQ#	REQUIREMENTS MATRIX	CODE: A, D, P, N, S	Comments
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Public Access Catalog			
General:			
1	System includes a Public Access Catalog (PAC) on a Web- based platform that is accessible across modern browser environments.		
2	PAC can be customized by the Library.		
3	PAC is compliant with MARC21 and Z39.50 standards.		
4	The Library can create lists of records and publish the URLs for those lists on PAC pages and on other websites.		
5	PAC supports integration of third-party tools that analyze web traffic.		
6	Patrons can create a secure user account and access account information.		
7	The library can customize the PAC display of bibliographic data and labels, including the order of data elements.		
Searching			
8	PAC displays item-level availability within the results set.		
9	By default, PAC saves searches done during a single session.		
10	PAC provides advanced search features, including Boolean searching and exact phrase searching; limit by material type, collection, language, and dates; and sorting by relevance and date.		
11	PAC can use relevancy ranking as the default display for search results.		
12	PAC provides the ability to export records by printing, sending to e-mail, and saving a file.		
13	PAC provides the ability to export records to bibliographic citation managers, either directly or by saving a file.		
14	The Library can determine default search settings for the PAC.		
15	PAC permits patrons to save searches in their personal account for an indefinite period of time.		
Self-Service			
16	Through a personal account, authenticated patrons can access lists of items checked out, items on hold and outstanding fines/fees.		
17	PAC enables patrons to renew items online.		

Reports			
General:			
1	Ability to use information in any fixed or variable field from any record type to create record sets for reporting purposes. The ability to specify field to be output for reporting purposes.		
2	Ability for separate reports to be easily generated for individual locations within a library		

REQ#	REQUIREMENTS MATRIX	CODE: A, D, P, N, S	Comments
3	Ability to be able to run canned and custom statistical reports on non-standard and standard classification schema simultaneously.		
4	Ability to retrieve record data for incorporation in system functions such as RSS feeds, new acquisitions lists, batch updating/find and replace /rapid update, and statistical report functions.		
5	Ability to create a “cross tabulation” report on any two record data elements, i.e. item location and item ptype.		
6	Ability to limit searches to specific range of data, i.e. call number range, bibliographic record number range, etc.		
7	Ability to develop sophisticated queries using Boolean search strategy.		
8	Ability to create and maintain lists of records (review files) of varying sizes and, once created, to allow appending of data to the file.		
9	The ability to use regular expressions to retrieve records with common data errors for the purpose of correcting the errors.		
10	Ability to query the system regarding bibliographic, order, item and patron records based on selected record data, both fixed and variable fields, then print or export select elements of the bibliographic, item or patron records retrieved. [equivalent to III's “Create Lists, Sort, and List” functions]		
11	Ability to produce the following custom reports:		
12	a. Circulation by Format		
13	b. Circulation by hour of the day and day of the week.		
14	c. Budget Projection Reports		
15	d. Cost per use of Print and Online Collection		
16	e. New book lists by format (or other criteria)		
17	f. Self-registrations from PAC		
18	g. Check-out using Self-check		
19	h. Notification statistics		
20	i. Popular Titles by Format		
21	j. Collection Age Reports		
22	k. Collection Turnover Reports		
23	l. Collection statistics by non-standard locally developed call numbers		
24	l. Last circulation date of an item even when newer non-circulation transactions have been logged on the item.		
25	m. Items with fines by the age of the fine.		
26	n. Authority headings report which includes invalid, blind, duplicate, updated authority records, new headings, and automatically updated bibliographic headings.		

