

Sacramento Public Library

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Statistical Reporting Software

Request for Proposal (RFP) # 1033
Release Date 31, 2011

Vendor Responses Due Date: 4/22/2011
Attention: Gerry Calderon, IT Manager

Sacramento Public Library
828 ' I ' Street
Sacramento, CA 95814

**SACRAMENTO PUBLIC LIBRARY AUTHORITY
REQUEST FOR PROPOSAL
FOR
STATISTICAL REPORTING SOFTWARE**

March 30, 2011

INTRODUCTION

The Sacramento Public Library Authority ("Authority") is soliciting a Request for Proposal (RFP) for statistical reporting software that will help improve the performance of the collection and reduce staff time preparing reports.

I. BACKGROUND

The Sacramento Public Library's mission is to provide open access to diverse sources and ideas that inspire learning, promote reading, and enhance community life.

The AUTHORITY is a distinctive, vital, and widely-used community service with its 27 city and county library branches and two bookmobiles. The AUTHORITY is the fifth largest library system in the state and is the information hub of all the libraries in the central region of Northern California.

More than 467,000 Sacramento area residents have a library card. The library circulates more than 6,125,000 items annually. The bibliographic database currently holds 450,000 book titles with more than 1,900,000 items that include adult and children's books, magazines, newspapers, audio cassettes, compact discs, DVDs, and videos.

Since 1999, the AUTHORITY has been on the Innovative Interfaces, Inc. Millennium Integrated Library System (ILS) platform. The current version is 2009B 1.2.

II. SCOPE OF SERVICE

The AUTHORITY has a strong desire to enhance the collection by using a sophisticated statistical reporting software suite. Option to consider subscription with a 3 to 5 year commitment. Desired features are:

- Turnover reports by media, subject, language, and location.
- Weeding lists based on circulation, age, and location.
- Redistribution/balancing of collection across locations based on circulation
- Ability to set and report on target spending by media, subject, language, and location.
- Top charts by author, media, subject, language, and location.
- Ability to create and report on target circulation levels by media, subject, language, and location.
- Ability to report on both owning location and circulating location

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Technical Specifications

- Compatible with current integrated library system, Millennium 2009B 1.2.
- Compatible with all future ILS upgrades.
- Not require the purchase of any additional software or hardware outside of the proposed statistical reporting solution.
- Separate grouping (preferred) or exclusion of data pertaining to locations belonging to partner libraries in the consortium.
- Remote/web access for up to 50 simultaneous users.
- Any data transfer must be compatible with Millennium data transfer capabilities.

Vendor Qualifications

The AUTHORITY will accept vendor price quotations negotiated by other libraries in California, or by CALIFA. The vendor is to include the following in their response:

- The vendor is asked to respond by providing start-up and recurring cost over a 3 to 5 year period.
- Installation/operational requirements
- Technical Support levels, coverage and cost options (please itemize)
- Frequency of software upgrades, distribution methods and costs
- Provide a minimum of 5 client references from large public libraries in the United States using Millennium for their ILS. Include contact name, telephone number and e-mail.

Product Evaluation

Product evaluation will be based on functional and operational features as described above and based on points awarded on specific functions and features. In addition, options, and technical support and customer references will also be part of the deciding factors in the evaluation, including price.

III. SUBMISSION INFORMATION

Documentation

Vendor responses to the RFP, including all support documentation, must be received by 2:00 p.m. April 22, 2011. Quotations received after 2:00 p.m. on April 22, 2011 will not be considered or evaluated.

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Inquiries

All technical inquiries with regard to this RFP should be submitted via e-mail to ssmith@saclibrary.org by April 15, 2011.

Submissions

The firm's name should appear on each page of any material presented. AUTHORITY requests the following information:

- Company profile
- Product technical information, including choice of features and product information
- Source of information, including specific fields, and frequency of information gathering.
- Itemized costs, including: unit, maintenance options and technical support alternatives (based on California time zone).
- Delivery timeline upon placement of purchase order.

