



CITY OF HOUSTON

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November 18, 2011

SUBJECT: Letter of Clarification No. 1

REFERENCE: Request for Proposal: S37-T23965 for Integrated Library System and Discovery Services for the Houston Public Library

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. **To revise the above-referenced solicitation as follows:**

- **To extend the above-referenced solicitation due date from December 2, 2011 until December 9, 2011 at 2:00 P.M., CST.**
- **The following questions and City of Houston responses are hereby incorporated and made a part of the Request for Proposal:**

1. On page 33, the RFP includes a Web site for a sample grid to download. We were unable to access that site. Could you please email the sample grid?

Answer: *The link to the web site has been emailed to several Proposers who have emailed requests directly to the buyer according to the directions given in the Pre-Proposal conference. If anyone still needs a copy of the sample grid, please email joyce.hays@houstontx.gov for a direct link to the web site with the sample price grid.*

2. On page 37, items under "Additional Packages – Individual Product Quotes" begin with #5. Are there missing items here that would have been numbered 1-4?

Answer: Items 1-4 are the four packages above the Individual Product Quotes.

3. Data Migration – to help us price our solution, we need the following information, please, regarding data migration:

Answer: **These answers are for HALAN libraries only as it would be too time consuming to obtain the information from the other seven libraries.**

- 3a. What database does your current ILS use? (Sybase, MS SQL, Oracle, etc.)

Answer: Innovative Interfaces Inc.'s Millennium Proprietary database

- 3b. How many unique shelving location codes do you have in your current ILS? Examples of location codes are: Current Periodicals, Main Library Stacks, and Special Collection.

Answer: Houston Public Library: 550
Bellaire City Library: 46
Hughes Library, Nederland: 56
Pasadena Public Library: 55
Port Arthur Public Library: 55
Hebert Library, Port Neches: 32

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3c. Where is the item barcode stored in your current ILS? (Bibliographic record, holding record, other)?

Answer: Item/holding record.

3d. What format are you able to extract patron records from your ILS (columnar, XML, other)?

Answer: Text, Columnar, Marc-like records.

3e. When extracting bibliographic records, do you have the option of including item information in the record?

Answer: Selected fields from all the items can be exported with a bib record.

3f. Are your serial items barcoded?

Answer: Most of the HALAN libraries barcode their serials.

3g. Do your current and/or back issues of serials circulate?

Answer: Yes.

3h. Do you have MARC Holdings records (MFHD) in your ILS?

Answer: No, we have holdings data but not in MFHD.

3i. Are they only used for serials?

Answer: Yes.

3j. Is your ILS capable of extracting holdings in MFHD format (MARC Format for Holdings Data)?

3k. If yes, can you include the OCLC number?

Answer: No, We feel fairly confident we can extract the data in a usable format with the OCLC number but not in MFHD.

3l. Does your ILS use Item Types? Yes.

3m. If yes, do you use Item Types to set circulation policy?

Answer: Yes.

3n. Do you plan on migrating circulation data? Yes. If yes,

3o. Migrate items checked out?

Answer: Yes.

3p. Migrate Bills/ Fines?

Answer: Yes.

3q. Migrate Holds?

Answer: Our preference is yes.

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4. Pg. 7 Section 3.0 Insurance Requirements

This item states, "The Contractor shall obtain and maintain in effect during the term of this Agreement, insurance coverage as set forth below and shall furnish certificates of insurance showing the City as an additional insured, in duplicate form, **prior to the beginning of the Contract.**"

Could you please confirm that the insurance certificate does not need to be submitted with the proposal but prior to the beginning of the Contract if awarded?

Answer: The insurance certificate does not need to be submitted with the proposal but prior to the beginning of the Contract if awarded.

5. Pg. 7 Section 3.0 Insurance Requirements

Item 3.1 This item states, "The issuer of any policy shall have a Certificate of Authority to transact insurance business in the State of Texas or have a Best's rating of at least B+ and a Best's Financial Size Category of Class VI or better, according to the most current edition of Best's Key Rating Guide, Property-Casualty United States."

Could you please clarify if a Certificate of Authority is the same as Certificate of Insurance? If they are not the same, could you please clarify where a Certificate of Authority can be obtained?

Answer: Please check with your insurance carrier for the answer to this question.

6. Pg. 19 Section 10. Discovery Services

Item 10.1: This item states, "Proposers who provide discovery solutions but not integrated library system solutions are welcome and encouraged to respond only to the discovery portion of this RFP."

