INVITATION TO BID NO: 10-R-2211457

STATE OF ALABAMA

DEPTARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

REQ. AGENCY	: 045000 PUBLIC LIBRARY
AGENCY REQ. NO.	: 070500
T-NUMBER	:
DATE ISSUED	: 10/06/09
VENDOR NO.	:
VENDOR PHONE NO.	:
SNAP REQ. NO.	: 1422287
BUYER NAME	: JAERI ELLIS
BUYER PHONE NO.	: (334) 242-7259-
PURCHASING PHONE NO	: (334) 242-7250

FOR: ILS SOFTWARE-070500

BID MUST BE RECEIVED BEFORE:
DATE: 10/21/09 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 10/22/09 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
   (THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____

   INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____

   TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****
BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL	COURIER
STATE OF ALABAMA DEPARTMENT OF FINANCE DIVISION OF PURCHASING P O BOX 302620 MONTGOMERY, AL 36130-2620	STATE OF ALABAMA DIVISION OF PURCHASING RSA UNION BUILDING 100 N. UNION ST., SUITE 192 MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND	_____ FEIN OR SSN	_____ AUTHORIZED SIGNATURE (INK)
SUBSCRIBED BEFORE ME THIS	_____ COMPANY NAME	_____ TYPE/PRINT AUTHORIZED NAME
_____ DAY OF _____	_____ MAIL ADDRESS	_____ TITLE
_____ NOTARY PUBLIC	_____ CITY, STATE, ZIP	_____ TOLL FREE NUMBER
TERM EXP: _____	_____ PHONE INCLUDING AREA CODE	_____ FAX NUMBER

AUTHORITY:
THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF T HIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY BUSINESSES IN THE TECHNICAL COMPLETION OF REQUIRED FORMS MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS REV: 09/18/09

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.

2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.

3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.

4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.

5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.

6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.

7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.

8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116,CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

****

AWARD:
THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

ASSIGNMENT OF CONTRACT:
TO ASSIGN, SUBLET OR TRANSFER ANY CONTRACT RESULTING FROM THIS SOLICITATION, THE VENDOR'S WRITTEN REQUEST MUST BE APPROVED BY THE STATE PURCHASING DIRECTOR.

AWARDS:
PRIOR TO MAKING AN AWARD, THE STATE RESERVES THE RIGHT TO BENCHMARK ANY SYSTEM BID AGAINST THE SPECIFICATIONS GIVEN IN THE SOLICITATION. THE VENDOR HAS TEN (10) DAYS FROM THE DATE OF THE STATE'S REQUEST TO FURNISH A DEMO OF THE SYSTEM OFFERED IN THE BID AT A SITE ACCEPTABLE TO THE STATE.

DEFAULT:
WHEN A VENDOR DEFAULTS ON A CONTRACT/PURCHASE ORDER, THE STATE CAN PROCURE THE GOODS OR SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR RESPONSIBLE FOR ANY EXCESS IN PRICE/HANDLING. THE VENDOR MAY BE BARRED FROM BIDDING FOR AN INDETERMINATE PERIOD.

FREIGHT:
BID IS F.O.B. DESTINATION. ANY FREIGHT CHARGES MUST BE INCLUDED IN THE BID PRICES. DO NOT SHOW FREIGHT AS A SEPERATE COST.

AGREEMENT PERIOD:
ESTABLISH A 12 MONTH AGREEMENT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES.

NON-APPROPRIATION OF FUNDS:
CONTINUATION OF ANY AGREEMENT BETWEEN THE STATE AND A BIDDER BEYOND A FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF FUNDS FOR THE PURPOSE OF THIS BID AND ANY RESULTING AGREEMENT. NON-AVAILABILITY OF FUNDS AT ANY TIME SHALL CAUSE ANY AGREEMENT TO BECOME VOID AND UNENFORCEABLE AND NO LIQUIDATED DAMAGES SHALL ACCRUE TO THE STATE AS A RESULT. THE STATE WILL NOT INCUR LIABILITY BEYOND THE PAYMENT OF ACCRUED AGREEMENT PAYMENT.

REQUESTED INFORMATION:
ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN TWO (2) DAYS FROM RECEIPT OF REQUEST.

VENDOR QUALIFICATION:
IF REQUESTED, VENDOR MUST PROVIDE DOCUMENTATION OF BEING AN AUTHORIZED MANUFACTURER'S REPRESENTATIVE FOR THE PRODUCTS LISTED. FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN REJECTION OF BID.

