

**SOMERSET COUNTY LIBRARY COMMISSION
NOTICE OF RFP FOR VARIOUS EXEMPT SERVICES IN
2015**

The SOMERSET COUNTY LIBRARY COMMISSION is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Sealed RFP responses will be received by Brian Morgan, Business Manager, on December 17, 2014 at 3:30 P.M. at the Somerset County Library, 1 Vogt Drive, Bridgewater, NJ 08807 at which time and place responses will be opened for:

1. LABOR COUNSEL
2. BOOKS PURCHASED FROM A WHOLESALE DISTRIBUTOR
3. LEGAL REFERENCE BOOKS
4. FOREIGN LANGUAGE SETS
5. LARGE TYPE BOOKS
6. VIDEO GAMES
7. AUDIOBOOKS AND MUSIC CDs
8. DVDs and Blu-ray Discs
9. ELECTRONIC BOOKS, ELECTRONIC AUDIO BOOKS, ELECTRONIC VIDEOS
10. PROQUEST SUBSCRIPTION ELECTRONIC DATABASES

Specifications and instructions may be obtained at the

Somerset County Library
1 Vogt Drive
Bridgewater, NJ 08807

or on the SOMERSET COUNTY LIBRARY SYSTEM website at www.somerset.lib.nj.us.

Bidders are required to comply with the requirements of N.J.S.A. 10: 5-31 et seq. and N.J.A.C. 17:27-1 et seq.

Brian Morgan, Business Manager
November 21, 2014

1 INTRODUCTION

This contract is to furnish and deliver library services and materials for the SOMERSET COUNTY LIBRARY COMMISSION (SCLC) through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

2 ADMINISTRATIVE CONDITIONS AND REQUIREMENTS

The following items express the administrative conditions and requirements of this RFP. Together with the other RFP sections, they will apply to the RFP process, the subsequent contract, and the provision of materials and services. Any proposed change, modification, or exception to these conditions and requirements may be the basis for the SOMERSET COUNTY LIBRARY COMMISSION, hereinafter referred to as SCLC, to determine the proposal non-responsive to the RFP, and will be a factor in the determination of an award of contract. The contents of the proposal of the successful Respondent, as accepted by the SCLC, will become part of any contract awarded as a result of this RFP.

2.1 Schedule

The dates established for the procurement are:

- | | |
|----------------------------|--------------------------|
| 1 Release of RFP | November 21, 2014 |
| 2 Proposal Due Date | December 17, 2014 |
| 3 Governing Body Action | January 7, 2015 |

2.2 Proposal Submission Information

Submission Date and Time:

Wednesday, December 17, 2014 at 3:30 P.M.
One (1) Original & One (1) copy.

Submission Office:
Brian Morgan, Business Manager
Somerset County Library
1 Vogt Drive
P.O. Box 6700
Bridgewater, NJ 08807

Clearly mark the submittal package with the title of this RFP and the name of the responding firm, addressed to the Somerset County Library Business Manager. The original proposal shall be marked to distinguish it from the one (1) copy.

Only those RFP responses received prior to or on the submission date will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

2.3 Users of these Services

The user of services is solely the SOMERSET COUNTY LIBRARY COMMISSION and the Somerset County Library Administration and staff.

2.4 SCLC Representative for this Solicitation

Please direct all questions in writing to:

Brian Morgan

Fax: (908) 707-8324

Email: bmorgan@sclibnj.org

2.5 Interpretations and Addenda

Respondents are expected to examine the RFP with care and observe all its requirements. All questions about the meaning or intent of this RFP and all interpretations and clarifications considered necessary by the SCLC representative in response to such comments and questions will be issued by Addenda posted to the website on the Exempt Services RFP notice button. Only comments and questions responded to by formal written Addenda will be binding. Oral interpretations, statements or clarifications are without legal effect.

2.6 Estimates of Quantities

Wherever the estimated quantities of work to be done are shown in any section of this RFP, including the Proposal Cost Form, they are given for use in comparing proposals. The SCLC especially reserves the right (except as herein otherwise specifically limited) to increase or diminish the quantities as may be deemed reasonably necessary or desirable by the SCLC to complete the work detailed by the contract. Such increase or diminution shall in no way violate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

2.7 Cost Liability and Additional Costs

The SCLC assumes no responsibility and liability for costs incurred by the Respondents prior to the issuance of an agreement. The liability of the SCLC shall be limited to the terms and conditions of the contract.

