

**Southeast Oklahoma Library System**

Integrated Library System and Discovery Service RFP

**July 27, 2022**

**BID #2207ILS**

**Sealed bids must be received by:  
September 5, 2022 4:00 P.M. at:**

**Central Services  
401 N 2<sup>nd</sup> Street  
McAlester, OK 74501**

## **Instructions to Bidders**

All questions and requests for additional information concerning this Bid should be directed to Miranda Wisor, Technical Services Librarian of the Southeast Oklahoma Library System at:

Telephone #: 918-426-0456

E-Mail Address: [miranda.wisor@seolibraries.com](mailto:miranda.wisor@seolibraries.com) (include the bid number in the subject)

Bids must be received by **September 5, 2022 at 4:00 pm**. Emailed or faxed bids will not be accepted. Bids must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Integrated Library System and Discovery Service RFP. Bidder may submit an electronic submittal on a flash drive or similar device with your bid submission. Bids shall be submitted to:

Michael Hull  
401 N 2<sup>nd</sup> Street  
McAlester, OK  
74501

All bids must include completed forms numbers 1-5, along with any other information you would like to provide for consideration.

Bids received at this Location after the Due Date and Time are late and shall not be accepted. Unless SEOLS issues a written addendum to this Invitation to Bid which extends the Due Date and Time for all bidders, the Due Date and Time prescribed above shall remain in effect.

***Bid prices must be held for the period starting July 1, 2023.***

The Executive Director or designee and a trustee of Southeast Oklahoma Library System shall open the bids in the offices of the system's Service Center at the following date time.

Date: September 8, 2022

Time: 4:00 p.m.

Location: 401 N 2<sup>nd</sup> Street, McAlester, OK 74501, Lower Floor

## TABLE OF CONTENTS

I.	SEOLS Overview
II.	Scope of Work
III.	Vendor Qualifications
IV.	Contract Term
IV.	Confidential Information
V.	Bid Process and Guidelines
VI.	Payment
VII.	Bid Submission Requirement Forms:
	Form #1 – Vendor Information
	Form #2 – Project Overview
	Form #3 – Project Overview - Detail
	Form #4 - Statement of Understanding
	Form #5 – References
	Form # 6– Non-Collusive Bidding Certification

**I. LIBRARY OVERVIEW**

The Southeast Oklahoma Library System, hereafter referred to as SEOLS, is headquartered in McAlester, OK. SEOLS operates 16 libraries and 1 Bookmobile in the counties of Choctaw, Coal, Haskell, Latimer, LeFlore, McCurtain and Pittsburg, and provides support to 4 volunteer-run libraries referred to as reading centers. Each library and reading center provides computer and Wi-Fi access to the public, and uses various technologies to serve the public. Reading centers do not hold cataloged collections but we hope they can be established as delivery/pickup locations for holds.

# Bibliographic Records	193,426	
# of Item Records	301,867	
# of Authority Records	197,905	
# of Patron Records	48,622	
# of Annual Physical Circulation Transactions	154,517 (2021)	348,727 (2018)
# Anticipated Staff Profiles	77	80

Notice of RFP	Date: July 27, 2022
Deadline for Receipt of Proposals	Date: September 8, 2022
Notification of Award	Date: September 21, 2022
Operational Date	Date: April 18, 2023 preferred
Quote Valid Until	Date: July 1, 2023

The points of contact for this project will be:

- Miranda Wisor, Technical Services Librarian, miranda.wisor@seolibraries.com, 918-558-1226
- Michael Hull, Executive Director, michael.hull@seolibraries.com, 918-426-0456

**II. Scope of Work**

All bids must include support and maintenance of the following:

- A. System Architecture
  - a. Web based interface for all users for all system modules
    - i. All system modules integrated together
    - ii. Support unique login credentials for each staff member
  - b. Remote cloud data hosting provided by vendor
  - c. Downloadable / Offline interface
  - d. Ability to create new holding codes
  - e. Ability to create and edit existing system policies
  - f. Ability to create holds policy to prioritize geographically close libraries
  - g. Ability to add additional pickup locations
- B. Patron Engagement
  - a. PAC must be easy and intuitive for new and existing users; please explain