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 10-R-2211457

INVITATION TO BID

OPEN DATE : 10/22/09 TIME: 10:00 AM

RETURN DATE: 10/21/09 TIME: 5:00 PM

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 045000 / 045M01 PUBLIC LIBRARY ADMINISTRATIVE SERVICES OFFICER 6030 MONTICELLO DRIVE MONTGOMERY AL 36117				
00001	COMMODITY CODE: 920-07-074501 PURCHASE, INSTALLATION AND MAINTENANCE OF A CLIENT/SERVER INTEGRATED LIBRARY SYSTEM. PER THE ATTACHED SPECIFICATIONS: PLACE TOTAL ILS COST FROM PAGE 15 OF THE SPECIFICATIONS IN THE UNIT PRICE COLUMN AT THE RIGHT	1	LT	_____	_____

CONTACT: HARRY LENSCH
(334)213-3929
HLENSCH@APLS.STATE.AL.US

PAGE TOTAL _____

BID TOTAL _____

Invitation to Bid (ITB) for an Integrated Library System (ILS)

The Alabama Public Library Service (APLS)

Contact Person:

Contact Name/Title: **Harry Lensch**
Institution: **The Alabama Public Library Service**
Phone: **Office 334-213-3929**
Email: **hlensch@apls.state.al.us**
Fax: **334-213-3993**

Introduction:

The Department of Finance Division of Purchasing on behalf of Alabama Public Library Service (APLS) will be accepting bids for the purchase, installation, and maintenance of a client/server Integrated Library System (ILS). Any inquiries or need for clarification in this document should be made to Harry Lensch at 334-213-3929 or email hlensch@apls.state.al.us or to Rebecca Mitchell at 334-213-3901 or email rmitchell@apl.state.al.us

The purpose of this proposal is to obtain bids on an ILS that will replace the current SirsiDynix Unicorn ILS. The new ILS must enable library users and staff to efficiently access materials both in the Alabama Public Library Service (APLS) and from home. The software must be updated to keep abreast of changing technologies.

1. Mandatory requirement:

The ILS shall run on UNIX/Linux and should be updated to keep abreast of changing technologies. No other operating systems will be acceptable. Please provide costs on the enclosed form, along with 5-year maintenance costs.

2. Background Information on Library

APLS serves 4,661,900 people across Alabama. It has a collection of over 44,000 books and periodicals. Staffing consists of 36 employees. APLS's current ILS is SirsiDynix's Unicorn 3.1.2.5 which consists of the AIX server, 4 OPACS, and 10 staff workstations.

	Range
Number of member libraries and branches	**1 - 25**
Number of bibliographic records	**44,792 – 500,000**
Number of item records	**67,221 – 1,500,00**
Number of new titles added per year	**200 - 5000**
Number of new items added per year	**500 – 12,500**
Number of Interlibrary Loan transactions per year	**1,200 – 31,250**
Number of patrons	**5,102 – 125,000**
Number of new patrons added per year	**50 – 2,000**
Number of annual circulation transactions	**1,200 – 625,000**
Number of dedicated PAC workstations	**4 - 100**
Number of staff workstations	**10 - 250**

Response to Specifications

Vendors must respond to every functional, technical, and performance requirement contained in the SPECIFICATIONS section of the ITB using the following criteria. Vendor's responses must be in the same order in which points appear in this ITB, and must use the same numbering scheme used in this ITB.

Available	Vendor currently supplies this capability **as a part of a general software release**. It is included as a basic part of the quoted ILS.
Optional Addition	Vendor currently supplies this capability as a part of a general software release or third party product relationship. It is not included as a basic part of the quoted ILS, but is available as an added cost option. **Please give cost information and name 3rd party product if applicable.**
Not available	Unable to deliver

For any specifications to which the Vendor answers Optional Addition, Vendor must describe whether the Alabama Public Library Service (APLS) will incur any added cost for the feature, function, product, or service, either as a direct cost of the feature, function, product, or service, or because the feature, function, product, or service will require replacement of or addition to hardware or software originally proposed for initial installation.

Vendors are advised that the State of Alabama is interested in receiving bids from Vendors who can offer a production integrated library system (ILS) already in use by an installed customer base, and that bids for an ILS in an Alpha or Beta phase of development will not be considered. The Alabama Public Library Service (APLS) reserves the right to evaluate all bids solely on the basis of currently existing features, functions, products, or services meeting the specifications as stated.

