



Black Caucus of the American Library Association, Inc.
Request for Proposals
for
Web Site Development, Redesign, and Hosting

Due Date: October 7, 2011

Introduction and Scope of Project

The Black Caucus of the American Library Association, Inc., (BCALA) serving the nation's African American Librarians who, provide outstanding services to library patrons in academic, public, school, and special libraries. The BCALA plays a critical role as a membership organization that works on a national scale to address issues of literacy, access, and information sharing. BCALA has an active membership of 600.

BCALA is seeking the services of an experienced website design firm to re-design, develop, and implement, and provide hosting and maintenance services for BCALA's website. This project will involve utilizing posted information on the existing website as well as the implementation of new information, products, and features suggested by the Executive Board of the BCALA and the firm selected. The new website will include innovative technology in the social media arena as well as a private area for members. The BCALA website will also include a space for e-Marketing, e-Commerce, blogs, wiki's, and a shared community area for membership sharing (including file exchange, committee forums, etc.).

BCALA's existing internet website is <http://www.bcala.org> which contains the general information including the current pages, structure, events, job postings, and special functions. BCALA is committed to building a visually appealing and premiere Website that is designed upon the ease of use standards from the viewpoint of our members. The BCALA is interested in innovative design that aids website visitors who generally know what information they need. The site shall also equally facilitate usage by visitors who may not understand how to find that information or service about BCALA.

In addition, BCALA's intention is to expand the current usefulness of the website, and future needs and functionality should be demonstrated in the proposal. The BCALA is committed to being available to provide information and support to respondents and will be actively involved in providing information and support throughout the re-design process. The successful firm must have substantial experience in website design, development, implementation, and a superb reputation for swift, accurate, and detailed maintenance support.

Respondents are encouraged to contact the BCALA with any questions or concerns. Final proposals submitted are to be received by the BCALA, electronically, no later than 9:00 p.m., EST, on Friday, October 7, 2011. The RFP should be submitted online at <https://www.formstack.com/forms/?1111250-Bc2Uv9bJhx>. All questions should be addressed to via email to (no telephone calls will be accepted):

Jerome Offord, Jr.
Vice President/President-Elect
jeromeoffordjr@gmail.com

Website Objectives

The goal of the BCALA website is to provide simple electronic access to the organization, serve as a public communications tool for members and visitors, and to provide e-Commerce services to allow for membership renewals. The current site structure and design was developed many years ago and requires significant redesign to take advantage of new design elements, human/user-interaction standards, and to answer the membership's growing demand for electronic information sharing.

The BCALA would like the redesigned site to support online payments, forms and applications, and other activities to support the organization. The redesigned site should have a theme that is consistent with the values and mission of libraries and information professionals. The website should provide easy access for our members, be adaptable to current and changing technology, provide content management capability for BCALA volunteer-staff and be used as a public communication tool. The website shall meet the following criteria:

- Visually appealing – The site must have an attractive mix of text, photos and graphics.
- Provide easy electronic access to public information for use by the target audience.
- Easily updated, with a content management system (CMS). Respondent should list the software that would be used to create the site including all graphics software and recommend software and licenses that the BCALA will need to purchase for the continued maintenance of the website.
- Enhance delivery and awareness of public services and facilitate a clearly accessible process for public inquiry.
- Common Theme/Consistent Design. Each section of the site should have a common look/theme. The BCALA logo should be on every page as well as a common header. All font types and basic layout should be used throughout the site.
- The ability to conduct secure financial transactions online.
- Provide pages for all BCALA programs, committees, and functions.
- Meet ADA Priority 1 requirements.
- Be easily upgradeable/portable.
- Provide email addresses for officers, ability to host listservs (e.g. executive board lists, general membership lists, etc.)
- Integration with survey software, electronic voting, RSS feeds, Facebook, Twitter, a Blog, and other social networking tools

The information on the BCALA website should be directed towards the BCALA membership, visitors, prospective librarians, prospective members, library associations, civic groups, potential funders, and any person or agency seeking to conduct business with, or obtain information about, the BCALA, Inc.

