



June 5, 2019

RFP0605-062019

INTEGRATED LIBRARY SYSTEM

ADDENDUM #1

Information included in this document becomes a part of the original RFP.

If you are submitting a paper bid, please sign below to indicate receipt of this additional information and **include this page with your bid submittal**. If you are submitting a bid via Bid Express please be sure to acknowledge the addendum on the website before submitting your bid.

ADDENDUM 1 is being issued to respond to submitted questions.

All other aspects of the original document remain the same.

Failure to acknowledge the addendum will result in the bid submittal being disqualified.

Sincerely,

Danielle Greenberg
City of Nashua – Purchasing Agent II
greenbergd@nashuanh.gov

**Addendum #1 received and incorporated into bid submittal for RFP0605-062019.
Please sign and include this addendum in your bid package.**

(Authorized Signature)

(Date)

(Name of Firm)



Questions & Answers

(Library answers in bold)

Is it possible to get a brief two week extension on the bid response date?

No, the 6/20/2019 is a firm deadline

Whether companies from Outside USA can apply for this? (like, from India or Canada)

Yes, proposals from companies outside the USA are welcome

Whether we need to come over there for meetings?

No, there are no requirements for in person meetings.

Can we perform the tasks (related to RFP) outside USA?

Yes, it would be possible to perform any of the tasks from outside the USA.

Can we submit the proposals via email?

As indicated in the original RFP proposals may be submitted either electronically using Bid Express or by hard copy.

Schedule A: Circulation, Row 15

Self-checks – are they RFID or barcode? What manufacturer?

Our self-check stations use barcodes, the self-check computers are Dell computers with Apex XpressCheck installed.

Schedule A: OPAC/Discovery Layer, Row 42: Supports collections of self-published digital materials

Is Nashua asking if we can support bib records for self-pub items? Or is Nashua asking us if we can support a mini-Overdrive sort of fulfillment and management facility? What is Nashua asking here?

The library is looking to host and offer access to locally digitized items through the OPAC using a digital asset management system along the lines of Portfolio (Sirsi) or Vital (III)

What is annual circulation? (bid wants us to support 'unlimited')

During FY2018 our total circulation was 424,160, for FY19 we are track for a similar total circulation figure. Circulation has been declining an average of 2-4% annually for the last several years.

Do you have online payments? With who?

We do not currently offer online payments

Do you have self-check machines? With who?

Yes, we currently have 2 self-check machines: the self-check computers are Dell computers with Apex XpressCheck installed.

Do you have digital collections currently? Which vendor?

We currently do not offer digital collections directly through our OPAC. We offer access to digitized microfilm through Advantage Preservation; eBooks, Audiobooks and digital magazines through Overdrive; an eBook reference collection from Gale; and our own collection of historical photos through the library's website.

In Schedule B Cost Form, pricing for optional years 4 and 5 are combined in one column. Should we combine all pricings for years 4 and 5 into one two-year total, or provide separate pricing for year 4 and year 5?

Please provide separate pricing for those 2 years.

In Schedule B Cost Form, cell C10 is shaded indicating that a value should not be entered. However, it appears that this cell would be where we should include the year-one cost for subscriptions and annual maintenance. Should we enter the year 1 cost for maintenance and subscriptions in cell C10 or elsewhere?

Yes, please use C10 to show the year 1 cost for maintenance and subscriptions, then cell C23 to show the total first year cost including all migration, configuration and training costs in addition to the annual maintenance.

Page 4 of the RFP includes a description of the current system. The very last line item reads "Oracle processes: licensed for 300, using 79." Is Nashua Public Library currently paying Oracle for licenses related to the use of your Symphony SaaS installation? I don't believe we have record of that and just wanted clarify.

From our ILS manager: "This information came from Wade Bills at Sirsi who told me that we have a limit of 300 Oracle processes (including workflows and sip connections and about 40 system processes) and right now we are at 79 total Oracle processes" We do not pay any fees directly to Oracle