REQ#	REQUIREMENTS MATRIX	CODE: A, D, P, N, S	Comments
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Serials			
General:			
1	Ability to generate prediction patterns for determining when the next expected issue of a serial is scheduled to arrive.		
2	Ability to record staff and public notes at the holdings record and issue level.		
3	Ability to provide the following data elements in the check-in record:		
4	a. Cover dates		
5	b. Enumeration, at least 3 levels		
6	c. Arrival or expected dates		
7	d. Missing, withdrawn, claimed, bindery, and late status		Searchable
8	Ability to define check-in patterns that accommodate all types of frequencies, (e.g. daily, monthly, quarterly) for both regular and irregularly published serials.		
9	Ability to generate new checkin card when old one is full (if there is a limit of issues per card)		
10	With each check-in, ability to automatically record the issue enumeration and/or chronology, date received, and notes.		
11	Ability to receive prompts for routing or other messages at Check-In.		
12	Automatic updating of holdings string upon checkin		
13	Ability for multiple issues to be deleted or added in a single operation.		
14	Ability to combine issues that arrive unexpectedly as a combined issue.		
15	Ability to undo check-in of issues checked in by mistake.		
16	Ability to indicate active or inactive status of subscription, or other library defined status.		Searchable
17	Ability to suppress all issues linked to a particular Holdings Record from displaying in PAC.		
18	Ability to display retention information (e.g. last six issues retained) and concise holdings statement in PAC.		
19	Ability to create a routing list for each title to be received.		Searchable
HOLDINGS & PUBLICATION PATTERN MAINTENANCE			
20	Ability to save patterns as templates for future use.		
21	Ability to allow a publication pattern to be closed and re-opened.		
CHECK-IN			
22	Ability to easily indicate and identify "Expected" issue and to checked in expected issues with a maximum of two keystrokes, or a single mouse click.		
23	When checking in an issue, if the received issue is not the expected issue, but does conform to the predicting pattern, Ability to allow the user to override the predicted number.		

REQ#	REQUIREMENTS MATRIX	CODE: A, D, P, N, S	Comments
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24	Ability to view and edit serials holdings statements, summary holdings.		
	CLAIMING		
25	Ability to enter claim data for subscriptions.		
26	Ability for the user to claim issues from a list of pending claims.		
Systems			
	General:		
1	Architecture		
2	Hosted		
3	Stand-alone		
4	Turnkey		
5	Easy setting of granular permissions on users		
6	Easily created/edited reports		
7	Snapshot showing general operating condition of system		
8	Export data from reports into variety of formats		
9	All user data easily exported into variety of formats including standard types		
10	24/7 365 Technical Support included with maintenance		
11	Continuing education opportunities provided in a variety of methods:		
12	Webinars		
13	Training at users' conference		
14	Tutorials		
15	Access to data via API or other standard included with cost of system		
16	Staff client available in a variety of OS options		
17	Windows		
18	Mac		
19	Unix		
20	iOS		
21	Android		
22	Staff client may be on virtual machine		
23	Ability to interface with RFID systems		
24	Ability to interface with current badge		
25	Ability to interface with self-checkout systems		
26	Well-documented system		
27	Easily searchable documentation with advanced search capability		
28	Automated backup (hosted solution should include backup)		
29	Server security provided by vendor		
30	Hardware/software scalable		
31	System profile easily configured		

REQ#	REQUIREMENTS MATRIX	CODE: A, D, P, N, S	Comments
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32	Staff must be able to manage system without vendor intervention		
33	Staff must be able to shut down/restart system without vendor intervention		
34	The system must check the integrity of the system at each restart		
35	The system must log all errors by date/time		
36	Authenticate patrons through LDAP connection and/or system database		

Discovery System

General Requirements

1. Local administrators of the Discover System (“System”) must be able to add institutional branding and navigation links, and generally to customize the look and feel of the interface. Customizations applied to the interface should not be overwritten by System upgrades.
2. Local administrators must be able to display, print, export, and/or e-mail statistical reports showing various aspects of System usage.
3. The System must be remotely hosted, and must be frequently updated and backed up.

Content

1. The Discovery System (“System”) must be able to search more than 75% of the content that is owned or licensed by the UNTHSC Gibson D. Lewis Health Science Library (“Library”), by means of a pre-harvested central index or in real time by means of a service-oriented architecture.
2. The System must be capable of searching both licensed content and freely available content. The licensed content must include biomedical journals and e-books from a wide variety of publishers and producers. The freely available content must include articles available through PubMed and PMC.
3. The System must be capable of integrating records from: the Library’s local integrated library system in MARC21 format; the UNTHSC Scholarly Repository in XML format using OAI-PMH; and other local databases in Dublin Core format.
4. If the System uses a central index, the Library must be able to invoke a manual harvest of local resource records and the local resource record updates must appear within 48 hours.