- how the OPAC navigation is easy for new users
  - b. Support two-way interaction with patrons (ex. place holds through OPAC, pay bills online, etc) and explain the functionality of the services available through OPAC
  - c. Provide pricing for optional inclusion of promotional tools and information centric to SEOLS
    - i. New releases, library of things, programs, events, fliers, closings, hours; please specify which services are available
  - d. Suggestions provided as search terms in OPAC
    - i. Include recommended spelling corrections
  - e. Natively enables enriched data to support linked records, curate intuitively similar resource lists (i.e. support read-alike recommendations, series lists, virtual shelf browsing, and more). Please be specific.
- C. Empower Patrons
- a. Patron profile and authentication through OPAC
  - b. Patron able to place hold from OPAC
  - c. Patron able to pay fees on account from OPAC including partial payments
  - d. Patron able to manage personal accounts. Renewing items within configured parameters, updating personal information
  - e. Enables patron to sign-up for new library card through OPAC
  - f. Support maintenance of library smartphone/device app
    - i. Ability to search catalog, place holds, and renew items via app
    - ii. Preference would be to keep our current app with Solus.
  - g. Enable “contact us” from patron account screen
- D. API Requirements
- a. Patron Authentication
  - b. Digital Content Integration
    - i. Overdrive
    - ii. Hoopla
    - iii. EBSCO Discovery Service
    - iv. Kanopy
  - c. SIP Server 2.0+ supported
  - d. Google Analytics supported
- E. Cataloging / Authority Control Requirements
- a. Natively create, copy, modify, and delete bibliographic records
  - b. Create, copy, modify, delete, duplicate and bulk change item records
  - c. Global item modification
  - d. Load vendor .mrc records
  - e. Import bibliographic records from OCLC using Connexions
  - f. Export to desktop and import from desktop in .mrc format
  - g. Block loading of .mrc records if they are not new to the catalog
  - h. Manage temporary item locations
  - i. Edited authority fields not automatically modified or overwritten
  - j. Must maintain stable MARC records not automatically overlain by acquisition brief records
  - k. Must be able to retain title/item holds on acquisition brief records while

overlain with OCLC MARC records without losing queue order.

1. Prohibits purchased records loaded from OCLC from copying to vendor consortia

F. Acquisition Requirements

- a. Automated workflows supported
  - i. EDI integration with Baker & Taylor 360
  - ii. EDI integration with Midwest Tapes
- b. Ability to receive shipments in multiple ways (i.e. firm, standing, manual)
- c. Support multiple and overlapping fiscal years active simultaneously
- d. Receive a whole order and receive item-by-item of an order
- e. Receive multiple ATS at once
- f. Support multiple Acquisition templates
- g. Support hold placement on ordered items prior to receipt of item with pre-order queue maintained when MARC overlain

G. Circulation Requirements

- a. All standard Circulation activities:
  - i. checkout, receive returned, renew items, place holds, search for users by name/preferred name/phone number
- b. Create patron account card by location/home library as default home library
- c. Update/renew user privileges and profile, changed user expirations, remove users entirely
  - i. Enable pop-up reminder after set period of time to confirm address/phone number on account
- d. Possible to edit patron records during check-out procedure
- e. Circulation activities, inventory, and account creation possible on a tablet
- f. Mark item used
- g. Item information needs to display home library, transit status, location/status (discard, repair, etc.), inventory status, view previous user ID on item records
- h. View holds on user account; remove holds by user and by item
- i. View all outstanding holds on unavailable items by owning library
- j. Holds notice alert at check-in for returned item
- k. Hold status by location in real time
- l. Send and receive in-transit items
- m. Automatically prioritize geographically close holding libraries to fill title-level holds
- n. Remove items from customer account as claims-returned
- o. Bill user, receive payments/partial payments, pay bills, credit user account, view billing history, edit bills
- p. Ability to list preferred name, staff notes, send customer message/communication from patron record.
- q. Enable family linked accounts on a requested basis.
- r. Enable option for text/email checkout receipts/renewal and overdue notices
- s. Enable the placement of system holds for items on order
- t. Enable searching for held items by: title, author, subject, series, item type, item ID (barcode), ISBN, Call Number