IV. DEADLINE FOR RESPONSES TO RFP

Five written copies of the Response to the RFP, one with original signature, plus an electronic copy via e-mail, should be submitted by 4:30 p.m. on April 22, 2011 to:

Sacramento Public Library Authority
Attn: Gerry Calderon
828 I Street, 5th Floor
Sacramento, CA 95814
E-mail: itbids@saclibrary.org

Submittals by fax and e-mail solely are not acceptable.

Written submittals should include all of the information requested in this RFP, and should be submitted in a sealed envelope marked:

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Request for Proposal for Statistical Reporting Software.

Questions

Questions about this RFP and the project should be directed to Gerry Calderón, Technology Manager by sending an email to: itbids@saclibrary.org

Responses to questions will be returned within two business days. Questions or amendments to the RFP will be shared.

V. COSTS TO BE INCURRED

Cost of preparing the RFQ is solely the vendor's and not the responsibility of the AUTHORITY.

Terms and Conditions

This RFQ does not commit AUTHORITY to award and contract or to pay any costs incurred by companies responding. AUTHORITY reserves the right to accept or reject any proposals and to negotiate with any qualified vendors. In submitting a proposal to AUTHORITY, the vendor agrees to the Terms and Conditions in this Section.

1. The vendor agrees to submit a comprehensive price quotation. The failure or omission of any vendor to examine any form, instrument, or document shall in no way relieve any vendor from any obligation in respect to their proposal. All RFQs submitted will be public records subject to disclosure under the **Public Records Act**.
2. **AUTHORITY expressly reserves the following rights:**
 - i. To base awards with due regard to quality of service, experience, compliance with specifications, and other such factors as described elsewhere in this RFQ or as may be necessary in the circumstances.
 - ii. To make the award to any vendor whose proposal, in the opinion of library management, is in the best interest of AUTHORITY, and not necessarily to the lowest cost vendor.
3. **Acceptance Terms of 120 Days.** All proposals shall remain firm for a period of 120 calendar days after the date specified for receipt of quotation.

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4. **Authority Not Bound By Oral Statements.** AUTHORITY will not be bound by any oral statement or representation contrary to the written specifications.
5. **All Equipment and Products Warranted As New.** Vendor warrants that all equipment and products, including software, proposed for sale or license to AUTHORITY shall be new, and shall represent the latest version or release of that equipment or product.
6. **Ownership and Use of Documents.** All documents, reports, proposals, quotations, submittals, working papers or other materials submitted to AUTHORITY from the vendor shall become the sole and exclusive property of AUTHORITY, in the public domain, and not the property of the vendor. The vendor shall not copyright, or cause to be copyrighted, any portion of said documents submitted as a result of solicitation.
7. **Qualifications of Vendor.** AUTHORITY may make such investigations as deemed necessary to determine the ability of the vendor to perform the work, and the vendor shall furnish all information and data for this purpose as AUTHORITY may request. AUTHORITY reserves the right to reject any quotation if the evidence submitted by, or investigation of, such Vendor fails to satisfy AUTHORITY that such vendor is properly qualified to carry out the obligations of the contract and to complete the work completed therein. Conditional quotations will not be accepted.
8. **Informality.** AUTHORITY reserves the right to waive any informality, irregularity, or defect in the process and to select any vendor, even if the selected vendor does not meet all requirements of this RFQ. Any such waiver by AUTHORITY shall not be deemed a waiver with respect to any subsequent informality, irregularity or defect in the process.
9. **Execution of Contract.** No contract shall be binding on AUTHORITY until it has been approved as to form by the Counsel of AUTHORITY and executed by the Library Director, with the authorization of the Sacramento Public Library Authority Board.
10. **City Concurrence.** Library building is the property of the County of Sacramento. Library staff will participate in the selection process, review AUTHORITY recommendations, and collaborate with contractor(s) as needed to comply with local codes and building/operational requirements.