Discovery Functions

1. Users of the System must be able to use a simple search form and, alternatively, an advanced search form to enter and submit searches. The advanced search form must be capable of supporting queries that include Boolean operators, phrases, and limits. It must offer field searching, such as author, title, and subject.
2. The System must support searching for known items, including queries by ISSN, ISBN, and PubMed ID.
3. The System must be capable of searching the full text of at least some of the indexed materials.
4. Search results must display only Lewis Library holdings as the default view.
5. The System must offer relevancy ranking as a default view for search results.
6. Users must be able to re-sort results by descending date.
7. Users must be able to refine search results by publication date, peer review status, full text availability, and facets such as language, publication type, subject term, and material format.
8. Record displays for the Library’s physical holdings must include location, call number, and availability.
9. Users must be able to select records for e-mailing, printing, saving to a file, and for export to a variety of popular reference management tools.
10. From search results, users must be able to click through to full-text online content where available, either directly or through use of a separate OpenURL link resolver service that treats all content sources equally. For physical items, users must be able to view or click through to the full bibliographic record.

11. The System must either incorporate an OpenURL link resolver or support integration with link resolver products available from a variety of vendors. If incorporated, the link resolver must be invoked by a graphical link that can be customized by Lewis Library.
12. The System's primary interface must be fully functional when used with Firefox, Internet Explorer, Safari, and Chrome browsers (in multiple versions, including the newest) and common computer operating systems.
13. The System must accommodate a variety of mobile devices, including smart phones, through use of a separate mobile interface or through responsive web design.
14. The System must support insertion of search boxes into multiple external web pages that can then submit searches to the System.
15. The System must comply with the applicable accessibility requirements set forth in Title 1, Chapter 213, *Texas Administrative Code* and Title 1, Chapter 206, Rule §206.70, *Texas Administrative Code* (as authorized by Chapter 2054, Subchapter M, *Government Code*).

Questions for the Vendor

System General

1. Describe the System's data backup system and data recovery plan.
2. Describe your company's disaster recovery and business continuity plan, or provide a copy as an addendum.
3. Provide an "up time" average for the institutions currently using the System on your company's servers. If your company provides an "up time" guarantee, please provide details.
4. Describe any significant enhancements or upgrades to the System planned for 2013.
5. What is the pricing model? Are there additional products, features or add-ons that we should consider?

Administration

1. Can the subscribing library directly access and edit the CSS file(s) of the System's interface(s)?
2. Does the System provide an API for use by the subscribing library? If yes, please describe.
3. Describe the maintenance tasks that must be performed by the subscribing library.
4. Can local administrators generate System usage statistics for any date range? Please describe any limitations.
5. Describe, or provide access to, the System's online documentation for subscribing libraries.
6. Does the System incorporate an OpenURL link resolver? If no, please furnish a list of link resolver systems with which the System is known to be compatible.
7. Is technical support available for the System 24 hours per day/7 days a week? If not, list the weekly schedule for technical support. Is support generally available on holidays? Please provide a list of holidays when support is not available.

Discovery

1. Do search results contain article abstracts?
2. Does the System support searching with Medical Subject Headings (MeSH)?
3. Are any databases or content providers given prominence in your relevancy ranking?
4. Describe the System's capabilities for customizing the relevancy ranking of search results.
5. For content sources that cannot be searched using the System's primary technology, is an alternative means of searching provided? If yes, describe how searching is accomplished and how results are presented to the user.
6. Describe the options for the subscribing library to re-label, define, or otherwise customize facet filters for search results.
7. Can the System provide access to content based on IP range?
8. At what point in the search and discovery process is the user required to authenticate? If there are multiple options available, please describe them.
9. Is the System compatible with EZProxy? Please describe any other options available for connecting remote users from their search results to full-text content licensed by the Library.
10. Is the System able to generate a list of the databases available for use (A-Z list)? If yes, can this list be sorted in a variety of ways – by name, by subject, by resource type?
11. Does the System allow the user to search beyond the collections of the subscribing library? If yes, then describe how local resources are identified in the search results.
12. Describe how the System handles Library-licensed resources that have simultaneous user limitations.
13. Please furnish a list of integrated library systems with which the System is known to be compatible. If some ILS pairings provide better functionality, please describe the advantages.
14. Is the System compatible with the ILLiad interlibrary loan system? If yes, please describe the workflow for requesting an item.
15. What bibliographic export formats, including any direct exports, are provided for the searcher (e.g., RefWorks, EndNote, .txt)?
16. Does the System have the ability to save search strategies for an indefinite period of time, and to generate alerts based upon them? If yes, briefly describe these features.