General and Desired Enhancements:

1. Re-create and greatly enhance the BCALA's existing website to be resourceful, informative, and serve as a marketing asset that provides a member/business friendly environment which emphasizes access to BCALA services, departments and business opportunities.
2. Develop a highly beneficial, cost-effective, easy to use, interactive and architecturally sound website that is flexible enough to support the BCALA's web presence for a minimum of three to five years.
3. BCALA's preferred website model calls for authorized BCALA volunteer-staff to have some ability to perform routine content management related to routine information such as the posting of meeting dates, agendas, minutes, committee events, removing old and outdated information and general noticing. A BCALA volunteer-staff webmaster(s) should have more comprehensive ability to provide quality control and the ability to update non-routine information. Therefore, a system needs to be structured for maintenance and updating capabilities by non-technical staff. BCALA is interested in a content management process and is open to ideas on how best to accomplish this aspect of the website.
4. Create a consistent and standardized format and enhanced graphical look for all pages; thereby establishing a unified theme throughout BCALA's website. However, the established theme should also provide the flexibility to allow for different BCALA activities and some level of individuality and/or functionality between BCALA committees, etc.
5. For ease of use, the BCALA's website must provide consistent orientation and navigational aids, such as hierarchical menus that tell users how deep they are into a topic or subtopic as well as a homepage link or icon on each page in the same position.
6. BCALA anticipates future expansion of the website and the re-design should facilitate future capability of online transactions such as increased payments, conference and program registration, and secure credit card payments.
7. Allow for interactivity. Include e-mail response, surveys, feedback, forms, online payments, and access to BCALA's calendars. The designer must incorporate the ability for users to complete interactive on-line forms for reports from committees, minutes, and other organizational records.
8. Graphic files should be relative to site. Design with simplicity to allow for quickest loading. Web pages should be tested at both 28K and 56K dial-up modem speeds to ensure each webpage can be accessed timely.

9. Allow for search capabilities. Use existing search engines and/or create a database within home site.
10. Track page hits per BCALA function. Locate hit counter unobtrusively at bottom of each page. Maintenance software which includes reporting functions would be valuable.
11. Form Printing. A number of static forms will be available for printing. Website must have links or embedded plug-ins such as Java and Adobe for opening and viewing these documents.
12. Although the BCALA has some specific requirements, we are also interested in your ideas for content, and more specifically, your approach in re-designing the style of BCALA's website. We encourage respondents to consider and propose alternative solutions, recommendations and improvements.

Services to be Provided

- A. The website must provide for high-speed upload/download response times for both low and high speed computers that are used by the average citizen.
- B. As per the Americans with Disabilities Act, BCALA must provide the same level of service to individuals with visual, hearing, motor, or cognitive disability. BCALA expects respondents to offer suggestions regarding accessibility.
- C. The site must be designed to function effectively with common versions of software and hardware, which must be identified in your proposal.
- D. All documents, including maps and tables, should be in HTML, Portable Document Format (pdf), or in a format approved by BCALA to provide ease of viewing, printing, and downloading, and in alternate ADA acceptable download formats.
- E. Include links for members to download any browser plug-in products, such as Acrobat Reader, that are necessary to view information on the site.
- F. The site must be compatible with current versions of commonly used Internet browsers. Please identify proposed compatibility with your response.
- G. The site should take into consideration the BCALA's future desire to include e-governance capabilities, enabling secure on-line credit card purchases, verifications, user authentication, and the BCALA's ability to conduct membership business electronically.

Other requirements and features:

- A. Cross-reference information should be hyperlinked from page to page within the website with the Home Page link always visible.
- B. Each current page and sub-pages on the website must be included in the proposal.
- C. The proposal should include a comprehensive timeline for each phase of the website re-design, including virtual meetings with the BCALA implementation team, re-design, development, draft presentation, implementation, hosting and training.
- D. Graphical files should be relative to the site and provide for quickest loading, with little use of cartoons or caricatures.
- E. The site must be designed for continuous operation 24 hours a day, 7 days a week with exception for times of scheduled maintenance.
- F. Capability to maintain an archive of existing and past records such as agendas, minutes, press releases, newsletters, etc. preferably in HTML or compatible format.
- G. The proposal should include basic training for a minimum of 6 volunteers, training plan and timeline for same.

