



April 30, 2020

To: All Potential Respondents
From: Julie Janssen, Purchasing Agent
Subject: RFP032028035 State of Iowa Library Materials

Addendum One

Please amend the subject RFP to include answers to the following timely received questions:

- Q1.** In the noted description of the opportunity, it states that one vendor will be awarded. Would you consider a response from a vendor providing only audiovisual materials?
- A1.** Yes, we would consider a response from a vendor providing only audio visual materials.
- Q2.** We see on page 4 of the RFP under section 1.4 Objectives it states "It is the State Library of Iowa's intent to award to one (1) primary Awardee of all library materials." Will you be choosing secondary vendors?
- A2.** Primary and Secondary awards are a possibility.
- Q3.** Brodart has a question regarding the above referenced RFP. Is it required that the references requested are from within the State of Iowa?
- A3.** No, references do not need to from Iowa libraries, any library or library system within the United States is acceptable for a reference.
- Q4.** In item 1.4, the RFP states an intent to award to one primary vendor. Will this be a sole vendor award, or will there be primary and secondary vendor awards?
- A4.** Primary and Secondary awards are a possibility.
- Q5.** Please confirm, this response will be submitted via the VSS site; no hardcopy response is required. Is this correct?
- A5.** This is correct.
- Q6.** Will the State require any security, bid bond, or performance bond in association with this agreement?
- A6.** No.
- Q7.** Attachment 4. This Attachment references Exhibits 6-8, but these Exhibit sections do not appear in item 3.2, Technical Proposal. Please advise if these sections are required and, if so, please provide a description of each requirement.

RFB0320282035 Attachment #4 is incorrect.

Attachment #4 Response Check List

RFP REFERENCE SECTION	RESPONSE INCLUDED	
	Yes	No
One (1) electronic copy of the Proposal.		
One (1) Public Copy with Confidential Information Excised (optional)		
Technical Proposal		
Exhibit 1 - Transmittal Letter		
Exhibit 2 - Executive Summary		
Exhibit 3 - Firm Proposal Terms		
Exhibit 4 - Respondent Background Information		
Exhibit 5 - Experience		
Exhibit 6 - Financial Information		
Exhibit 7 - Termination, Litigation, and Debarment		
Exhibit 8 - Criminal History and Background Investigation		
Exhibit 9 - Acceptance of Terms and Conditions		
Exhibit 10 - Certification Letter		
Exhibit 11 - Authorization to Release Information		
Exhibit 12 - Mandatory Technical Specifications		
Exhibit 13 – Scope of Services		
Exhibit 14 – Availability of Library Materials		
Exhibit 15 – Cataloging and Physical Processing		
Exhibit 16 – Bibliographic Records		
Exhibit 17 – Ordering Process		
Exhibit 18 – Selection and Acquisitions		
Exhibit 19 - Invoicing		
Exhibit 20 –Delivery Requirements		
Exhibit 21 – Collection Development Tools		
Exhibit 22 – Customer Service and Returns		
Exhibit 23 – Additional Features and Services		
Exhibit 24 – Performance Measures		
Exhibit 25 - Addendums		
Exhibit 26 - Request for Confidentiality		
Cost Proposal		

- A7. Now, therefore, the parties herein acknowledge and agree that Attachment #4 of RFB0320282035 is hereby amended as follows:

Attachment #4
Response Check List

RFP REFERENCE SECTION	RESPONSE INCLUDED	
	Yes	No
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Q8. Item 3.2, Exhibit 5. This section requests Letters of Reference from 3 customers/clients. Given the current situation with COVID, most of our customers have closed libraries and staff is not available for comment. In lieu of this requirement, may we instead provide 3 references with contact information?

A8. This is acceptable.

Q9. Attachment 5. Are vendors required to bid all of the material formats listed here in order to be eligible for award?

A9. We will accept bids on individual material formats.

Q10. Attachment 5. Regarding the first grid for Processing Costs: should pricing for DVD, CD, and Audiobook only follow the descriptions found in 15.3 and 16.4, or, should the vendor provide pricing for a variety of services?

A10. Use the descriptions as base requirements, but do include all services and pricing offered.

Q11. Attachment 5. Regarding the second grid for material discounts: for several of these categories (ex. Large Print, Graphic Novel, Textbook, Audiobook) the available discount will depend upon the binding type and content of the work. May vendors provide a range of discounts for any such line item?

A11. Yes, but provide the dependencies that affect the discounts and pricing. Make it easy to apply for comparisons.

Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your offer (do not send back separately).

I hereby acknowledge receipt of this addendum.

Signature

Date

Typed or Printed Name