Respondents will assume responsibility for all costs not stated in their proposals. All unit rates either stated in the proposal or used as a basis for its pricing are required to be all-inclusive. Additional charges, unless incurred for additional work performed by request of the SCLC, are not to be billed and will not be paid.

2.8 Statutory and Other Requirements

2.8.1 Compliance with Laws

Any contract entered into between the contractor and the SCLC must be in accordance with, and subject to, compliance by both parties with the New Jersey Local Public Contracts Law. The contractor must agree to comply with the non-discrimination provisions of that law and all other laws and regulations applicable to the performance of services there under. The respondent shall sign and acknowledge such forms and certificates as may be required by this section.

2.8.2 Mandatory Affirmative Action Compliance

No firm may be issued a contract unless it complies with the Affirmative Action regulations of P. L. 1975, C. 127 as identified in the documents attached hereto. The form shall be properly executed in order for SCLC to determine compliance.

2.8.3 Americans with Disabilities Act of 1990

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Respondents are required to read the American with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold the SCLC harmless.

2.8.4 Stockholder Disclosure

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the proposal of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or greater interest therein. The Respondent shall complete and submit the form of statement that is included in this RFP.

2.8.5 Non-Collusion Affidavit

The Non-Collusion Affidavit, which is part of this RFP, shall be properly executed and submitted with the RFP response.

2.8.6 N.J. Business Registration Certificate

A N.J. Business Registration Certificate (NJBRC) is required prior to award of contract.

2.8.7 Insurance and Indemnification

If it becomes necessary for the contractor, either as principal or by agent or employee, to enter upon the premises or property of the SCLC in order to construct, erect, inspect, make delivery or remove property hereunder, the contractor hereby covenants and agrees to take, use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of happenings of any accident, injuries, damages, or hurt to person or property during the course of the work herein covered and his/her sole responsibility.

The contractor further covenants and agrees to indemnify and save harmless the SCLC from the payment of all sums of money or any other consideration(s) by reason of any, or all, such accidents, injuries, damages, or hurt that may happen or occur upon or about such work and all fines, penalties and loss incurred for or by reason of the violation of any SCLC regulation, ordinance or the laws of the State, or the United States while said work is in progress.

The contractor shall maintain sufficient insurance to protect against all claims under Workers Compensation, General Liability and Automobile and shall be subject to approval for adequacy of protection and shall provide such certificates of insurance when requested.

2.9 Multiple Proposals Not Accepted

More than one proposal from an individual, firm, partnership, corporation or association under the same or different names shall not be considered. However, vendors may respond to more than one service but must list each service separately on the proposal cost form and must state their relevant qualifications for each service.

2.10 Failure to Enter Contract

Should the respondent to whom the contract is awarded fail to enter into a contract within ten (10) days, Sundays and holidays excepted, the SCLC may then, at its option, accept the proposal of another respondent.

2.11 Commencement of Work

The contractor agrees to commence work after the date of award by the SCLC **and upon notice from the using department.**

2.12 Termination of Contract

If, through any cause, the contractor shall fail to fulfill in a timely and proper

manner its obligations under the Contract, or if the contractor violates any requirements of the Contract, the SCLC shall thereupon have the right to terminate the Contract by giving written notice to the contractor of such termination at least thirty (30) days prior to the proposed effective date of the termination. Such termination shall relieve the SCLC of any obligation for the balances to the contractor of any sum or sums set forth in the Contract.

The contractor agrees to indemnify and hold the SCLC harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the Contract by the SCLC under this provision.

In case of default by the contractor, the SCLC may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.

2.13 Challenge of Specifications

Any respondent who wishes to challenge a specification shall file such challenge in writing with the Somerset County Library System Business Manager no less than three (3) business days prior to the opening of the RFP's. Challenges filed after that time shall be considered void and will have no impact on the SCLC or the award of contract.