- H. Inventory Control Requirements
  - a. Tablet compatible
  - b. Audio and visual alert when item not in expected shelving order
  - c. Audio and visual alert when item status not “on shelf”
  - d. Audio and visual alert when not in correct library
  - e. Process to automatically mark non-inventoried item as missing within specified criteria
- I. Reporting Requirements - ALL
  - a. Ad hoc reporting supported
  - b. Ability to bookmark frequently used reports
  - c. Weed list creation with set parameters
  - d. Ability to share or send other users reports
  - e. Schedule new and repeating report
  - f. Export weeded material data in format to be batch-loaded to OCLC to be removed from ILL available holdings
  - g. View in-transit items
  - h. Include detail listing of all reports
  - i. Provide pricing for custom report request
- J. Training Module Requirements
  - a. Help menu within ILS
  - b. Access to a “sandbox” for demonstration and practice for new hires
  - c. Pre-recorded training videos
  - d. Training manual
- K. Supporting and Ongoing Maintenance Requirements
  - a. 24 hour emergency customer support service
  - b. Separate emergency and non-emergency support service
  - c. Regular account check in meetings with representative from vendor
    - i. Anticipated four regular meetings per year
  - d. Thorough system update/patch notes released with every change
    - i. Please specify average notice period prior to update/patches
- L. System Administration
  - a. Support multiple system administration profiles
  - b. Administrative interface provided to allow authorized staff to configure and edit system parameters
    - i. Please specify parameters available for configuration and editing
  - c. Support unique login credentials for all library staff members with differing levels of access
  - d. Support a minimum of 17 individual library locations
- M. Implementation Services
  - a. Please describe implementation, data migration, and training services.
    - i. Note whether a “sandbox” training environment is available prior to launch.
  - b. Please include a draft of the implementation timeline.
    - i. Describe customer support service during implementation and period immediately following go-live date
- N. Future

- a. Please provide a description of your company’s future development plans
- b. Note the frequency with which planned system updates are released
- O. Cost Proposal
  - a. Please provide a detailed cost proposal agreement for 3, 5, and 8 years. Per state statutes terms must last for one year with a renewal at each year of the master term. State how much it would cost to terminate the agreement after each year of the master term agreement.
  - b. Please provide a detailed cost estimate for the addition of a library location.
  - c. Please provide a separated cost detail for data migration services.

III. **Vendor Qualifications**

In order to be eligible to bid, bidder must be an entity that is duly formed and in good standing under the laws of the relevant jurisdiction and, to the extent applicable, licensed to provide the products and services for which it seeks to submit a bid. Bidder must demonstrate that it has been in business at least five years and is able to prove demonstrated capability to perform the scope of work with a performance record satisfactory to SEOLS.

IV. **Contract Term**

It is anticipated that the term of this agreement shall be for a minimum (3) three-year master period with the option to renew each year. State the cost for early termination after each year.

Any Contract entered into between SEOLS and Consultant shall identify Provider as an independent contractor, and not as an employee or agent of SEOLS. SEOLS will not withhold federal, state, or local income taxes, unemployment taxes, social security, or any other payroll withholdings on behalf of the Consultant, or any employee or associate of the Consultant. The Consultant shall be responsible for the Consultant’s own labor expenses, health care, transportation, self-employment taxes, income taxes, and other forms of taxes and wage withholding, and all other costs and expenses of the Consultant in connection with the Consultant performing contracted for services. The Consultant shall be responsible for all workers’ compensation coverage for the Consultant, and any partner, principal, employee or associate of the Consultant.