SPECIFICATIONS

Vendor Name:			
A. System Requirements	**Available**	**Optional Addition**	**Unavailable**
1. The ILS must have a UNIX/Linux operating system.			
2. Full system backups by the local system administrator on an "as desired" basis must be possible.			
3. The ILS must be searchable from the World Wide Web.			
4. The ILS must comply fully with the Z39.50 (version 3) standard on both the client and the server sides.			
5. The ILS must include the following subsystems:			
PAC Portal (including remote patron authentication)			
Cataloging with bibliographic import			
Circulation			
Offline circulation			
Serials			
Z39.50 server			
Electronic ordering (EDI)			

Vendor Name:			
A. System Requirements	**Available**	**Optional Addition**	**Unavailable**
Inventory			
Report writer			
System administration including utilities enabling the import and export of records			
6. The following must be available:			
Enriched content			
Spanish PAC			
7. General release software updates for modules under maintenance must be provided free of charge.			
8. The ILS must enable operators to access any and all ILS functions for which they are authorized from any screen on any workstation; limited only by the Alabama Public Library Service (APLS)'s choice.			
9. The client must not require a separate login to access different subsystems; the initial login must set all privileges for all subsystems.			
10. The ILS must include the following products and services, to the full extent required for successful ILS implementation and operation:			
data conversion services			
software (operating system, database and application)			
server hardware and any additional hardware components or peripherals specific to the proposed ILS.			
policy profiling/generation			
installation and database loading			
education and training			
documentation			
hardware and software maintenance			
11. Vendor must offer a subscription option to enhance the content of the Alabama Public Library Service (APLS)'s catalog records and PAC through automatic web links to:			
book reviews, summaries, and book jacket images			
author biographies and tables of content			
Best Seller lists			
most popular titles, subjects, and authors, based on automatic analysis of the Alabama Public Library Service (APLS)'s recent circulation statistics.			

Vendor Name:			
B. Circulation Requirements	**Available**	**Optional Addition**	**Unavailable**
The Alabama Public Library Service (APLS) considers that all ILS Vendors provide basic/advanced circulation functionality. Following is a list of specific features required by the Alabama Public Library Service (APLS).			
1. For registering new users, the ILS must supply a template containing required fields.			
2. Print capability from any screen.			
3. The ILS must support the ability to enter only the significant digits of the patron barcode for ease of use in the staff client and PAC.			
4. The ILS must make the status of an item apparent in the public access catalog immediately.			
5. Records added on the fly must be added to the bibliographic database.			
6. Records added on the fly will be flagged to alert the operator that complete cataloging is required.			
7. The ILS must sever the link between the item and the user at discharge; however, it must be possible for staff to determine last three users to have charged the item to allow investigation of any damage to item.			
8. The ILS must list outstanding holds for a patron on demand.			
9. The ILS must support RIFD circulation at staff client workstations.			
10. The ILS must allow the ability to permission what patron data staff may or may not view and may or may not modify.			
11. The ILS must check in items using the current date and time, yesterday's date (book drop) and a date and time specified by the Alabama Public Library Service (APLS).			
12. The ILS must prepare a final notice including the replacement price of the item.			
13. The ILS must allow a library to customize messages to print on receipts.			
14. The ILS must allow a hold to be placed by title so that the first available copy will fill the request and by item so that only a specific copy will fill the request.			
15. The ILS must allow the patron to specify reserve notification method by phone or e-mail.			
16. The ILS must allow an operator to enter a last acceptable date for hold, after which the material is no longer needed and automatically cancelled.			
17. The ILS automatically cancels the hold and releases the item if the item is not picked up within the specified time period.			
18. The ILS will hold unlimited amount of text in patron notes.			
19. The ILS will hold unlimited amount of text in patron history as set by library.			
20. Patrons will not be able to see books that have a status of withdrawn or missing.			
21. Patron information must be searchable by at least the following: patron name guardian name patron ID number alternate ID number patron telephone number full patron address			

