

**Amendment 1 Questions and Answers
for
STATE OF WASHINGTON
OFFICE OF THE SECRETARY OF STATE
OLYMPIA, WASHINGTON**

**REQUEST FOR QUALIFICATIONS AND QUOTATIONS
RFQQ NO. 20-01**

The following are all the questions received during the Q&A period with answers given:

- 1) Is this RFP for print material only? **YES**
- 2) Will the contract be awarded to a single or multiple vendors? **SINGLE**
- 3) Will you be ordering any Spanish language material? **YES**
- 4) Which of the following formats will be ordered for the opening day collection?
 - **Hardcover**
 - **Trade paperback**
 - **Mass market paperback**
- 5) Which of the following audiences will be included in the opening day collection?
 - ✓ **Adult**
 - ✓ **Young Adult**
- 6) Can you provide a projected budget breakdown for each type of material to be included in the collection?

Collection	% of Budget
Adult Fiction	44%
Adult Nonfiction	45%
Adult Large Print	1%
Adult Spanish	3%
Juvenile Fiction	0%
Juvenile Nonfiction	0%
Easy Readers	0%
Picture Books	0%
Board Books	0%
Juvenile Spanish	0%
Teen Fiction	1%
Teen Nonfiction	1%
Teen Spanish	3%
High Interest/Low Vocabulary	1%
REFERENCE	2%
Other	
Other	

- 7) What library system is used to manage your cataloging database? **FOLLETT/DESTINY**

- 8) What processing components do you require? Select from the list below. We assume one label per selection unless otherwise noted -

Processing Component	Required – Yes/No
Barcode, scannable (vendor supplied) OSOS supplied	YES
Barcode, eye-readable (vendor supplied)	NO
Branch label	NO
Branch Stamp Washington State Library stamp	YES
- # of locations for Branch Stamp	2 – top and bottom
Theft Detection – specify type used	YES – 3M
Genre/Classification/Other labels) list all that apply -	NO
Jackets or label protectors for books without dust jackets – taped or glued	YES - TAPED
Pocket	NO
Spine label	YES
Title/Bibliographic label	NO
RFID	NO
- What RFID system	
- What RFID tag is used	
- RFID supplier - Library or Vendor	
DATE DUE SLIP	YES
Other	
Other	

- 9) How do you plan to submit orders for the opening day collection?
- Via EDI - **We've not used this system**
 - Use the vendor website
- 10) Do you assign and transmit collection codes to each title in your order? **NO**
- 11) Do you use the Dewey Decimal system to classify your nonfiction? **YES**
- 12) Do you cutter by the main entry for all materials? **YES**
- 13) Do you require serial records for any material? **YES**
If so, what material requires a serial record? **Annuals such as Headquarters USA**
- 14) Do you require any subject headings other than Library of Congress? **NO**
- 15) Do you require volume numbers for any of your material? **NO**
- 16) Do you require item holdings tags with barcode and other linked holdings data? **YES - OCLC**
- 17) Section **4.2 EVALUATION WEIGHTING AND SCORING** list **Samples of Work** as 35% of the evaluation criteria.
- Could you please supply the cataloging and processing specifications we will need to prepare the samples? **As detailed above**
 - How many sample books and cataloging records do you require? **15**
 - Do you require item holdings tags with your records? **YES - MARC record tag with barcode and linked holdings (OCLC) and item record with linked barcode**

- Are the samples to be for any specific collections **YES - Adult Fiction, Adult Nonfiction, and Adult Spanish**

18) Are proposals to be submitted via email only or is a hard copy required? **Email only.** Item 2.3 indicates that responses are to be emailed but details given under Item 3 (Proposal Contents) make reference to paper size and tabs, etc. **This is only to have submitted responses in reproducible formats.**

19) What is the physical address for the delivery of sample material as requested in 4.2?

**Washington State Penitentiary
WASHINGTON STATE LIBRARY
1313 N. 13th
Walla Walla, WA 99362-8817**

Can you please provide more details on the samples you require? For instance, if you would like a sample book/books fully processed and cataloged according to your specifications, can you please provide those specifications? **See below.** Are there any particular requirements for the sample selection list we should be aware of? **Prefer samples of adult fiction, adult non-fiction (by Dewey) and adult Spanish.**

20) Regarding Item 3.3 (Cost Proposal), we will not be able to provide an accurate cost proposal or quote for the services needed for this collection without more information on the following items:

- What formats of material are desired (print material (**hardcover/paperback**), **Audiobooks, DVDs, etc**)?
- What are the cataloging requirements for each format of material?
 - **Classify by Dewey Decimal**
 - **Cutter by main entry**
 - **Serials records for annual**
 - **MARC record tag with barcode and linked holdings (OCLC) and item record with linked barcode**
- What are the processing requirements for each format of material?
 - **Barcode (supplied by OSOS)**
 - **Branch stamp**
 - **3M theft detection**
 - **Mylar jackets or label protectors**
 - **Spine label**
 - **Date due slip**
- How many units of each format of material are required for the collection? **No requirement.** Do you have a total collection size in mind and/or an estimate of the mix of material that should make up the collection?

Estimated % of budget by type of material below at the end of responses.
- Is there an existing facility library that may be used as a model for the collection? **No**
- Are there specific requirements for educational content? **No**
- Is this an **Adult or Juvenile Center**? What age ranges of patrons will be supported? **18 and up.** Will this Library be used to support the facility staff? **No.** Will professional development materials be required? **No**

- What will the stated \$200,000 budget need to include? Is this amount specifically for materials and/or cataloging and processing services only or will this amount need to include additional items such as shelving or library furniture, etc.?
Materials, cataloging and processing only
- Would you be interested in other types of electronic offerings, such as ebooks and workforce development online courses? **No**. If so, how should we present this information in our response?

Regarding Item 2.17 (Insurance Coverage), we do provide Worker’s Compensation and other types of Insurance coverage. Based on the nature of the work to be provided under this contract, does Industrial Insurance apply to this contract? **NO** (Industrial Insurance is named in the General Terms & Conditions, Item 14.) Can you provide the specific insurance requirements/coverages that will apply to this agreement so that we can confirm that we are in compliance? **Please refer to sample contract**

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