Start and Completion of Work

The tentative schedule for this project/process is as follows:

September 5, 2011	RFP Released
October 5, 2011	Deadline for Responses
October 24-28, 2011	Interview with Top 2 or 3 Responders
October 31, 2011	Final Candidate Selected
November 11, 2011	Deadline to sign contract
December 2, 2011	Phase I Report from Designer
December 16, 2011	Phase II Report from Designer
December 28, 2011	Phase III Report from Designer
January 11, 2012	Final Product Delivered
January 12-20, 2012	Testing Period & Migration Timeline Development
January 22, 2012	Live website presented at BCALA Membership Meeting in Dallas, TX

Services required after selection:

- A. The selected firm's representatives will be required to meet regularly with the BCALA project manager and/or representatives to discuss and plan the project(s) and provide weekly progress reports.
- B. In conjunction with performance under the approved contract, the contractor may be required to attend additional progress meetings. In the event the contractor is not in conformance with the contract, these meetings will be provided at no additional cost to BCALA.
- C. The contractor must work directly with the BCALA to deal with the specific needs of the organization and its committees. The successful respondent will be required to meet the representatives from each committee to determine a final list of information to be presented and agree on a final layout for those committee web pages.
- D. Initial draft website design templates and site maps, will be provided to the BCALA within four weeks from the date of the approved contract for review prior to implementation.
- E. A testing period and subsequent acceptance testing period, either period not to exceed 15 business days, shall be provided, during which BCALA may evaluate the website to ensure satisfaction with the website functions and conformance with the RFP. At the completion of each testing period, a letter of acceptance or failure will be provided to the firm selected. Items requiring correction at either testing period must be corrected within 15 calendar days by the firm selected.

BCALA, Inc. Technical Information

BCALA has no plan to run the website on an in-house web server, however, viable internal hosting options may be included as an Attachment to the RFP. The website may be hosted by a firm chosen by the BCALA regardless of any recommendations received by the firm selected via the RFP process.

Requested Information and Proposal Format

This section instructs respondents on procedures related to the submission of proposals.

- A. The title page of the proposal must contain your firm's name, address, telephone number, principal contact, fax number, email address, and web site address.
- B. The proposal should contain a table of contents.

- C. The proposal should include resumes of all principals to be involved in the project and their roles and responsibilities for the proposed project.
- D. The proposal should include necessary software and hardware, any additional communication requirements, integration needs and potential costs necessary to host and maintain the website (i.e. hardware, software, installation, licensing, training, etc.)
- E. Proposal should be all encompassing, with a single vendor identified as the “responsible lead vendor.” Please indicate any needed subcontracted services required to meet the needs of the proposal or clearly indicate what portion of the services are not included as part of your proposal.
- F. The proposal should include an estimated summary timeline for completion of each phase of the project. This should be as realistic as possible since this will be part of the contractual agreement.
- G. A detailed work plan describing your approach to designing, managing and coordinating this project. The description should include all tasks listed in the scope of work for all phases of the project and a tentative schedule.
- H. Collection of information. Please state how you intend to gather all the required information, format preferred, and assistance expected from BCALA in order to complete this project.
- I. Years of experience related to website design. Provide a list of comparable websites, including membership associations, designed by your firm. Include the website address, company/agency contact person, address, telephone number, and hard copies of the Home Pages. These companies/agencies may be contacted for references.
- J. Enclose a section on relevant website development experience and information on the extent of your firm’s abilities to meet the needs of this project. Please provide a sample of what you envision as the home page for the site.
- K. The proposal should contain the total project cost, as well as detailed “line item” costs for components/phases of the project. All hourly rates and fees, charges, costs and anticipated reimbursable costs must be clearly stated.
- L. All proposals must be submitted online, electronically, no later than 9:00 p.m., EST, on Friday, October 7, 2011. The RFP should be submitted online at **<https://www.formstack.com/forms/?1111250-Bc2Uv9bJhx>**.

Other Proposal Information

Acknowledgement of Amendments

Each organization receiving a copy of this shall acknowledge receipt of any amendment to this RFP by signing and returning the amendment with the completed proposal. The acknowledgement must be received by BCALA at the time and place specified for receipt of proposals.

Additional Information

Questions regarding this solicitation shall be submitted in writing to:

Jerome Offord, Jr., jeromeoffordjr@aol.com and copied to Jannie Cobb, jcobb@NLC.edu

Respondents are cautioned that any oral statements made that materially change any portion of this solicitation are not valid unless subsequently ratified by a formal written amendment to this RFP. No technical questions that may materially change any portion of this solicitation will be accepted during the seven calendar days prior to the time and date set for receipt of proposals.