Vendor Name:			
B. Circulation Requirements	**Available**	**Optional Addition**	**Unavailable**
keywords in patron address city state zip code email address item number checked out			
22. Circulation must support printing of receipts that include transactions related to check-in, check-out, reserves, renewals, and paying/waiving of fines.			
23. All code setups and definitions must be controllable by the Alabama Public Library Service (APLS) – no intervention is required by Vendor to change or add codes.			
24. The ILS must allow multiple workstations to use the same patron record simultaneously without freezing.			
25. Circulation Staff must be able to mark an item missing, lost, or damaged, or add, edit, or delete item notes without accessing other cataloguing functions.			
26. The ILS must include clear audible and visual signals that barcode labels have been read and the information accepted.			
27. The ILS must be able to block item renewal if the patron is delinquent, the title has a hold registered against it, the renewal limit has been reached, or an item is restricted in some other way.			
28. Circulation must allow for Staff to calculate a fine before an item is renewed or checked in.			
29. In the event of a server or network failure, it must be possible to charge and discharge materials off-line on a circulation device and to load these transactions into the on-line circulation ILS at a later time.			
30. During a charging operation, borrower status must be automatically checked, and clear visual and auditory signals must be presented to the operator when any exception is present.			
31. During a discharge operation, a clear visual and auditory signal must be presented to the operator when any exception is present.			
32. The holds queue must be displayed or printable for a title or an item upon request from Staff at circulation workstations.			
33. The ILS must provide on demand a printed list of all titles on hold, with the number of holds for each.			
34. If a title is marked lost or withdrawn, Circulation must prompt Staff if there are holds pending.			
35. The option to place holds by users through the OPAC must be at the Alabama Public Library Service (APLS)'s discretion. The option must be able to be turned on or off by the Alabama Public Library Service (APLS) without Vendor intervention.			
36. The Circulation Module holds must be able to be placed by: staff remote users via the web OPAC			
37. The ILS must allow holds to be canceled manually by patron or Staff.			
38. Library must be able to specify the number of overdue notices and reminders prepared for each overdue item by mail, phone, or email.			

Vendor Name:			
B. Circulation Requirements	**Available**	**Optional Addition**	**Unavailable**
39. Circulation must be able to monitor the inventory status of any portion of the Alabama Public Library Service (APLS)'s collection.			
40. The ILS must allow barcode numbers of items on the shelves to be recorded using a portable scanner. The stored barcode numbers file must then be loaded into the ILS and compared against the item database and transaction files.			
41. The inventory process must identify items accounted for in inventory checks, items found on the shelf with a "non-shelf" status, incorrectly shelved items, and items which the ILS database indicated were on the shelf but were not found by the inventory scanning process.			
42. The ILS must be able to create and track Interlibrary Loans to and from other libraries.			
43. The ILS must be able to perform inventory and normal circulation activities simultaneously without affecting accuracy of the inventory or degrading response times for regular circulation transactions.			

C. Cataloging Control Requirements	Available	Optional Addition	Unavailable
The Alabama Public Library Service (APLS) requires that all ILS Vendors provide full MARC 21 support, authority control, and import/export functionality. Following is a list of specific cataloging features required by the Alabama Public Library Service (APLS).			
1. The ILS must incorporate MARC21 validation tables to verify a high quality and consistency of cataloging input. These tables shall be applied to both imported and manually created records.			
2. The ILS must provide the ability to search a remote Z39.50 database from the Staff client, edit the record as required, and save it to the database without invoking a separate record import function.			
3. Authorized staff must be able to copy existing authority records from selected Z39.50 sites directly into the ILS.			
4. The cataloger must have the ability to indicate that a bibliographic and/or item record is unavailable for retrieval in the PAC.			
5. The ILS must allow cut, copy and paste commands for MARC record editing.			
6. The ILS must combine and overlay records from bibliographic utilities, using library defined match points.			
7. The ILS must supply templates containing required and recommended bibliographic fields. These templates must be modifiable by Library staff.			
8. The ILS must include the ability to produce spine labels individually on demand or batch run, on standard (non-proprietary) printers.			
9. The ILS must accommodate default templates that are user-specific for a given cataloging session.			
10. The ILS must support the ability to globally change bibliographic records.			
11. The ILS must support printing of labels to single sheets or to continuous form feed stock.			
12. The ILS must support labels to be printed as they are generated or print all labels generated in a single operation.			
13. The ILS must support both the 10-digit and 13-digit ISBN standard for searching for bibliographic records and in the duplicate detection process.			
14. The ILS must include a Z39.50 version 3 compliant catalog without additional charge.			
15. The ILS must accommodate:			
personal, corporate and topical name headings in a name authority file			
title, uniform title and series entries in a title index			
subject headings in a subject authority file.			
16. The ILS must be able to match LC or other national standard authority records against the local file.			