The remaining questions are for Discovery Systems that use a central index:

1. Please provide a list of all content providers and sources represented in the central index.
2. With how many publishers and aggregators do you currently have content agreements? Are there any notable content providers with whom access is set to expire in 2013?

3. Are any of the current or pending content agreements exclusive and, if so, with whom?
4. How frequently is the index updated?
5. How long does it take for updates to be reflected in search results?
6. In terms of publisher-provided metadata, how do you handle differences in metadata quality? Is metadata augmented if necessary? Are any metadata elements deleted or excluded?
7. In cases of overlapping content (unique items available from more than one source), are records de-duplicated and displayed as a single record? If yes, please describe how the records are merged.
8. Is multimedia content such as images, videos and audio files discoverable with the System? If so, is it contained in the central index or is discovery facilitated by other means?
9. Does the System index content from point-of-care tools such as DynaMed and drug reference tools such as Micromedex? If yes, please describe.
10. Regarding local resources, what record fields are mandatory for indexing and discoverability?
11. In the case of local collections that are not ingestible, does the System provide any mechanism(s) for their discovery?
12. Do you have any current customers who utilize Digital Commons and who have incorporated it into their index? If yes, please list examples.

SAMPLE

The following form, pages 21-25, is an example of the internal checklist to be used by the UNT evaluation committee when evaluating the proposed Discovery System. This form is information only and not to be completed by bidders.

UNTHSC Lewis Library Evaluation Checklist for Discovery Tools

Product Name:

Evaluator:

Date:

General Information	Description / Notes
1. Searches a unified index	
2. Unified index includes both free and licensed content	
3. Index is updated weekly or more frequently	
4. Updates are reflected within 48 hours	
5. Pricing is not based on the number of subscriptions searchable in central index	
6. Federated searching of up to 5 databases is available at no extra charge (only applies to hybrid-style discovery tools)	
7. The discovery tool is compatible with most major Integrated Library Systems	
8. The discovery tool is capable of searching the full-text of materials	

Standards Support & Compliance	Description / Notes
1. Standards Supported	
a. MARC, Z39.50	
b. Dublin Core, OAI-PMH	
c. FRBR	
2. Accessibility Compliance (W3C's Accessibility Guidelines)	
3. Provides API for extracting and re-purposing data	

Index Composition: Licensed content	Description / Notes
1. Index includes coverage of a high percentage of essential databases as defined by UNTHSC librarians	
2. Open access content is included in	

SAMPLE

index at no additional charge	
3. PubMed records are included in the central index	
4. OCLC WorldCat catalog records are included in the central index	
5. E-book records from relevant vendors are included in the central index	
6. Thin metadata is augmented by the discovery tool vendor to ensure consistency and discoverability	
7. Records are de-duplicated and merged into a single record	

Index Composition: Local collections	Description / Notes
1. The index can ingest MARC 21 & Dublin Core records	
2. Library can invoke a manual harvest of local resource records	
3. New and changed local records are harvested on a weekly or more frequent basis	
4. Updates appear in index within 48 hours	
5. For local collections that are not ingestible by the central index, the tool allows for their discovery by other means	

Searching Features	Description / Notes
1. System Search Mechanics	
a. Users can search without authenticating first	
b. Rapid return and display of search results	
c. Data Normalization (UMLS, RxNorm, etc)	
d. Searches with no hits are automatically modified in order to provide “best match” results	Must notify user that change has been made
e. Ability to provide, by means of federated search, database results that are not available in the unified index	
f. Users can choose to search the entire unified index hosted by the vendor, not just local Library holdings and subscriptions	
2. User search options (how does the system search & display results)	
a. Full text searching	
b. Keyword	
c. Facet Filters	
i. Subject / Topic	Assuming that this is not mapped to controlled vocabulary

SAMPLE

ii.	Time period	
iii.	Thesaurus term	
iv.	Publication type	
v.	Material Type/Format	
vi.	Language	
Limits		
i.	Full Text Available	
ii.	Scholarly/Peer Reviewed	
iii.	Available from Library	
iv.	Location (within Library)	
d.	Spell check included that references records in the unified index	
e.	“Did you mean . . . ?” functionality included	
f.	Search Suggestions / Auto-Complete	
g.	Advanced Search Builder	
h.	Boolean searching	
i.	Proximity operators	
j.	Phrase searching	
k.	Field searching	
l.	Stemming / Truncation	
m.	Wildcard character	
n.	Search by Call number	
o.	Search by ID Number (ISSN, ISBN, DOI, PMID)	
p.	Search by Volume / Issue	

