

Questions for RFP #251-23-251 – Automated Library Management System

Reference	Vendor Question	Answers
	<p>Letter of Instruction for RFP, page 1 states to submit one signed, original executed proposal response, one photocopy, and one electronic copy on a flash drive.</p> <p>Execution, page 2 states to submit one signed, original executed proposal response, and one electronic copy on a flash drive.</p> <p>Question: Do we submit one signed, original executed proposal response, one photocopy, and one electronic copy on a flash drive OR one signed, original executed proposal response, and one electronic copy on a flash drive?</p>	Vendors should provide one signed, original executed proposal response, one photocopy, and one electronic copy on a flash drive.
Page 5. Background and Project Objectives	<p>In addition to library books and digital library materials; what other types of items will be inventoried in the system?</p> <p>What is included in “district-level collections of resources, and other instructional resource inventory needs”?</p>	Other items may include textbooks, curriculum materials, audiovisual equipment, and non-consumable maker materials (e.g., robots, LEGO kits, circuitry kits). District-level resource collections may be managed by departments and teams such as Library Media Services, Academics, and Special Education.
Page 5. Background and Project Objectives	The RFP states the system should support “200+ sites maintaining circulating collections in service”. What is the exact number of sites circulating collections? The district states there are 198 school sites, what are the other sites	The number of school sites is projected to increase per the Facilities Design and Construction schedule and associated long-range planning done by WCPSS. As such, the automation system must be able to respond accordingly with an increase in site licenses in the necessary increments. In addition to school sites, other sites include collections maintained by Library Media Services, Project Enlightenment, the Bridges Program, the Office of Early Learning, and Special Education.
Page 5. Section 1.1	It is stated the vendor should have ‘asset collections managed at individual schools and sites’. Is this RFP to include both Library Management and Asset Management solutions?	The RFP is to include resources currently inventoried in a separate textbook management solution as well as those inventoried in the library management solution.

<p>Page 5. Section 1.4 “Reports include standard reports that are pre-prepared and always available as well as those custom built for specific purposes”</p>	<p>Is the district expecting a custom report tool or custom-built reports for the district?</p>	<p>Yes, we need customizations for all reports, including specific data points for the reports ex. Call number, pub date, author, title, number of circulations, date acquired, and other pertinent data for managing collections. Overdue notices need to be customizable to not include resources from central services. Reports need to be searchable by type of report.</p> <p>Report functionality will include those that are readily available and pre-built for high-frequency reporting needs as well as the ability for site and district administrators to create custom reports for specific needs.</p> <p>In addition, it is preferred if there is a customer service component in which district administrators in Library Media Services can communicate reporting needs with responsive assistance and/or product development as necessary.</p>
<p>Page 6. Section 4.2 “Technical integration with records and resources available from myriad educational resource vendors, including digital resources.”</p>	<p>What is meant by “technical integration”? Can you please provide examples of the educational resources?</p>	<p>Ebook and digital audiobooks currently in use by schools source from multiple vendors, including Mackin, Follett, and Overdrive. MARC records and the associated setup for these materials should seamlessly direct student users to the platform of the material without hindrances such as additional log in screens. In addition, all MARC records, regardless of source vendor if created by a vendor, should be accepted for upload and inclusion into the library automation software.</p>
<p>Page 7. Section 6.5 “Inventory features include management of library resources as well as curricular resources in a system that can separate the two categories for access, record management, and reporting functions.”</p>	<p>What types of resources are “curricular resources”? What district roles would be accessing each category?</p>	<p>Curricular resources may include textbooks, book sets, and professional materials used in a specific content area for training purposes. They may also include audiovisual equipment and non-consumable maker materials. District-level departments maintaining these collections and inventories may include Academics (subject area experts), Special Education, the Office of Early Learning, Project Enlightenment, and Library Media Services.</p>

Page 8, Reporting	What is intended with “student progress”?	The language simply refers to the ability for staff with different access levels to be able to run reports specific to their site and status. For example, school library media coordinators should have access to reporting specific to their site. District administrators, such as those in Library Media Services, should be able to run reports to review site patron data, level patron data (e.g., elementary, middle, high), as well entire district patron data.
1.1 - Page 5	When is the school district expecting to award for this RFP?	The anticipated award will be January 2023.
2.0 - Librarian Experience, Page 4	Is the creation of marc records done with a centralized cataloging operation or managed at the local media centers?	MARC records are generated by three points: district-level staff with appropriate training (e.g., Library Media Services), school library media coordinators, and vendors with trained catalogers on staff. The district preference is that the majority of MARC records are uploaded from the file provided to the school by the vendor. True original cataloging is not preferred and is recommended to be handled by Library Media Services. In the case of cataloging done by either Library Media Services or school librarians, the library automation software should have a search feature to access a larger, universal database of accurate MARC records.
2.3 - Page 5 3.3 - Page 6	Can you please provide a list of vendors from which you purchase e-resource and library collection materials? If possible, please list the approximate percentage of those materials purchased from each vendor.	Vendors from which library collection materials have been purchased include Mackin, Follett, PermaBound, Bound to Stay Bound, Scholastic, Junior Library Guild, Bedford Falls, Quail Ridge Books, Amazon, and other bookstores and businesses serving the school library market. Percentages cannot be provided as school purchasing is done on a site level and the data representing the associated breakdown per vendor is not available. Vendor documentation within MARC records can be incomplete and thus unreliable at this time.
Reporting – Page 8	What reporting tools and suites do you currently use at the local and central sites?	Library reporting is specific to the current use of Follett Destiny Library Manager. It’s used at both the school sites and at the district level for the purposes sought through this RFP.

Data Portability – Pages 8-9	What are your requirements for ORACLE?	All data imported to and exported from WCPSS systems to outside entities uses SFTP. In the case of data imported into the library automation software from ORACLE, the vendor will receive .csv files via SFTP.
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