



Request for Quotation: Library Database Management System – to include Federal Quota/Accessible Educational Materials

Release Date: Monday, May 22, 2017

Deadline: Monday, May 29, 2017 at 12:00 pm (EST)

Overview

Who Are We?

The Ohio Center for Autism and Low Incidence (OCALI), a project of the Educational Service Center of Central Ohio, is an organization that serves families, educators, and professionals working with students with autism and low-incidence disabilities, including autism spectrum disorders, multiple disabilities, orthopedic impairments, other health impairments, and traumatic brain injuries.

Based on a respect for individuals with autism and low incidence disabilities and our belief in their right, need, and desire to achieve their full potential, OCALI's mission is to build state and system-wide capacity to improve their outcomes through leadership, training and professional development, technical assistance, collaboration, and technology.

For the purposes of this RFQ, it is important to know that OCALI has a clearinghouse responsibility, and as part of that responsibility, OCALI maintains lending library of approximately 4,500 books, media devices, assistive technology devices, assessments, etc. that are available to any Ohio resident at no cost. School teams use the assistive technology tools, and the assessments to evaluate whether items are a match for districts or students to make purchasing decisions.

The Assistive Technology and Accessible Educational Materials (AT&AEM) Center, which is part of OCALI, is a centralized, responsive resource center that empowers individuals with disabilities by providing accessible educational materials, access to assistive technologies and highly specialized technical assistance and professional development support.

It also has a clearinghouse function. One of the Center's duties is to register students in the Federal Quota Registration of Blind Students and works with the American Printing House for the Blind (APH) who supplies supplemental funds to districts for those registered students to help them access their needed resources through APH. It also maintains and recirculates a clearinghouse of textbooks in alternate formats; orders materials for students and maintains statistics to track inventory and report to the Ohio Department of Education (ODE).

Statement of Purpose

The purpose of this Request for Quote (RFQ) is to competitive proposals from companies qualified and interested in providing a library database management system to support the AT & AEM Center's varied services with regard to their clearinghouse function and Federal Quota/Accessible Educational Materials obligations with APH as well as provide an online library to support OCALI's obligations for their clearinghouse function.

Request for Quote

The Educational Service Center of Central Ohio (ESCCO) on behalf of the Ohio Center for Autism and Low incidence (OCALI) seeks a quote for a database management system which meets the diverse needs described above of OCALI, and of the AT&AEM Center's clearinghouse functions. The library database management system must support the Federal Quota requirements and fulfill the specific needs listed below:

- Be a subscription based, web-based, online library management system including a production database, training database, and online public access catalog available over the internet
- Access for multiple staff to the system and training modules
- Key Features needed by OCALI and the AT&AEM Center
 - Student Registration History

- Disability Area
- Student History
- APH for the Blind Student Numbers
- Uploading Student Registration to APH
- Invoice Tracking
- Registered Students vs. Non-Registered Students
- Multiple School Years
- Reciprocity in another state
- Run Purge reports older than 6 years
- Support the following formats:
 - Audio
 - Braille
 - Digital and Large Print
- Generate purchase orders
- Provide Action Codes and Notification of Orders
- Instructional Aids
- Request Numbers
- Series Title in addition to title
- Barcode shelf inventory
- Number of Volumes tied to Books
- Public/Private accounts
- Tracking NIMAS Deposit requests
- Order items under Ex-Officio Trustee
- Stats
- History showing the following:
 - Requestor
 - District
 - Item
 - Years
- Multiple shipping addresses
- Tracking Multiple Items in Case
- Copyright and alternate copyright
- Number of Text/Voice Mail
- In-Stock/Out-Stock
- Holiday Shipping and Maintenance
- Ability to define loan type (hardcover book, DVD, etc.)
- Ability to define loan length based on loan type
- Ability to specify location
- Ability to set max items a client can borrow
- Ability to specify role/titles of individual clients
- Ability to generate reports based on district, county, region, etc. if that information is provided to the vendor develop fields within the database
- Email – system generated reminders
- Clients can book bag items they might want to reserve in the future
- Clients can book items online in advance
- Allow 3-day grace period on returns
- Send booking confirmations to the client and the administrator
- Ability to run circulation reports
- Items can be added to the system via the CheckMARC system and/or manually; items can also be uploaded in a batch

The system must also support the continued use including, backups, upgrades, and maintenance.

Requirements for Proposal Quote

Please submit the following as part of the official quote:

1. Technical Proposal: (Organize and label sections accordingly)
 - a. Cover page, including company name, contact information, company biography, and proposal summary signed by the respondent;
 - b. Feature Match: Communicates specific features within the organization's system that match the clearinghouse function needs identified in the Request for Quote section of this RFQ
 - i. –Specific information on hosting services
 - ii. – Specific information on access for multiple staff users
 - iii. – Specific information on training available to staff
 - iv. – Specific information on included support services including system upgrades and back ups
 - v. – Specific information on customization based on the need of the AT&AEM Center and OCALI listed above and also the features outlined above
 - vi. – Proposed timeline of implementation and support provided by the organization during the implementation of the new system
 - c. Organizational Capacity: Supporting documents to include resumes, reviews from customers, etc. to demonstrate the organization's skill and prior success in providing services to similar organizations with similar Federal Quota/Accessible Educational Materials, web-based library, and clearinghouse functions.
 - d. Recommendations; Two professional references/letters of recommendation from two current clients. Current shall mean references for whom the vendor has performed work within the past 12 months. Organization name and contact information must be provided.
2. Cost Proposal: The financial criteria portion of this RFQ will be scored based upon the itemized list of charges for service and the grand total, with points awarded based on cost efficiencies. Please include the following:
 - a. Pricing structure- outlining pricing for software and services to meet the requirements. Include the total costs that would be incurred related to the implementation and use.