Searching Features	Description / Notes
3. Record Display	
a. Maintains and displays content from the original record	
b. Transparently displays source of record	
c. Metadata available in its original format	
d. Records can be enriched with contents, reviews, links	
4. Results Display	
a. Local content can be prioritized in result display	
b. Relevancy ranking available as default	
c. Linked item images (book jackets, etc.) provided or can be added	
d. Article abstracts provided (where available from source)	
e. Results can include database recommendations for in-depth research	
f. Library can highlight selected items in results displays	
g. List of results contains links to full text where	

SAMPLE

available	
h. Any results returned from federated search are dynamically added to the main result list and interfiled	Need to test for UX
i. Other products created by this vendor are not given prominence in search results	
j. For physical items, results list includes location, call number, and real-time status	
k. Provides ability to generate RSS feeds for use by the Library on other sites	
Sorting & Relevance	
5. Relevance weighting can be customized by source	
a. Sort by Author available	
b. Sort by Descending Date available	
c. Sort by Ascending Date available	

End User Features	Description / Notes
1. Ability to submit a hold request	
2. Ability to request articles/chapters through ILL	
3. Permits linking to online course development software (ex: Blackboard)	
4. Formatted citation export	
5. Ability to output single or multiple records -- print, e-mail, or save to a file	
6. Save records to folders / lists	persistent
7. Shared folders / lists	
8. Save searches and set up alerts	
9. Patron can generate RSS feed for any search	
10. Personal settings / interface controls available	
11. User tagging available	
12. Tag clouds available	
13. Users can add ratings or reviews	
14. Ability to share to external sites (delicious, Facebook, etc.)	
15. Provide access to Library borrowing account	
16. Provide a direct export of a rich bibliographic record to RefWorks, EndNote, and similar tools	
17. Link Resolver can be integrated, and this functionality is vendor-neutral	
18. A modern mobile website interface is provided that works on most phones and tablets	
19. Free, functional apps are provided for iOS and Android devices	

Interface Customization	Description / Notes
1. Ability to brand interface with institutional	

SAMPLE

graphics/ logos and name	
2. Can include Javascript and central navigation system in header	
3. Customizable toolbar	
4. Toolbar color choices available	Assuming this refers to individual choice
5. Can insert widgets for chat, Google Books, etc.	
6. Tagging feature available	
7. Choice of facets offered	
8. Library can define new facets	
9. Facets and other interface components can be relabeled	
10. Multiple “skins” available	
11. CSS file(s) can be viewed and edited by the Library	
12. Allows RSS feeds to be embedded	
13. Embedded search forms available for use on other sites	
14. Custom search boxes can be generated for use on other sites	
15. Ability to incorporate links to outside services using metadata from the bibliographic records (e.g., Amazon look-up)	

Management Reporting	Description / Notes
1. Provides customizable reports for any date range on search activity and content of searches	

Vendor / Product Maturity

1. What other relevant products are developed by the same parent organization or affiliated corporations?
2. What is the current version of the product being reviewed for purchase? How many pre-existing versions exist?
3. What is the typical release schedule for this product?
4. What modules and functionality are currently under development related to this product?

-END-

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ATTACHMENT C

Pricing Sheet:

Bid Option #	Line #	ITEM	Price
1 Two systems bid separately	Integrated Library System		
	1	Software	
	2	Installation & Configuration	
	3	Hardware (if necessary)	
	4	Training	
	5	Maintenance/Service agreement (<i>please indicate if first year maintenance is included in the installation fee</i>)	
	6	Optional Components (please specify)	
	Discovery Tool		
	1	Software	
	2	Installation & Configuration	
	3	Training	
	4	Maintenance/Service agreement (<i>please indicate if first year maintenance is included in the installation fee</i>)	
	5	Optional Components (please specify)	

2 Two systems bundled	Bundled System		Price
	1	Software	
	2	Installation & Configuration	
	3	Hardware (if necessary)	
	4	Training	
	5	Maintenance/Service agreement (<i>please indicate if first year maintenance is included in the installation fee</i>)	
	6	Optional Components (please specify)	