2.14 Payment

The SCLC issues checks once a month on the first Wednesday of each month, excepting holidays. A voucher with the vendor's original signature must be attached to all invoices and be in the ordering department's possession roughly two weeks prior to the first Wednesday of the following month in order for a check to be ready on that date.

The SCLC will not pay interest or late fees.

2.15 Ownership of Material

The SCLC shall retain all of its rights and interest in any and all documents and property, both hard copy and digital, furnished by the SCLC to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the SCLC at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the SCLC, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the SCLC pursuant to this contract shall belong exclusively to the SCLC. All

data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the SCLC upon completion of the project. The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the SCLC. All information supplied to the SCLC may be required to be supplied on CD-ROM media compatible with the SCLC's computer operating system, Windows 2000 or XP using Microsoft Office Suite 2003 or 2007.

3. SCOPE OF WORK

The SCLC is soliciting proposals for the provision of the following services and products:

Note: The SCLC will in some cases award contracts to more than one vendor in order to assure the availability of certain products.

3.1 LABOR COUNSEL

The SCLC requires the services of a labor attorney to undertake negotiations with the collective bargaining unit within the SCLC and to provide advice concerning various labor matters and personnel issues to the SCLC and the Somerset County Library Administration.

The following minimum requirements must be documented in the proposal of persons and/or firms being considered for the above:

1. Has been admitted to the New Jersey Bar for a minimum of ten (10) years.
2. Has a concentrated law practice in the field of State and Federal Labor Law for a minimum of ten (10) years.
3. Can demonstrate experience representing Governmental entities in all labor-related matters, including negotiations, for at least ten (10) years.
4. Has a minimum of ten (10) years experience in appearing before the Public Employment Relations Commission and the Office of Administrative Law and Superior Court in labor matters
5. Accepts the vouchering system and payment timetables of the SCLC

3.2 BOOKS PURCHASED FROM A WHOLESALE DISTRIBUTOR

The SCLC requires the services of a wholesale book distributor to provide a major portion of the library's annual acquisition of print materials (~\$1,000,000)

The successful vendor will:

1. Have a large inventory of current and retrospective titles for children, young adults and adults that are suitable for public library collections

2. Have standing order plans for reference books and popular adult and juvenile fiction and non-fiction
3. Have lease plans for new and popular titles with competitive terms and pricing (Provide discount information in Appendix A)
4. Have a web-based collection development / acquisitions management tool that provides information on stock status of titles (updated daily) as well as subject lists of new materials that can form the basis of selection lists of materials that are available for purchase.
5. Create and provide customized selection lists delivered as carts to the web-based collection development / acquisitions management tool on a regular scheduled basis (pre-publication titles by audience) and special subject lists, as requested, all free of charge.
6. Provide MARC records available for download via the "One Click" product into the library's ILS (Millennium).
7. Web-based collection development / acquisitions management tool will provide authorized users with the means to perform mass maintenance on carts in order to remove titles not selected, remove duplicate items and ensure integrity of fund and location codes before downloading via "One Click"
8. Accept orders in EDI format and provide electronic invoicing for the library's ILS (Millennium).
9. Provide physical processing of books at a reasonable cost (Provide costs for processing services in Appendix B)
10. Provide full cataloging services at a reasonable cost (Provide cataloging costs in Appendix B)
11. Provide a substantial discount on all types of books (Provide discount information in Appendix A)
12. Offer a separate account (with discounts) for staff orders
13. Offer free shipping and delivery for all orders as well as 24-hour order-to-delivery turnaround. for in-stock items.
14. Provide consistently excellent and immediate customer service by having an assigned company representative who will visit library staff on multiple occasions each year and a response to all inquiries within two business days
15. Have a successful track record with SCLC and other large public libraries in New Jersey.
16. Accept the vouchering system and payment timetables of the SCLC

3.3 LEGAL REFERENCE BOOKS

The SCLC requires the services of a vendor to supply legal reference books published by Thomson/West Group Publishers. The successful vendor will:

1. Provide requested legal reference book titles and updates via standing and firm order

2. Provide competitive discounts. (Provide discount information in Appendix A)
3. Deliver materials in a timely and consistent manner.
4. Provide excellent customer service, e.g., responses to our queries within 2 business days.
5. Have a successful track record with the SCLC and other large public libraries in the country
6. Accept the vouchering system and payment timetables of the SCLC.