PLEASE NOTE:

- *Responses must follow the prescribed format or they shall be deemed non-responsive. Incomplete or late responses may be removed from consideration.*
- *The cover page must be signed by the respondent.;*
- *Proposals should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide complete presentation.*
- *Any proprietary material submitted with the proposal that is considered confidential by the bidder must specifically be so identified, and the basis for such confidentiality must be specifically set forth in the proposal.*
- *Submission of quote does not constitute any type of binding Agreement or Contract between ESCCO/OCALI and respondent.*
- *ESCCO/OCALI assumes no responsibility for any cost incurred in developing a response to this RFQ.*
- *ESCCO/OCALI reserves the right to accept or reject responses to this RFQ at its sole discretion.*
- *ESCCO/OCALI's decision is final with respect to the awarding of this Contract.*

Proposal Submission

Email electronic copies of the quote Nathan Ticknor, Nathan_ticknor@ocali.org. Please label clearly in the subject line to clarify if it is a response to the RFQ. The quote must be received by **Monday, May 29, 2017 by 12:00 pm**.

If submitting hard copies, a print version may be US Mailed or delivered to:

OCALI
Library Database RFQ
470 Glenmont Avenue
Columbus, Ohio 43214

Questions about this RFQ should be submitted in writing to Nathan_Ticknor@ocali.org by **3:00 pm on Wednesday, May 24, 2017**. Please use the subject line Library Database RFQ.

RFQ Process Schedule

Activity	Date
Release of RFQ	Monday, May 22, 2017
Final Date for Receipt of Questions by 3:00 pm	Wednesday, May 24, 2017
Final Date for Official Responses to Questions	Thursday, May 25, 2017
Proposals Due by 12:00 pm EDT	Monday, May 29, 2017
RFQ Award Announced	Wednesday, May 31, 2017

Duties

Contractor shall hold himself/herself/itself available to render, and shall render at the request of the ESCCO/OCALI, the services set forth in the scope of work above for the benefit of the ESCCO/OCALI. Contractor shall devote such time as may be reasonably required to perform Contractor's duties under the contract. Contractor will maintain, for the duration of the Contract, any certificate or license required by law to perform the services required by this RFQ.

Contractor shall perform all services with reasonable care, skill, and diligence as would normally be provided by an experienced consultant and in accordance with industry standards.

Other Requirements Include

Contractor must provide a W-9 with a valid EIN or be registered with the Ohio Secretary of State.

Contractor must complete the Standard Affirmation & Disclosure Form to abide with Executive Order 2011-12K affirming no services of the contractor or its subcontractors under this Contract will be performed outside the United States.

Contractor shall secure professional liability insurance and any other insurances required by law.

At the Contractors sole cost, Contractor shall maintain a comprehensive knowledge regarding lending library databases. Contractor shall, at all times during the term of this Contract and at Contractor's own expense, comply with all applicable federal, state, and local laws, rules and regulations, and shall maintain in force all licenses and permits required for performance under this Contract.

Contractor shall be responsible for the purchase and use of all equipment necessary to perform the Services, except that ESCCO/OCALI may elect to provide Contractor access to a computer and/or computer network in order to facilitate Contractor's secure access to, and provision of, information related to the performance of Contractor's duties and to facilitate communication with ESCCO/OCALI. Any access to or use of ESCCO/OCALI computers or computer networks shall be subject to all ESCCO/OCALI policies governing such use by ESCCO/OCALI employees.

Finding for Recovery

Contractor represents that he/she/it is not subject to any unresolved findings for recovery resulting from an audit conducted by the Auditor of State between January 1, 2001 and the present time. Contractor further represents that neither the Contractor nor any of its principal officers are listed in the Auditor of State's database of persons' subject to such findings.

Evaluation

At its discretion, the ESCCO/OCALI is not required to select the Contractor that submits the lowest cost proposal for providing the services. Instead, the ESCCO/OCALI intends to select the Contractor submitting the proposal deemed by the ESCCO/OCALI to be in the ESCCO/OCALI's best interest. In making its selection, the ESCCO/OCALI may consider any other information, including information not requested in this RFQ or not included in the proposals received.

In the event the ESCCO/OCALI is unable to negotiate a satisfactory contract with the top ranked Contractor, the ESCCO/OCALI may terminate negotiations with that Contractor and enter into negotiations with the Contractor submitting the proposal ranked next best. This RFQ is not and shall not be construed as an offer of a contract by the ESCCO/OCALI. Any contractual arrangement will be evidenced solely by a Contract authorized by the ESCCO/OCALI.

Notification

All applicants will receive notification of the awarded contract by Wednesday, May 31, 2017. Notification will be sent to the primary contact by email.

The ESCCO/OCALI reserves the right to reject any and all proposals where the contractor takes exception to the terms and conditions of the RFQ or fails to meet the terms and conditions, including but not limited to, standards, specifications, and requirements as specified in the RFQ.

The ESCCO/OCALI reserves the right to reject, in whole or in part, any and all proposals where the ESCCO/OCALI, taking into consideration factors including but not limited to, price and the results of the evaluation process, has determined that award of a contract would not be in the best interest of the ESCCO/OCALI or the state.

- Past performances as reflected by the evaluations of previous clients with respect to factors such as control of costs, quality of work and meeting of deadlines; and other similar factors
- The supplies and/or services offered are not in compliance with the requirements, specifications, and terms and conditions set forth in the RFQ; or
- Pricing offered is considered to be excessive in comparison with existing market conditions or exceeds the available funds of the state; or
- It is determined that award of a contract would not be in the best interests of the state

The ESCCO/OCALI may award a contract in whole or in part to one or multiple contractors. Notice of any potential partial and/or multiple party award(s) shall be provided in the RFQ.