

**ST. LOUIS COUNTY LIBRARY DISTRICT
ST. LOUIS PUBLIC LIBRARY DISTRICT**

**REQUEST FOR PROPOSALS
SHARED INTEGRATED LIBRARY SYSTEM
AMENDMENT #2**

AMENDMENT #2 ISSUE DATE: June 18, 2021

The Request for Proposals for a Shared Integrated Library System, issued June 1, 2021, by the Board of Trustees of the St. Louis County Library District and the Board of Directors of the St. Louis Public Library District (the "RFP") is hereby amended to include the following questions and responses:

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

Yes, as long as the company is authorized to do business in Missouri and participates in a Federal Work Authorization Program as set forth in the RFP.

2. Whether we need to come over there for meetings?

Meetings can happen virtually, but training will need to be onsite.

3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Many tasks may be able to happen remotely, but there will need to be some onsite work, particularly during migration and training.

4. Can we submit the proposals via email?

Please see section 3.4 of the RFP.

5. Are you requiring three quotes to be submitted (i.e., two individual library quotes and one combined quote)?

Please see the pricing table included at the end of this amendment in lieu of the original table shown in section 7 of the RFP.

6. Do you have a prospective timeline for award, project start date and project go live?

No definitive timeline has been established for the award of the project or the project start date. The project award will follow a period of review and demonstrations for ILS proposals that are given further consideration.

7. How many staff members would need training on the new ILS?

Approximately 300 at City Library and 560 at County Library.

8. Please confirm the total number of registered patrons per library system.

City Library has 212,278 patron records. County Library has 684,610 patron records and another 225,248 virtual student accounts through area schools.

9. How many patron records does each system have?

City Library has 212,278 patron records. County Library has 684,610 patron records and another 225,248 virtual student accounts through area schools.

10. Do the libraries plan on migrating authority records? If so, how many per system and would a deduplication process be required?

County Library will not be migrating authority records. City Library currently has 771,166 authority records, but significant cleanup will be completed before migration. We expect to migrate approximately 150,000 authority records. We do not require a deduplication process.

11. The St. Louis Public Library is using the Bibliocommons discovery layer. Are the two libraries interested in a quote for a shared discovery layer?

Not at this time.

12. Can you describe your needs for "patron engagement" (6.3.e)?

This would include the ability for customers to place holds, renew items, leave reviews and ratings, create reading lists, register for a library card, and update their personal information via the libraries' websites.

13. Please describe the "linked data" (6.3.b) that you currently make available to your patrons in the library catalog?

Linked data here refers to the ability to display the most relevant results. - Is the ILS/Catalog searching just based on the fields as labeled in the MARC record, or

can the ILS/Catalog offer more expansive results? (For example, does the catalog convert MARC to Bibframe?)

14. Would the library consider a response from a vendor for the Discovery Layer only?

No. All proposals must include an Integrated Library System. A discovery layer may be included as part of the overall proposal by a proposer.

15. How many bib and authority records does each system have?

County Library currently has 387,911 bib records and 78 authority records.
City Library currently has 726,719 bib records and 771,166 authority records.

16. How many staff workstations does each system have?

City Library has 361 workstations. County Library has 560 workstations.

17. Is the ability to integrate with MOBIUS essential to this system?

It is not required that the ILS integrate with MOBIUS, but please include information if that is a feature of the ILS.

18. What tools does the City library use for email, telephone, and SMS alerts?

Unique Management manages our telephone and SMS notices. The notice is sent via FTP or emailed as a file to Unique and they do the rest. Email notices are sent from the Symphony ILS.

19. What is the required timeline to get implemented on a new system?

No definitive timeline has been established for the award of the project or the project start date. The project award will follow a period of review and demonstrations for ILS proposals that are given further consideration.

20. What is the anticipated go-live date on the new system?

No definitive timeline has been established for the award of the project or the project start date. The project award will follow a period of review and demonstrations for ILS proposals that are given further consideration.

21. What are the objectives for the two systems coming together on a shared ILS?

As the two largest library districts in the St. Louis region, we wish to share resources that will lead to cost savings and improved access for customers throughout the area.

22. What led to the two systems deciding to join together on a single system?

As the two largest library districts in the St. Louis region, we wish to share resources that will lead to cost savings and improved access for customers throughout the area.

23. Do you plan to merge the databases from the existing systems and have only one patron database and one cataloging database? Will everything be shared in one consortial system?

We aren't sure yet. An ideal solution for an ILS would be flexible to accommodate either arrangement and be able to change as needs change. Recommendations from proposers on this matter are welcome in the responses to the RFP.

24. Do you plan to have demonstrations as part of your decision making process? If so, do you expect these to be in person or virtual?

Yes, we would like demonstrations from the vendors whose proposals we select for further review. Demonstrations could be virtual, but at some point we may request in-person visits.

25. Is there a scoring matrix that responders should be aware of detailing how the decision will be made?

No scoring matrix will be used.

26. Per requirement 3.9f, "Proposal security in the form of a Proposal bond or cashier's check of not less than 5% of the Proposal amount." Can you please confirm who the Payee should be on the check?

This requirement has been removed. No Proposal security will be required. Please see the latest posted version of the RFP.

27. For the required signatures in the RFP, will you accept electronic signatures via DocuSign?

Yes.

28. Since many vendors size and spec their solutions based on the number of simultaneous staff users, can you please provide an estimate on the current number of simultaneous Staff users for both St. Louis County Library District and St. Louis Public Library?

City Library has a staff count of 834 users, but generally peaks at 100 simultaneous users. County Library currently has 600 user licenses, but use generally peaks at 300 at one time.

Pursuant to the terms of the RFP, all terms and conditions of the RFP, which are not hereby modified, remain unchanged. Each responder shall acknowledge receipt of this Amendment #2 by signing below and returning the Amendment #2. This acknowledgement must be received by the Library by the time specified for receipt of responses (2:00 p.m. C.D.T. on July 1, 2021), addressed and delivered to the following:

**Eric Button, Deputy Director
St. Louis County Library District
1640 South Lindbergh
St. Louis, Missouri 63131**

And delivered via email to both ebutton@slcl.org and dporter@slpl.org.

We hereby acknowledge receipt of Amendment #2 to the Request for Proposals for a Shared Integrated Library System, issued June 1, 2021, by the Board of Trustees of the St. Louis County Library District and the Board of Directors of the St. Louis Public Library District.

Name of Responder

Signature

Title

Date

Cost Summary Chart

Migration	
County Library	
City Library	
TOTAL	

Implementation	
County Library	
City Library	
TOTAL	

Hosting Fee	
County Library	
City Library	
TOTAL	

Other Fees (Please explain)	
County Library	
City Library	
TOTAL	

3 Year Contract	
Cost of year 1	
County Library	
City Library	
TOTAL	
Cost of year 2	
County Library	
City Library	
TOTAL	
Cost of year 3	
County Library	
City Library	
TOTAL	
TOTAL Cost for 3 year contract (including migration, hosting, implementation)	
County Library	
City Library	
TOTAL	

5 Year Contract	
Cost of year 1	
County Library	
City Library	
TOTAL	
Cost of year 2	
County Library	
City Library	
TOTAL	
Cost of year 3	
County Library	
City Library	
TOTAL	
Cost of year 4	
County Library	
City Library	
TOTAL	
Cost of year 5	
County Library	
City Library	
TOTAL	
TOTAL Cost for 5 year contract (including migration, hosting, implementation)	
County Library	
City Library	
TOTAL	