V. **Confidential Information**

Consultant, during the term of any Contract with SEOLS, will have access to and become familiar with various confidential and proprietary information, including patron accounts and pin numbers and records that are retained by SEOLS and are regularly used in the operation of the business of SEOLS. Consultant shall not disclose any of SEOLS’s confidential information directly or indirectly, nor use it in any way, either during the term of any Contract or at any time thereafter, except as required in the course of the contractual relationship with SEOLS. All passwords, records, specifications, equipment, and similar items relating to the business of SEOLS, whether prepared by Consultant or otherwise coming into Consultant’s possession, shall remain the exclusive property of SEOLS.

## VI. **Bid Process and Guidelines**

- A. The sealed envelope shall be clearly marked "**Sealed Bid Response – BID #2207ILS, Integrated Library System and Discovery Service** and endorsed on its face with the name of the person, firm or corporation submitting such bid, with date of mailing/presentation. Firm may submit an electronic submittal of your bid on a flash drive or similar device with your bid submission.
- B. Following the bid opening, SEOLS may award to a bidder that adheres to the Library's requirements, is determined by SEOLS to be the most responsive and provides the best value.
- C. SEOLS reserves the right to award the contract to the bidder that provides the best value bid in accordance to the evaluation criteria listed below and reserves the right to make no award, as will best promote the public interest, taking into consideration the reliability of the Bidder, quality of the services, materials, equipment or supplies to be furnished, and their conformity with the requirements of the Bid.
- D. A Selection Committee consisting of SEOLS staff and Trustees will evaluate the bids. This Selection Committee will make its recommendations for an award to the SEOLS Board for final approval.
- E. SEOLS shall issue a formal contract to the Successful Bidder which shall not be binding unless and until SEOLS and the Successful Bidder executes a contract.
- F. If a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in this Bid, they shall immediately notify SEOLS in writing to Michael Hull, Executive Director, at [michael.hull@seolibraries.com](mailto:michael.hull@seolibraries.com) of such error and request clarification or modification to the document.
- G. Should SEOLS find it necessary to modify this Bid, a notice of that modification will be made by way of an addendum that will be posted to the Bid website.
- H. If a Bidder fails to notify SEOLS of a known error or an error that reasonably should have been known prior to the final filing date for submission, Bidder shall assume the risk. If awarded the contract, the Bidder shall not be entitled to additional compensation or time by reason of the error or its late correction.

## VII. **Payment**

- A. Payments shall be net upon approval of the annual invoice for service, unless otherwise stated.
- B. SEOLS's payment of any invoice shall not preclude SEOLS from making claim for adjustment on any item found not to have been in accordance with the general conditions and specific requirements of the contract.

**Form # 1: VENDOR INFORMATION**

1. Legal Business Name: \_\_\_\_\_

2. Provide the name, title, address, telephone, and e-mail address of the individual SEOLS should contact with respect to your bid.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

3. EIN: \_\_\_\_\_

4. Provide a brief description of your firm, its history and ownership structure, and its number of employees. Also include any significant developments, or organization, ownership or financial structure changes that have occurred in the last three (3) years, or that you anticipate in the future.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Provide a summary of your firm’s experience and qualifications in meeting the standards of the Vendor Qualification requirements contained in the bid document and with executing the obligations listed in the specifications. Include specific references to work for not-for-profit corporations, library systems or other like-entities. In describing the experience, name each client and the nature of the work performed, with specific reference to (a) the services provided and (b) the term of such services.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



6. List any other DBA, Trade Name, Other Identity, or EIN used in the last five (5) years, the state or county where filed, and the status (active or inactive) (if applicable):

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7. Integrity - Within the past five (5) years, has the business entity or affiliate:
- a. Been denied a contract or had a bid rejected based upon a finding of non-responsibility by a governmental entity? \_\_\_\_\_
  - b. Been suspended, cancelled or terminated for cause on any government contract? \_\_\_\_\_
  - c. Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any government contract? \_\_\_\_\_
  - d. Entered into a formal monitoring agreement as a condition of a contract award? \_\_\_\_\_