Applicable Laws Shall Apply

The contract awarded shall be governed in all respect by the laws of the State Florida, and any litigation with respect thereto shall be brought in the courts of the State of Florida. The company awarded the contract shall comply with applicable Federal, State, and local laws and regulations.

Change in Website Objectives

The Black Caucus of the American Library Association, Inc. may materially change the Website Objectives. Such changes may include additions, deletions, or other revisions within the general scope of RFP requirements. No changes or adjustments shall be made without a written amendment to this RFP, signed by the President of BCALA, Inc.

Collusion Among Respondents

Each respondent, by submitting a proposal, certifies that it is not party to any collusive action or any action that may be in violation of State and Federal law.

Exceptions

A respondent taking exception to any part or section of this solicitation shall indicate their expectations in a separate section of the submitted proposal – such section shall be entitled “Exception of Conditions.” Failure to indicate any exception will be interpreted as the respondent’s intent to comply fully with the requirements of this RFP as written.

Expenses Incurred

There is no expressed or implied obligation for BCALA to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents will not be returned. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

Late Submissions

Late RFP's will not be considered.

Nonconforming Terms and Conditions

Any proposal that includes terms and conditions that do not conform to the terms and conditions in this RFP is subject to rejection as non-responsive. BCALA reserves the right to permit the respondent to withdraw non-conforming terms and conditions from its proposal prior to action by BCALA to award a contract.

Withdrawal of Proposal

Respondents may withdraw all or any portion of a proposal at any time during and after the review and award process, up to ratification of an agreement between BCALA, Inc. and the designated agency.

Withdrawal of Request for Proposal

The BCALA, Inc. retains at all times the right to cancel or withdraw this RFP, to refuse to accept a proposal from any respondent, and to modify or amend any portion of this RFP.

Proposal Evaluation/Selection Process

This section defines the proposal format to be used by respondents. All proposals shall be submitted in the format outlined herein. In preparing submissions, respondents should describe in detail the services proposed to be provided and how service delivery will be accomplished. Respondents should also identify equipment requirements and the cost of providing website design for each category identified. The minimum levels of services to be provided are described in this RFP.

BCALA, Inc. will receive competitive proposals from firms having specific experience and qualifications in the areas identified in this solicitation. Under competitive negotiation procedures, the terms of the service contract, the price of the service, the method of service delivery, and the conditions of performance are all negotiable. A negotiated contract will be awarded to the firm that best meets the proposed needs at a reasonable price, not necessarily at the lowest price.

For consideration, proposals must contain descriptions of the firm's experience and abilities to perform pursuant to the BCALA, Inc. Website Objectives. Unless otherwise stated, all proposals shall address each criterion identified in the following subsection.

Evaluation and Selection Criteria

The BCALA, Inc., or committee of individuals selected by the President, shall review and evaluate all proposals and, if appropriate, request a preliminary concept for the design and navigation of the BCALA's web site. Evaluation of responses will be based, in part, on the following criteria:

- A. Qualifications of respondent, including:
 - i. Demonstrated competence and professional qualifications necessary for successfully performing the work required by BCALA as stated in the RFP.
 - ii. Recent experience in successfully performing similar services, and the backgrounds and experience of the specific individuals to be assigned to this project.
 - iii. Standard hourly billing rates for the assigned staff, including any sub consultants; sub-contracts; project rate; or module design rate.
 - iv. Experience in integrating online bill payments into website content, and experience in making a website interactive, user friendly, informative, and attractive to the website user.
 - v. Experience in content management website construction. Preference will be given to respondents who have developed successful websites for other membership associations. Please list the URL of any website you have developed for said agencies.
 - vi. Demonstrated creativity in association website development.
- B. Commitment to work with BCALA in addressing current and future needs with respect to website development, content, equipment and service requirements of BCALA's website.
- C. Understanding of the work required by BCALA.
- D. Value/Benefit of the Respondent's proposal to/for BCALA.
- E. Completeness of responses to specific requirements of the RFP.
- F. Proposed approach in completing the work.
- G. References.
- H. Cost – broken down by phase and type of work.
- I. Extent to which the design concept reflects the objectives noted in this RFP.
- J. New equipment or license requirements that may affect short-term and long-term costs to the BCALA, Inc.