Could you please clarify what sections are considered to be the discovery portion of this RFP – do we only respond to questions 10.1 – 10.3.27? If we are only responding to the discovery portion, should we also answer questions under Section 15.0 Reports and Statistics and Section 16.0 Customer Support that apply (page 22 – 23)?

Answer: In the Scope of Work, besides section 10.0, please answer any questions that you feel are appropriate to discovery services in sections 5.0, 6.0, 7.0, 8.0, 15.0, and 16.0. Please indicate which question you are answering by referring to the question number. We will assume if you did not answer a Scope of Work question outside of Section 10.0, that you think it does not apply to discovery services.

7. Pg. 26 Proposal Outline and Minimum Content Requirements

If we plan on responding to only the discovery portion of this RFP, which sections under Proposal Outline and Minimum Content Requirements should we respond to? Page 26 – 27 (1.0 – 7.0): not all sections and questions are applicable.

Answer: All of them. If you feel that any of them don't apply to discovery, mark them "Not Applicable to Discovery"

8. Page 59 Requirements Matrix

The requirements matrix appears to only pertain to ILS and not the Discovery Services. If we are only responding to the Discovery Service section of the RFP would you like us to leave the Matrix blank or mark N/A to all of the questions?

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Answer: There is no discovery related material in the requirements matrix.

9. Page 51 Exhibit VI Attachment “C” and “D”

Please clarify Attachment D “Contractor’s certification of Non-Application of City of Houston Drug Detection and Deterrence Procedures for Contractors.” If we complete this form do we still need to complete the forms in Exhibit VI: “Drug Detection and Deterrence Procedures for Contractors (page 48, 49, 50)?”

Attachment D “Contractor’s certification of Non-Application of City of Houston Drug Detection and Deterrence Procedures for Contractors,” also states that the Contractor has fewer than 15 employees. Our company has more than 15 employees but we would still need to sign the form.

Our company has its own corporate drug policy in place. Is it necessary to complete the forms in Exhibit VI: “Drug Detection and Deterrence Procedures for Contractors” (page 48, 49, and 50) or does that only apply to contractors who work on site at the Houston Area Libraries?

Answer: Attachment “D” **only** applies if a company has less than 15 employees. In that case, only forms “C” and “D” would have to be filled in and returned. For any company which provides onsite workers at any COH location, if the company has 15 or more employees, then forms “A”, “B” and, possibly, “C” would have to be filled in and submitted.

10. Page 55 – section B1 Play or Pay Program

Section B1 This item states, “Covered Contracts: Contracts covered by the program are those that are advertised after July 1, 2007, which are valued at or above \$100,000 and are not primarily for the procurement of property, goods, supplies, or equipment.”

Does this mean that contracts below \$100,000 are not required to participate in the play or pay program? Could you please expand on this item?

Answer: Contracts covered by the program that are advertised after July 1, 2007, which are valued at or above \$100,000 and are not primarily for the procurement of property, goods, supplies or equipment are not required to participate in the Pay or Play program.

11. Page 55, 56, 57, 58 Pay or Play Program

Our company has its own employee health benefits package already in place. Employees can opt for health benefits as they choose. Do we need to participate in the Pay or Play program and complete the forms found on page 57 and 58?

If we do need to participate we will need to download some of the POP forms. In the RFP there is a link to download the forms (on page 56) but that link is broken. Is there another place we can access the forms?

Answer: Yes. As directed in the Pre-Proposal conference, if you have specific questions about the Pay or Play program and/or how to fill out the forms, please call Robert Gallegos at: 713-837-9005 or email him at Robert.gallegos@houstontx.gov.

You can find the solicitation forms at the following direct link:

https://purchasing.houstontx.gov/solicitation_forms.html

12. Based on 5.0 System Requirements on pg. 15 “Specifications/Scope of Work,

5.0 SYSTEM REQUIREMENTS (Platform, Hardware & Software)

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5.1 HALAN is interested in comparing shared or stand alone system platforms in vendor-supported local, hosted or cloud servers. Recent research into streamlined server management, opportunities for disaster preparedness, real-time scalable bandwidth allocation, and streamlining or eliminating client-based architecture favor cloud solutions. HALAN will implement these solutions only if they provide functionality, performance, and value.

We have the following two questions:

12a. Does the library have a preference on UNIX or Windows for the standalone servers?

Answer: The library currently runs mostly Windows machines but we have the expertise to manage Windows or UNIX.

12b. Does the library have a preference towards Oracle or MS-MSQL for the database layer?

Answer: The library is more familiar with the MS- SQL environment but given comparable costs between the two, we would prefer the environment that best suits your software solution. Therefore we are open to either database environment.

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a qualifications packet on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their qualifications packet.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

Joyce Hays

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