17. The ILS authority control subsystem must comply with the Z39.50 ANSI standard.			
18. The ILS' authority control model must generate SEE and SEE ALSO references from authority records to direct online catalog users to other headings as follows:			
see references (aeroplanes to airplanes)			
narrower terms (automobiles to sports cars)			
broader terms (automobiles to motor vehicles)			
related terms (airplanes to flying machines)			
19. The ILS must allow Z 39.50 version 3 searches of multiple databases simultaneously for a single search.			
20. The ILS must have macros for repetitive data entry tasks.			
21. The ILS must include ALA/MARC21 character set fonts.			
22. The Cataloging module must accept, store, retrieve, print, and display diacritical marks.			
23. Library staff must be able to export all or part of the bibliographic database in full MARC21 format without Vendor intervention.			
24. The ILS must possess the capability to toggle between circulation and cataloging screens on the same workstation.			

Vendor Name:			
D. Public Access Catalog Requirements	**Available**	**Optional Addition**	**Unavailable**
Public Access Catalog (PAC) refers to an integrated subsystem that allows patrons to search and browse the bibliographic database according to library specified parameters.			
1. The online catalog must be web accessible and support:			
Internet Explorer 7.0+			
Netscape Navigator 7.0+			
Mozilla Firefox 1.0+			
Opera 8.02+			
Safari 1.2+			
2. The ILS must be fully compliant with the MARC21 and Z39.50 standards.			
3. The ILS must be able to search any Z39.50 compliant database or server. Please detail any costs here to develop/integrate particular targets, if applicable.			
4. The PAC must allow item detail availability to display without leaving the results set.			
5. The PAC must offer a "did you mean" feature.			
6. The ILS must support a multilingual interface: Spanish			
7. The ILS must supply a product that will authenticate remote patrons who use the Web to access online resources.			
8. The ILS must save previous searches done during the same session.			
9. The ILS must be able to qualify searches by type of material as defined by the MARC standard formats (manuscript, map, etc.)			
10. The PAC must support the use of RSS feeds.			
11. The PAC must provide search result relevancy ranking.			
12. The PAC must offer a compressed holdings statement that allows the patron to see quickly whether the Alabama Public Library Service (APLS) owns the particular item.			
13. The ILS must allow printing of the bibliography in several formats:			
brief bibliographic display			
full bibliographic display			
HTML			
MARC			
14. The ILS must allow the bibliography to be saved and accessed at a later time, exported to e-mail or saved to a disk or removable and rewritable drive in several formats:			
brief bibliographic display			
full bibliographic display			
HTML			
MARC			
15. Pre-designed PAC screen themes must be readily available to easily reconfigure the look of PAC screens.			

Vendor Name:			
D. Public Access Catalog Requirements	**Available**	**Optional Addition**	**Unavailable**
16. The PAC must offer the ability to toggle between regular print and large print.			
17. The ILS must allow the Alabama Public Library Service (APLS) to produce custom lists and present them on specific pages			
18. The ILS must allow the Alabama Public Library Service (APLS) to customize the data, labels, and order of data elements in the title displays in results lists.			
19. Library must be able to determine default search settings.			
20. The ILS must allow for dividing the holdings into subsets as defined by APLS (example: Alabama Authors).			
21. Browse title search results must show a summary view with different physical formats (how many books, how many DVDs, etc. for a title).			
22. User must have ready access to related subjects, authors, publishers, years, etc. for the purpose of navigating related information in their search.			
23. The ILS must support NCIP for resource sharing and self service integration with various third party Vendors and regional systems.			
24. OPAC module must be available at all workstations.			
25. The Staff must be able to program a new item delay so that there will be time to shelve the item before it shows up in an OPAC search.			

Vendor Name:			
E. Serials Control Requirements	**Available**	**Optional Addition**	**Unavailable**
1. The ILS must include the following serials control capabilities:			
check-in			
routing			
2. The ILS must have the ability to accommodate all type of serials, including:			
periodicals			
continuations			
law reports			
newspapers			
annuals			
governmental			
memoirs			
proceedings			
transactions			
supplements			
indexes			
loose-leaf material			
3. For serials and continuations, the ILS proposed must store in a single record data pertaining to:			
beginning date of subscription			
source			
frequency			
subscription price			
shelving location			
preservation information (binding, micro)			
date of payment			
holdings			
routing information			
note field			
active or non-active			
4. With each check-in, the ILS must automatically record the issue chronology and enumeration, date received, number of copies received and claim any copies expected and not received.			
5. The ILS must predict the issue chronology and enumeration based upon a pattern entered in the control record by the operator.			
6. The ILS must support regular, normalized irregular and totally irregular prediction patterns.			
7. The ILS must have the ability to save patterns as templates for future use.			
8. When checking in an issue, if the received issue is not the expected issue, but does conform to the predicting pattern, the ILS must allow the user to override the predicted number.			
9. The ILS must be capable of automatically summarizing individual issue holdings into a consolidated statement of holdings.			
10. The ILS must allow a routing list to be maintained for each copy of a title to be received.			