3.4 FOREIGN LANGUAGE SETS

The SCLC requires the services of a vendor to supply books and media in selected non-English languages and ship them to the library as ordered with no duplication of titles. The successful vendor will:

1. Provide MARC bibliographic records for the library's ILS (Millennium) or reference numbers for bibliographic records available from SkyRiver.
2. Provide competitive discounts. (Provide discount information in Appendix A)
3. Provide excellent customer service by having an assigned company representative and a response to all inquiries within two business days
4. Have a successful track record with the SCLC and other large public libraries in the country
5. Accept the vouchering system and payment timetables of the SCLC.
6. Have a process in place to ensure all titles supplied are new to the library system.
7. Accept orders in EDI format and provide electronic invoicing for the library's ILS (Millennium) – preferred. Ability to work with the Millennium "One Click" product is a plus.

3.5 LARGE TYPE BOOKS

The SCLC requires the services of a vendor to provide large type books and large type books on standing order. The successful vendor(s) will:

1. Provide a large selection of large type books for adults, young adults and children
2. Offer a competitive discount on all types of large type books (Provide discount information in Appendix A)
3. Provide standing order plans that are divided by subject area
4. Provide excellent customer service by having an assigned company representative and a response to all inquiries within two business days
5. Have a successful track record with SCLC and other large public libraries in the country
6. Accept the vouchering system and payment timetables of the SCLC

7. Provide physical processing of books at a reasonable cost – preferred. (Provide costs for processing services in Appendix B)
8. Provide MARC records available for download into the library's ILS (Millennium) -- preferred.
9. Accept orders in EDI format and provide electronic invoicing for the library's ILS (Millennium) -- preferred. Ability to work with the Millennium "One Click" product is a plus.

3.6 VIDEO GAMES

The SCLC requires a vendor(s) to supply high quality Video Games for all ages and interests. Specifically, the successful vendor(s) will:

1. Have a large inventory of current and retrospective titles in stock for children, young adults and adults suitable for public library collections.
2. Have a product that provides information on availability of titles and subject lists of new materials that forms the basis of selection lists and that are available for purchase. Information on stock status of titles (updated daily) is preferred.
3. Provide excellent customer service by having an assigned company representative and a response to all inquiries within two business days
4. Provide MARC records available for download into the library's ILS (Millennium)
5. Accept orders in EDI format and provide electronic invoicing for the library's ILS (Millennium). Be able to work with the Millennium "One Click" product.
6. Provide a substantial discount. (Provide discount information in Appendix A)
7. Provide physical processing of video games at a reasonable cost. (Provide costs for processing services in Appendix B)
8. Provide full cataloging services at a reasonable cost – preferred. (Provide cataloging costs in Appendix B)
9. Have a successful track record with the SCLC and other large public libraries in the country.
10. Accept the vouchering system and payment timetable of SCLC.

3.7 AUDIOBOOKS AND MUSIC CDs

The SCLC requires a vendor(s) to supply high quality books on CD and music CDs on a wide range of topics. Specifically, the successful vendor will:

1. Stock a wide variety of bestselling authors and titles
2. Provide a web based collection development tool with the ability to select and order titles with clear indicators of previously ordered titles
3. Have standing order plans for books on CD and music CDs

4. Provide MARC records available for download into the library's ILS (preferred)
5. Meet industry standards for offering highly acclaimed works as well as popular titles
6. Make available single item replacements (i.e., individual pieces within sets may be replaced)
7. Have pricing and discounts that are competitive for the industry (Provide discount information in Appendix A)
8. Offer a separate account for staff orders (preferred)
9. Provide quick order-to-delivery turnaround with reliable and safe packaging and shipping
10. Provide either low or no cost shipping
11. Provide excellent customer service by having an assigned company representative who will visit library staff on multiple occasions each year and a response to all inquiries within two business days
12. Have a successful track record with SCLC and other large public libraries in the country
13. Accept the vouchering system and payment timetable of the SCLC
14. Accept orders in EDI format and provide electronic invoicing for the library's ILS (Millennium). Be able to work with the Millennium "One Click" product
15. Provide physical processing of books on CD and music CDs at a reasonable cost. (Provide costs for processing services in Appendix B)
16. Provide full cataloging services of all types of media at a reasonable cost (Provide cataloging costs in Appendix B)

