



**ALEXANDRIA CITY SCHOOL BOARD  
dba  
ALEXANDRIA CITY PUBLIC SCHOOLS (ACPS)**

**REQUEST FOR INFORMATION (RFI)**

**For**

**LIBRARY AUTOMATION AND MANAGEMENT SOFTWARE**

**RFI NUMBER: 15-12-02**

**OPENING DATE: JANUARY 12, 2016**

**OPENING TIME: 3:00 PM**

The Request for information and related documents may be obtained during normal business hours from the Financial Services Department/Procurement Office located at 1340 Braddock Place, 6<sup>th</sup> Floor, Suite 620, Alexandria, VA 22314, or from Alexandria City Public Schools (ACPS) website at <http://www.acps.k12.va.us/financial-services/purchasing/>

**ALEXANDRIA CITY PUBLIC SCHOOLS  
DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS**

Date of RFI – December 18, 2015

## **SECTION 1. PURPOSE**

The purpose of this Request for Information (RFI) is to gather information on Library Automation and Management Software. No award will be made on the results of this process. Any procurement by ACPS will be subject to a separate solicitation process and availability of funding.

Project Location: Alexandria, VA

Information realized as a result of this RFI may be used as part of a competitive process for the selection of such services and may be used to construct a list of prospective vendors. There is no commitment, implied or otherwise, by ACPS to continue with a procurement process.

It is not the intent to restrict the RFP process, if any, to only those responding to this RFI.

## **SECTION 2. BACKGROUND**

This is a request for information ONLY and will not result in the award of a contract, purchase order, or agreement. Following receipt of requested information, the top candidates may be invited to present and demonstrate their product and answer questions before the ACPS Evaluation Committee.

## **SECTION 3. INSTRUCTION**

By submitting a response to this RFI, Vendor agrees to be solely responsible for the cost or expense of its submittal and ACPS shall have no responsibility for such cost or expense.

Information submitted may not be withdrawn for a period of ninety (90) calendar days after the opening.

Each Vendor is solely responsible for ensuring they respond to the version of the RFI Document. Including any addenda issued by ACPS, before submitting a response.

## **SECTION 4. SUBMITTAL**

Sealed responses will be received on or before 3:00 PM, January 12, 2016. The time of receipt shall be determined by the time clock stamp in the Procurement Office. Responses received after 3:00 PM will not be accepted or considered. The time of receipt shall be determined by the time clock stamp in the Financial Services Department / Procurement Office, or if it is not working, such time as determined by the Director of Procurement.

**IMPORTANT: ACPS OFFICES WILL BE CLOSED FROM DECEMBER 22, 2015 RE-OPENING JANUARY 4, 2016. DURING THIS TIME ACPS WILL BE UNABLE TO ACCEPT SEALED RESPONSES.**

The Request for Information may be examined during business hours at the Financial Services Department/ Procurement Office, 1340 Place, Suite 620, Alexandria, Virginia 22314. Copies of the document can be downloaded from the ACPS web site, at <http://www.acps.k12.va.us/financial-services/purchasing/> . ACPS will not be responsible for documents obtained from any source other than ACPS.

All RFI Documents prepared and/or furnished by ACPS shall be the exclusive property of ACPS, and shall not be used for any other project(s).

Each Vendor is solely responsible for making sure that such Vendor has completely reviewed the RFI documents as well as all referenced items and documents.

**ACPS expressly reserves the right to cancel this RFI.**

**SECTION 5. QUESTIONS, INTERPRETATIONS AND ADDENDA**

All questions relating to this request for information are to be directed to the ACPS Procurement Office in advance and in writing. All questions relating to this solicitation shall be submitted in writing via email to:

Chris Guy  
Procurement Manager  
Alexandria City Public Schools  
1340 Braddock Place, Suite 620  
Alexandria, VA 22314  
Email: [christopher.guy@acps.k12.va.us](mailto:christopher.guy@acps.k12.va.us)

For a question to be answered promptly, the subject line of the email should state the following: "**RFI NO. 15-12-02 Question**".

Vendors may rely only on those communications, statements, documents, answers to questions or other information from ACPS to the extent they are reduced to a formal Addendum to this RFI and issued by ACPS Procurement Office. Verbal questions shall not be allowed or responded to.

**SECTION 6. TRADE SECRETS OR PROPRIETARY INFORMATION**

Trade secrets or proprietary information that is submitted by a Vendor in connection with this RFI may be exempted from public disclosure under the Virginia Freedom of Information Act ("VFOIA"). However, the Vendor must invoke such protection prior to or upon submission of the data or other materials, and must identify clearly and in writing, on the Information Packet, the data or other materials to be protected and

state the reasons why protection is necessary or falls within the exception to the VFOIA. It is the Vendor's sole responsibility to defend such exemptions if challenged in a court of competent jurisdiction.

**SECTION 7. FAITH BASED ORGANIZATIONS**

In accordance with Code of Virginia In accordance with Code of Virginia § 2.2-4343.1, ACPS does not discriminate against faith based organizations in the performance of its procurement activity.

This is a request for information ONLY and will not result in the award of a contract, purchase order, or agreement.

Sincerely,

Chris Guy  
Purchasing Manager