\*\*\* For each “yes” answer, provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

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8. Legal Proceedings: Within the past five (5) years, has the business entity or affiliate:
- e. Been the subject of a civil complaint? \_\_\_\_\_
  - f. Been the subject of a judgment or conviction for conduct constituting a crime? \_\_\_\_\_

9. Leadership Integrity: Within the past five (5) years, has any individual previously identified, any other Key Employees not previously identified or any individual having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation within the State been subject to:

- g. A sanction imposed relative to any business or professional permit and/or license? \_\_\_\_\_
- h. An investigation, whether open or closed, by any governmental entity for a civil or criminal violation for any business related conduct? \_\_\_\_\_
- i. A conviction or judgment of any business related conduct constituting a crime including, but not limited to, fraud, extortion, bribery, racketeering, price fixing, bid collusion or any crime related to truthfulness? \_\_\_\_\_
- j. Misdemeanor or felony conviction for:
  - i. Any business-related activity, including, but not limited to, fraud, coercion, extortion, bribe or bribe-receiving, giving or accepting unlawful gratuities, immigration or tax fraud, racketeering, mail fraud, wire fraud, price fixing or collusive bidding; \_\_\_\_\_

- ii. Any crime, whether or not business related, the underlying conduct of which related to truthfulness, including, but not limited to the filing of false documents or false sworn statements, perjury or larceny? \_\_\_\_\_

10. Conflicts of Interest: Identify the nature of any potential conflict of interest your firm or any proposed sub-consultants might have in providing the Scope of Work under this bid with SEOLS.

- k. Discuss fully any conflicts of interest, actual or potential, which might arise in connection with your firm's involvement with SEOLS. If your firm believes that a conflict of interest might arise, please describe how such conflict would be resolved.
- l. State whether your firm represents any party that is or may be adverse to SEOLS.

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3. Related Experiences and Qualifications: Discuss any education or experience related to the qualifications to perform the work described.

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4. Other Information: List any additional details you would like to share about your proposal or organization.

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**Form #3: Project Overview - Detail**

A. System Architecture	Included with Base Product?	Available for fee?	Fee	Notes
a. Web based interface for all users for all system modules				
i. All system modules integrated together				
ii. Support unique login credentials for each staff member				
b. Remote cloud data hosting provided by vendor				
c. Downloadable / Offline interface				
d. Ability to create new holding codes				
e. Ability to create and edit existing system policies				
f. Ability to create holds policy to prioritize geographically close libraries				
g. Ability to add additional pickup locations				
<b>B. Patron Engagement</b>				
a. PAC must be easy and intuitive for new and existing users; please explain how the OPAC navigation is easy for new users				
b. Support two-way interaction with patrons (ex. place holds through OPAC, pay bills online, etc) and explain the functionality of the services available through OPAC				
c. Provide pricing for optional inclusion of promotional tools and information centric to SEOLS				
i. New releases, library of things,				

Southeast Oklahoma Library System – Integrated Library System and Discovery Service RFP

programs, events, fliers, closings, hours; please specify which services are available				
d. Suggestions provided as search terms in OPAC				
i. Include recommended spelling corrections				
e. Natively enables enriched data to support linked records, curate intuitively similar resource lists (i.e. support read-alike recommendations, series lists, virtual shelf browsing, and more). Please be specific.				
C. Empower Patrons				
a. Patron profile and authentication through OPAC				
b. Patron able to place hold from OPAC				
c. Patron able to pay fees on account from OPAC including partial payments				
d. Patron able to manage personal accounts. Renewing items within configured parameters, updating personal information				
e. Enables patron to sign-up for new library card through OPAC				
f. Support maintenance of library smartphone/device app				
i. Ability to search catalog, place holds, and renew items via app				
g. Enable “contact us” from patron account screen				
D. API Requirements				
a. Patron Authentication				