3.8 DVDs and Blu-ray discs

The SCLC requires a vendor(s) to supply high quality DVDs and Blu-ray discs on a vast array of topics. Specifically, the successful vendor(s) will:

1. Have a large inventory of current and retrospective titles for children, young adults and adults suitable for public library collections
2. Have a product that provides information on stock status of titles (updated daily) and subject lists of new materials that forms the basis of selection lists that are available for purchase
3. Provide MARC records available for download into the library's ILS (Millennium)
4. Provide a substantial discount (Provide discount information in Appendix A)
5. Offer free shipping and delivery and a quick order-to-delivery turnaround
6. Provide excellent customer service by having an assigned company representative who will visit library staff on multiple occasions each year and a response to all inquiries within two business days
7. Have a successful track record with the SCLC and other large public libraries in the country

8. Accept the vouchering system and payment timetable of the SCLC
9. Accept orders in EDI format and provide electronic invoicing for the library's ILS (Millennium). Be able to work with the Millennium "One Click" product.
10. Provide physical processing of DVDs and Blu-ray discs at a reasonable cost. (Provide costs for processing services in Appendix B)
11. Provide full cataloging services at a reasonable cost. (Provide cataloging costs in Appendix B)

3.9 ELECTRONIC BOOKS, ELECTRONIC AUDIO BOOKS, and ELECTRONIC VIDEOS

The SCLC requires the services of a vendor to supply the library with electronic books, and if offered audio books, and videos for adults, young adults and children. The successful vendor will:

1. Maintain the library's collection on the vendor's server
2. Provide the library with the ability (if needed) to purchase multiple copies of the same title
3. Provide e-videos, e-books and e-audio books that are purchased, not leased or owned by a group of libraries.
4. Make available a wide array of titles that are public library oriented
5. Provide the SCLC with administrative rights (not administered by outside agent)
6. Provide MARC records for each title
7. Provide the library with the ability to display, download, stream and/or checkout e-books and e-audio books from both the SOMERSET COUNTY LIBRARY SYSTEM Homepage and the library's Millennium OPAC
8. Provide the library with easily available reports for circulation statistics, holds on titles and purchase history
9. Provide remote access and patron verification necessary for patrons to download materials from outside the library
10. Allow Self-checkout of items and automatic check-in of items
11. Perform troubleshooting of problems
12. Provide competitive pricing for all titles
13. Provide collection development assistance (e.g., provide multiple lists of suggested titles online)
14. Continuously add new titles and new publishers to the list of available titles
15. Provide easy to download free software that will allow viewing or listening to books on many mobile devices
16. Provide easy online ordering
17. Provide 24/7 support via email and phone support during regular business hours
18. Charge a competitive hosting fee
19. Accept the vouchering system and payment timetable of the SCLC

20. 90% of new titles are available to SCLS patrons within three months of purchase
21. Preference will be given to vendors that can guarantee transfer of purchased content (I am not sure what this means and if we want to include it)
22. Materials should be able to be streamed and/or downloaded to PC/Mac and various mobile devices

3.10 SUBSCRIPTION ELECTRONIC DATABASES

The SCLC requires the services of vendor(s) to supply the library with various Proquest electronic subscription databases. The successful vendor(s) will:

1. Provide the following electronic databases:
 - a. **ProQuest Ancestry Library** - Genealogical database including passenger lists, U.S and U.K. Census material, and many other resources.
 - b. **ProQuest Heritage Quest Online** (remote access available) - Includes over 25,000 books, the entire U.S. Census records, and other genealogical information.
 - c. **ProQuest Historical New York Times, 1851-2007** (in library use only) - Full-image archive of the entire historical run of the *New York Times* from 1851 to 2001.
 - d. **ProQuest Super Newsstand with Gannett** - Index to thousands of current periodicals and newspapers with many full-text articles from 1986 to date. Remote access available.
2. Provide the most current and accurate information available
3. Provide high quality standards of technical support
4. Provide the SCLC with administrative rights (not administered by an outside agent)
5. Perform all troubleshooting of problems
6. Provide the SCLC with easily available usage reports
7. Provide patron authentication at the vendor's site in order to allow remote access to the database
8. Provide onsite or online training for library employees, as needed
9. Provide instructions, handouts, manuals and marketing materials that enable the library to promote the product
10. Provide MARC records when requested