Vendor Name:			
E. Serials Control Requirements	**Available**	**Optional Addition**	**Unavailable**
11. The ILS must provide a claim to address for Vendors; claims are sent to that address.			
12. Serials route lists must support routing of all issues of a title or of a single issue.			
13. Automatic prompts for routing must be available at check-In.			
14. The ILS must be able to manage subscriptions (renewals, cancellations).			

Vendor Name:			
F. Reports Requirements	**Available**	**Optional Addition**	**Unavailable**
The Alabama Public Library Service (APLS) requires that all ILS Vendors provide report capabilities. Following is a list of specific reporting features required by the Alabama Public Library Service (APLS).			
1. The reports module/interface must be fully-integrated with all other ILS modules.			
2. The Reports module must: provide lists, counts, and statistical reports provide row, column, and grand totals in applicable reports provide reports for all record types track statistical and management information by counting various staff processes to measure productivity and for identifying items which are likely candidates for weeding perform tasks by changing the status of groups of users or items, or removing users or items in batches when necessary. allow automatic or "global" updates to a pre-selected group of records. Updates might include adding, editing, or deleting record fields.			
3. The ILS must provide the ability to generate statistical reports for all data relating to the use of library materials.			
4. Statistics must be printable in Word and Excel.			
5. Statistics must be available on the number of times each title or copy has circulated			
6. The ILS must allow for library-defined data on borrower demographics to be collected and used for reports on library use.			
7. Staff must be able to generate printed lists of all of Alabama Public Library Service (APLS)'s delinquent borrowers, delinquent borrowers in certain categories or debts over a specified amount.			

Vendor Name:			
F. Customer Support	**Available**	**Optional Addition**	**Unavailable**
1. Live customer support must be available from 7 AM CDT to & 7 PM CDT Monday through Friday as well as providing a live emergency support phone number.			
2. The Vendor must provide an extranet for customers as part of maintenance.			
3. The Vendor must track all bug or hotline incidents reported by APLS. APLS will be able to view all incidents (including open and closed) via the Vendor's extranet.			
4. For the last two ILS server upgrades, what has been the average downtime to complete the upgrade? (based on a comparable site to ours) Version number: Version number: Date Released: Date released: Number of Hours to Upgrade: Number of Hours to Upgrade:			
5. APLS staff must be able to search the Vendor's knowledge base as a self-service.			
6. The full documentation must be available on-line and fully searchable by keyword.			
7. The extranet must allow APLS to download customer developed custom reports.			

Cost Form

	ILS Cost	Annual Maintenance
Software		
Server Software (includes Z39.50 server and system administration)	$	$
Staff Client Software Bibliographic import and export Cataloging with authority control Circulation (with inventory and offline) Electronic Data Interchange (EDI) Serials Control Z39.50 for Staff Client	$	$
Report Writer Software	$	$
Web OPAC	$	$
Spanish OPAC	$	$
Enhanced Data content for OPAC	$	$
3rd Party Server Software (list individually by application and server)	$	$
	$	$
	$	$
Computer reservation Software	$	$
Print management Software	$	$
Sub-Total – Software & Annual Maintenance	**$**	**$**
Other Costs		
Bibliographic record authority match	$	$
Consultation Services		
Data conversion services for bibliographic, item, authority, serial, patron, vendor, charge and fine records	$	$
Data Migration	$	$
Enhanced Data content for PAC Subscription	$	$
Other Implementation Services (includes expenses)	$	$
Project Management Services		
Software Installation (include expenses)	$	$
Training	$	$
Sub-Total: ILS Cost	**$**	**$**
Total: ILS Cost	**$**	**$**

Maintenance Costs Over 5 Years

Initial Cost	Year 1 Maintenance	Year 2 Maintenance	Year 3 Maintenance	Year 4 Maintenance	Year 5 Maintenance	Grand Total
$	$	$	$	$	$	$