Southeast Oklahoma Library System – Integrated Library System and Discovery Service RFP

b. Digital Content Integration				
i. Overdrive				
ii. Hoopla				
iii. EBSCO Discovery Service				
iv. Kanopy				
c. SIP Server 2.0+ supported				
d. Google Analytics supported				
E. Cataloging / Authority Control Requirements				
a. Natively create, copy, modify, and delete bibliographic records				
b. Create, copy, modify, delete, duplicate and bulk change item records				
c. Global item modification				
d. Load vendor .mrc records				
e. Import bibliographic records from OCLC using Connexions				
f. Export to desktop and import from desktop in .mrc format				
g. Block loading of .mrc records if they are not new to the catalog				
h. Manage temporary item locations				
i. Edited authority fields not automatically modified or overwritten				
j. Must maintain stable MARC records not automatically overlain by acquisition brief records				
k. Must be able to retain title/item holds on acquisition brief records while overlain with OCLC MARC records without losing queue order.				
l. Prohibits purchased records loaded from OCLC from copying to vendor consortia				

Southeast Oklahoma Library System – Integrated Library System and Discovery Service RFP

F. Acquisition Requirements				
a. Automated workflows supported				
i. EDI integration with Baker & Taylor 360				
ii. EDI integration with Midwest Tapes				
b. Ability to receive shipments in multiple ways (i.e. firm, standing, manual)				
c. Support multiple and overlapping fiscal years active simultaneously				
d. Receive a whole order and receive item-by-item of an order				
e. Receive multiple ATS at once				
f. Support multiple Acquisition templates				
g. Support hold placement on ordered items prior to receipt of item with pre-order queue maintained when MARC overlain				
G. Circulation Requirements				
a. All standard Circulation activities:				
i. checkout, receive returned, renew items, place holds, search for users by name/preferred name/phone number				
b. Create patron account card by location/home library as default home library				
c. Update/renew user privileges and profile, changed user expirations, remove users entirely				
i. Enable pop-up reminder after set period of time to confirm address/phone number on account				
d. Possible to edit patron records during				

Southeast Oklahoma Library System – Integrated Library System and Discovery Service RFP

check-out procedure				
e. Circulation activities, inventory, and account creation possible on a tablet				
f. Mark item used				
g. Item information needs to display home library, transit status, location/status (discard, repair, etc.), inventory status, view previous user ID on item records				
h. View holds on user account; remove holds by user and by item				
i. View all outstanding holds on unavailable items by owning library				
j. Holds notice alert at check-in for returned item				
k. Hold status by location in real time				
l. Send and receive in-transit items				
m. Automatically prioritize geographically close holding libraries to fill title-level holds				
n. Remove items from customer account as claims-returned				
o. Bill user, receive payments/partial payments, pay bills, credit user account, view billing history, edit bills				
p. Ability to list preferred name, staff notes, send customer message/communication from patron record.				
q. Enable family linked accounts on a requested basis.				
r. Enable option for text/email checkout receipts/renewal and overdue notices				
s. Enable the placement of system holds				

Southeast Oklahoma Library System – Integrated Library System and Discovery Service RFP

for items on order				
t. Enable searching for held items by: title, author, subject, series, item type, item ID (barcode), ISBN, Call Number				
<b>H. Inventory Control Requirements</b>				
a. Tablet compatible				
b. Audio and visual alert when item not in expected shelving order				
c. Audio and visual alert when item status not “on shelf”				
d. Audio and visual alert when not in correct library				
e. Process to automatically mark non-inventoried item as missing within specified criteria				
<b>I. Reporting Requirements - ALL</b>				
a. Ad hoc reporting supported				
b. Ability to bookmark frequently used reports				
c. Weed list creation with set parameters				
d. Ability to share or send other users reports				
e. Schedule new and repeating report				
f. Export weeded material data in format to be batch-loaded to OCLC to be removed from ILL available holdings				
g. View in-transit items				
h. Include detail listing of all reports				
i. Provide pricing for custom report request				
<b>J. Training Module Requirements</b>				
a. Help menu within ILS				
b. Access to a “sandbox” for demonstration				

