

Anythink Libraries
Request for Proposal

Library Management System (Integrated Library System) and related Installation and Migration Services

Date issued: September 24, 2018

Response due: **October 5, 2018 by 4:00 p.m.**

Anythink Libraries invites sealed bids for the selection of a vendor to provide a Library Management System (Integrated Library System) and related installation and migration services until:

**4:00 p.m.
Friday, October 5, 2018**

Responses may be delivered in person addressed to Logan Macdonald and left at 5877 East 120th Avenue, Thornton, CO 80602, emailed to lmacdonald@anythinklibraries.org or mailed to:

Anythink Libraries
RFP Selection Committee
Attn: Logan Macdonald
5877 East 120th Ave.
Thornton, CO 80602

Anythink Libraries does not accept faxed bids.

General questions should be directed to Logan Macdonald, Director of Products and Technology at:

Anythink Libraries
5877 East 120th Ave.
Thornton, CO 80602
Tel.: (303) 405-3293
Fax: (303) 451-0190
E-Mail: lmacdonald@anythinklibraries.org

However, no oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing and mailed, faxed, or e-mailed to the address listed above. Such questions must be received at least three (3) calendar days before the established date for receipt of bids.

1. Purpose and Background

Anythink Libraries is seeking proposals from Vendors for the purpose of obtaining information and firm bids for one Vendor of Library Management Systems (Integrated Library Systems) and related installation and migration services.

About Anythink Libraries

Anythink Libraries is proud to serve the residents of Adams County, Colorado, through its seven Anythink locations in the communities of Bennett, Brighton, Commerce City, Northglenn, Thornton and the Perl Mack neighborhood of Denver. For community members outside of these areas, the district offers outreach services through its bookmobile, Anythink in Motion.



Just a few short years back, Adams County libraries were the poorest-funded libraries in Colorado. While the staff did their best to make the most of limited resources and our customers felt loyal to their libraries, the fact was Rangeview Library District needed help.

Across America, funding decisions are forcing some libraries to close or reduce services. In November 2006, our community voted to increase library funding, which has provided the resources to create a fresh start for our libraries. Because of this support, Anythink Libraries have been able to expand services.

What has emerged is a new style of library – a place of unlimited imagination, where play inspires creativity and lifelong learning. A community space where anything and everything is possible.

Originally the Adams County Public Library, Anythink Libraries operates as its own entity overseen by a five-member Library Board of Trustees appointed by the Adams County Commissioners. ACPL was founded in 1953, and first served county residents solely out of a bookmobile. The district has grown in the past 50+ years to its current seven libraries, serving more than 420,000 customers.

Anythink currently uses the SirsiDynix Horizon integrated library system. Anythink's database currently contains approximately 165,000 bibliographic records, 365,000 item records and 330,000 borrower records.

MISSION STATEMENT: We Open Doors for Curious Minds

OUR VALUES: We are guided by these shared values in everything we do:

- Compassion for our customers and for each other
- Passion for our product
- Eagerness to learn
- Everyone is creative
- Optimistic attitude – we believe that anything is possible

2. Scope of Services

Anythink is seeking a fully-featured, modern Library Management System or Integrated Library System to support inventory tracking, materials acquisitions, content discovery, customer relationship management, email and text messaging communications, and more.

Installation and migration services include but are not limited to: hardware installation and/or hosting, hardware and software configuration, data conversion, data migration, and training.

3. Proposal Requirements

Firms interested in providing the services described above are requested to submit the following information. Responses to each item should appear in the same order as in this RFP and should designate by heading and paragraph the item to which the response applies.

3.1 Company Information & Executive Summary

Please provide the following information:

- Vendor's full company or corporate name
- The company's office location responsible for performance under a contract with Anythink.
- Provide the URL for the Vendor's website.

Each proposal should be accompanied by an executive summary not exceeding two pages which summarizes key points of the proposal and which is signed by an officer of the firm who is responsible for committing the firm's resources.

3.2 Features

Please list all key features included in the Vendor's core Library Management System (Integrated Library System) product and features included in any additional modules, add-ons or third-party products that the Vendor would recommend for Anythink Libraries.

3.3 Future Development

Please detail the Vendor's current development plans, including new features or products planned for release over the next two years as part of its Library Management System (Integrated Library System). Please include a product "road map" if available

3.4 System Requirements

If the Vendor's product requires on-premise installation, please detail the minimum and recommended requirements for servers, clients and other necessary infrastructure.

If the Vendor's product is cloud-based or otherwise hosted by the Vendor, please detail the minimum and recommended requirements for hardware clients and Internet connectivity.

3.5 Data Backup & Security

Anythink requires that updated security protocols be used to protect customer data in accordance with federal, state and local requirements. Anythink also requires that library transaction data be backed up on an hourly basis at minimum.

Please describe the Vendor's ability to meet these requests.

3.6 Tech Support

Anythink prefers that Vendor support be available during library hours, currently 9:00 a.m. to 9:00 p.m. Mountain Time on Mondays, Tuesdays, Wednesdays and Thursdays, 9:00 a.m. to 5:00 p.m. on Fridays, Saturdays and Sundays. Anythink also prefers that Vendors use a support ticketing tool to track support requests and use a remote support tool like ConnectWise Control or LogMeIn Rescue.

Please describe the Vendor's ability to meet these requests.

3.7 Pricing and Terms

Please provide a pricing breakdown for the Vendor's Library Management System (Integrated Library System) and additional modules as listed in section 3.2 above and indicate whether the price is a one-time fee or an annual cost.

Please provide pricing for any initial installation and migration services.

Please describe any package discounts, discounts based on contract length, or other price reductions from the quoted price above that may be available to Anythink.

3.8 References

List at least three entities for which similar work is or has been conducted and give the name, title and telephone number of persons who may be contacted for reference concerning the services you provided. Give dates and lengths of service.

3.9 Anything not previously covered

Please use this area to describe services and/or products not already mentioned in the company's proposal that may be of interest to Anythink.

4. Evaluation of Proposals

The responses to this RFP will be evaluated by a Selection Committee to be established for such purpose. Responses will be evaluated and an awards will be made to the selected Vendor on or before October 26, 2018.

4.1 Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Selection Criteria
Pricing

Support
Features currently available
Future development plans
References

5. Special Conditions

Severability

If any terms or provisions of this Request for Proposal shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this Request for Proposal shall remain in full force and effect.