- K. Evidence of Ability to Perform. Before the award of any contract, each respondent may be required to demonstrate to the satisfaction of the BCALA, or the designated committee, that it has the necessary facilities, ability, and resources to provide the services specified herein within the timeline required. BCALA may make reasonable requests deemed necessary and proper to determine the scope-of work, and the respondent shall furnish to BCALA all information for this purpose.

Final Selection

Following the review of the proposals, presentation and interviews, BCALA may further invite a firm(s) to formally meet with BCALA representatives/project team prior to making a final determination to address additional inquiries by BCALA and to discuss and/or negotiate terms and conditions for a final contract. Factors that will determine the final selection will include the finalization of terms in regards to service agreements and costs. However, BCALA reserves the right to reject any or all quotations, waive any informality in RFP's, and to accept or reject any items thereon.

Contract Commencement and Completion

The selected firm will be required to enter into an Agreement for the project with BCALA.

Sample Agreement

A sample agreement is included as Exhibit A to the RFP.

Exhibit A
SAMPLE AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into the day of _____ by _____ and the Black Caucus of the American Library Association, Inc., hereinafter referred to as ("BCALA"), and _____, hereinafter referred to as ("Consultant").

IN CONSIDERATION of the mutual promises and covenants contained herein,
THE PARTIES AGREE AS FOLLOWS:

Section 1. Scope of Work

Subject to the terms of this Agreement, Consultant shall perform the scope of work condensed in Exhibit "B" attached hereto and incorporated herein by this reference. This includes, but is not limited to providing personnel to provide professional services, preparation of plan, specifications and estimates for media relations and community outreach activities. If there is any conflict between Exhibit A and this Agreement, the provisions of this Agreement shall prevail.

Section 2. Compensation

- A. Consultant shall invoice BCALA monthly for services, based on the rates in Exhibit "C" attached hereto.
- B. Invoices shall be sent to electronically to Dr. Stanton Biddle, Treasurer (treasurer@bcala.org) and all supporting documentation and original invoices mail to:

Dr. Stanton Biddle, Treasurer
Black Caucus of ALA
P.O. Box 174
New York, NY 10159
- C. Payments under this Agreement shall be made to: _____
- D. Invoices under this Agreement shall not exceed the total amount of \$ _____. This amount shall not be exceeded without an amendment to this Agreement or as provided in Section 19.
- E. BCALA agrees to pay all undisputed invoice amounts within thirty (30) days of the invoice date. BCALA agrees to notify Consultant of any disputed invoice amounts within ten (10) days of the invoice date.

Section 3. Changes in Scope of Work

No additional fees shall be paid by BCALA for services not included in this Agreement without an amendment to this Agreement executed by the parties or as provided in Section 19.

Section 4. Maintenance of Cost Records

Consultant shall maintain all books, documents, papers, employee time sheets, accounting records and other evidence pertaining to costs incurred and shall make such materials available at their respective offices at all reasonable times during the contract period and for three (3) years from the date of final payment under this Agreement, for inspection by BCALA. Copies thereof shall be furnished to BCALA, upon its request.

Section 5. Term and Termination

- A. This Agreement shall be effective and shall terminate on _____, unless sooner terminated as provided in Section 5.B., below.
- B. BCALA may, with or without cause, terminate this Agreement at any time upon written notice to Consultant. Notice shall be complete when delivered in person or by facsimile or when received by mail, whichever is earlier. Termination shall be effective immediately upon notice, as described herein, unless a longer period of time is specified in the notice.
- C. In the event this Agreement is terminated by BCALA, Consultant shall be paid the value of services performed pursuant to this Agreement prior to the effective date of termination, less the amount of any payments previously made.

Section 6. Ownership of Documents

All materials, content, plans, specifications, maps, or other documents prepared or obtained under this Agreement including electronic media shall be delivered to, and shall become the property of the BCALA.

Section 7. Consultant's Responsibilities for Its Employees

At all times Consultant's officers and employees providing services under this Agreement shall be Consultant's employees for all purposes, including the purposes of all required payroll deductions and withholdings, workers' compensation insurance, health benefits and any other employee benefits provided by Consultant to its employees.