Southeast Oklahoma Library System – Integrated Library System and Discovery Service RFP

and practice for new hires				
c. Pre-recorded training videos				
d. Training manual				
<b>K. Supporting and Ongoing Maintenance Requirements</b>				
a. 24 hour emergency customer support service				
b. Separate emergency and non-emergency support service				
c. Regular account check in meetings with representative from vendor				
i. Anticipated four regular meetings per year				
d. Thorough system update/patch notes released with every change				
i. Please specify average notice period prior to update/patches				
<b>L. System Administration</b>				
a. Support multiple system administration profiles				
b. Administrative interface provided to allow authorized staff to configure and edit system parameters				
i. Please specify parameters available for configuration and editing				
c. Support unique login credentials for all library staff members with differing levels of access				
d. Support a minimum of 17 individual library locations				
<b>M. Implementation Services</b>				
a. Please describe implementation, data migration, and training services.				

Southeast Oklahoma Library System – Integrated Library System and Discovery Service RFP

i. Note whether a “sandbox” training environment is available prior to launch.				
b. Please include a draft of the implementation timeline.				
i. Describe customer support service during implementation and period immediately following go-live date				
N. Future				
a. Please provide a description of your company’s future development plans				
b. Note the frequency with which planned system updates are released				
O. Cost Proposal				
a. Please provide a detailed cost proposal agreement for 3, 5, and 8 years. Per state statutes terms must last for one year with a renewal at each year of the master term. State how much it would cost to terminate the agreement after each year of the master term agreement.				
b. Please provide a detailed cost estimate for the addition of a library location				
c. Please provide a separated cost detail for data migration services.				

**Form # 4: Statement of Understanding**

By signing in the space provided below, the undersigned certifies that the respondent (i) has read and understands and accepts the scope and requirements of this project and all of the attachments; (ii) has the capacity to execute this project; (iii) agrees to accept payment in accordance with the requirements of this Bid and the standard construction services contract, and (iv) will, if its bid is accepted, enter into a standard agreement with the Southeast Oklahoma Library System.

I hereby certify that my firm will carry the insurance coverage specified in the Bid.

The undersigned further stipulates that the information in this bid is, to the best of my knowledge and belief, true and accurate.

<hr/>	
Name of Firm	
<hr/>	<hr/>
Signature of Partner	Date
<hr/>	<hr/>
Print Name	Title
<hr/>	<hr/>
Telephone / Fax #'s	EIN #
<hr/>	<hr/>
Address	E-mail Address

**Form #5: References**

Bidder **MUST** furnish three (3) references for work/projects completed within the last three (3) years of the same general character as that specified herein. Please do not include SEOLS or any SEOLS employee as a reference.

1. \_\_\_\_\_  
Name of Firm Contact  
\_\_\_\_\_  
Telephone E-mail  
\_\_\_\_\_  
Type of Work Performed

2. \_\_\_\_\_  
Name of Firm Contact  
\_\_\_\_\_  
Telephone E-mail  
\_\_\_\_\_  
Type of Work Performed

3. \_\_\_\_\_  
Name of Firm Contact  
\_\_\_\_\_  
Telephone E-mail  
\_\_\_\_\_  
Type of Work Performed

**Form # : Non-Collusive Bidding Certification**

By submission of this Bid, Bidder and each person signing on behalf of the Bidder certifies, and in the case of a joint Bid submission, each party hereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

- The prices in this Bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by Bidder and will not knowingly be disclosed by the Bidder prior to the Bid opening, directly or indirectly, to any other Bidder or to any competitor; and
- No attempt has been made or will be made by the Bidder to induce any person, partnership or corporation to submit or not to submit a response to this Bid for the purpose of restricting competition.

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Company Name \_\_\_\_\_ Date \_\_\_\_\_

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Address \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Telephone FAX

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Name of Bidder \_\_\_\_\_ Title \_\_\_\_\_

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Signature of Bidder \_\_\_\_\_ e-mail \_\_\_\_\_