Section 8. Insurance Requirements

Consultant shall procure and maintain insurance for the duration of this Agreement against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage
2. Workers' compensation insurance as required by the State of Florida and employer's liability insurance.
3. Professional liability insurance.
4. Minimum Limits of Insurance

Section 9. Indemnity

- A. All officers, agents, employees, subcontractors, their agents, officers and employees who are hired by or engaged by Consultant in the performance of this Agreement shall be deemed officers, agents, employees and subcontractors of Consultant, and BCALA shall not be liable or responsible to them for anything whatsoever.
- B. Consultant agrees to save, keep, hold harmless and defend BCALA and all of its officers, agents, employees and subcontractors from all claims, damages, costs or expenses in law and in equity, including costs of suit and expenses for legal services, that may at any time arise or be claimed because of damage to property or injury to persons, including BCALA, allegedly received or suffered by reason of any wrongful or negligent act or omission on the part of Consultant or any of its officers, agents, employees and subcontractors in the performance of this Agreement.
- C. Consultant shall not be deemed to assume any liability for wrongful or negligent acts of BCALA or its officers, and subcontractors, and BCALA shall defend and hold Consultant harmless against any such claims.
- D. Consultant agrees to defend, indemnify and hold harmless the BCALA from all claims, demands, liability fines and penalties made by Consultant's employees from health, retirement or other benefits attributable to services performed pursuant to this Agreement.

Section 10. Consultant Not an Agent; Consultant as Independent Contractor

Except as specified herein, Consultant shall have no authority, expressed or implied, to act on behalf of the BCALA in any capacity whatsoever as an agent. Consultant shall have no authority, expressed or implied, pursuant to this Agreement to bind BCALA to any obligation whatsoever. At all times during the term of this Agreement, Consultant, its officers and employees providing services under this Agreement, shall be an independent contractor and shall not be an employee of BCALA. BCALA shall not have the right to control the manner and means by which Consultant's services are rendered pursuant to this Agreement; however, BCALA shall have the right to review the Consultant's work product, results and advice.

Section 11. Licenses, Permits

Consultant represents and warrants to BCALA that it has obtained all licenses, permits, qualifications, and approvals of whatever nature that are legally required to practice its profession. Consultant represents and warrants to BCALA that Consultant shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any license, permit or approval which is legally required for Consultant to perform its professional duties under this Agreement.

Section 12. Legal Action

- A. Should either party to the Agreement bring legal action arising out of this Agreement against the other, the party prevailing in such action shall be entitled to reasonable attorneys' fees which shall be fixed by the judge hearing the case and such fee shall be included in the judgment.
- B. This Agreement is to be interpreted in accordance with Florida State law. In the event of any litigation regarding this Agreement, the parties agree the exclusive venue shall be in Florida, whether in Federal or State Court.

Section 13. Assignment

This Agreement shall not be assignable by either party without the prior written consent of the other party. Notwithstanding the above, Consultant may use the services of persons and entities not in their employment, when it is appropriate and customary to do so. Such persons and entities include, but are not necessarily limited to, specialized consultants, and testing laboratories. Consultant's use of others for additional services shall not be unreasonably restricted by the BCALA provided Consultant notifies the BCALA in advance.

Section 14. Assignment of Individuals

Upon the President' written request, Consultant will promptly remove any employee or officer supplied hereunder.

Section 15. Non-Discrimination

In the performance of the terms of this Agreement, Consultant shall not engage in discrimination in the employment of persons because of race, creed, color, religion, national origin, age, physical handicap, marital status or sex. Consultant's personnel providing services under this Agreement shall comply with federal sexual harassment law and shall abide by such laws in performing services under this Agreement.

Section 16. Entire Agreement

This Agreement constitutes the entire understanding and agreement between the parties and supersedes all previous negotiations between them pertaining to the subject matter hereof. Each party to this Agreement has been advised by counsel of its choice,

and in entering into this Agreement is relying upon its own investigation and evaluation and not upon any representations by any other party.

Section 17. Notices

When notice is required to be provided under this Agreement, it shall be provided to the following persons at the following addresses:

BCALA:
Jos Holman, President
PO Box 174
New York, NY 10159

Consultant:

Section 18. Authorized Signers

Each signatory to this Agreement hereby warrants and represents that each has been authorized to enter into this Agreement on behalf of the entity for whom they sign.

Section 19. Minor Amendments

The BCALA President is hereby authorized to approve minor written amendments to this Agreement on behalf of BCALA, subject to approval as to form by BCALA's Attorney.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

Date: _____
By: _____
Title: _____
Date: _____

Black Caucus of the American Library Association, Inc.

By: _____
Jos Holman, President

ATTEST:

By: _____
Jannie Cobb, Secretary