11. Provide competitive pricing including discounts when multiple products are purchased
12. Provide flexible packages to meet the library's specific needs
13. Provide immediate updates when changes occur in the database's coverage, features or design
14. Provide excellent customer service
15. Have a successful track record with SCLC and other large public libraries in the country
16. Accept the vouchering system and payment timetable of the SCLC

4 PROPOSAL REQUIREMENTS

4.1 Proposal Forms

In order for a proposal to be considered complete, the following must be submitted with the proposal:

1. Qualification Statement
2. Key Personnel
3. Location of Servicing Office
4. Form of Proposal
5. Affirmative Action Mandatory Language
6. Affirmative Action Statement
7. Non-Collusion Affidavit
8. Stockholder Disclosure
9. Americans with Disabilities Act Mandatory Language
10. Acknowledgement of Receipt of Addenda (if applicable)
11. Appendix A (for library materials responses)
12. Appendix B (for library materials responses)

4.2 Qualification Statement

A statement is to be provided by the respondent who will serve as the primary contractor. The statement shall set forth brief details of the firm's principal activities, the number of personnel in the firm, the firm's location and a list of three (3) clients for whom similar services have been provided. Respondents should include the following client information:

- 1 Name of client.
- 2 Contact person's name, position, and current telephone number.
- 3 Dates, cost and scope of service.
- 4 Status and comments

4.3 Key Personnel Information

The respondent shall provide the identity, credentials and area of responsibility for each of the principals and other key personnel working for the vendor.

4.4 Location of Servicing Office

The proposal must list the location and address of the present, active office that will service and manage this contract.

5 EVALUATION, REVIEW AND SELECTION PROCESS

5.1 Proposals to Remain Subject to Acceptance

RFP responses shall remain open for a period of sixty (60) calendar days from the stated submittal date. The SCLC will either award the Contract within the applicable time period or reject all proposals.

The SCLC may extend the decision to award or reject all proposals beyond the sixty (60) calendar days and the proposals of any respondents who consent thereto may, at the request of the SCLC, be held for consideration for such longer period as may be agreed upon.

5.2 Rejection of Proposals

The SCLC reserves the right to reject any or all proposals, or to reject any proposals if the evidence submitted by, or investigation of such evidence fails to satisfy the SCLC that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The SCLC reserves the right to waive any minor informality in the RFP.

5.3 Evaluation Process

An evaluation team will review all proposals. The team will determine if the proposals satisfy the Proposal Requirements, determine if a proposal should be rejected and then evaluate the proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on price and other factors. **In certain areas, multiple contracts will be awarded.**

5.4 Evaluation Criteria

Listed below are the criteria that the SCLC will consider in the evaluation of each proposal. The arrangement of the criteria does not imply order of importance in the selection process. All criteria will be used to select the successful respondent.

5.4.1 Understanding of the Requested Work

The proposals will be evaluated for general compliance with instructions and requests issued in the RFP. Non-compliance with significant instructions shall be grounds for disqualification of proposals.

5.4.2 Knowledge and Technical Competence

This includes the ability of the respondent to perform all of the tasks and fulfill adequately the stated requirements.

5.4.3 Management, Experience and Personnel Qualifications

Expertise of the respondent shall be demonstrated by past contract successes providing government agencies with similar services. The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to those requested in this RFP. In addition to relevant experience, respondents shall provide personnel qualifications in the Proposal.

5.4.4 Cost

Price shall be based on rates and discounts submitted with the proposal. Prices are firm for twelve (12) months. Any services not included as part of any resulting contract scope of services must be approved and authorized by the SCLC before such work is initiated. The SCLC shall pay for such approved services, at the rate or cost agreed upon between the SCLC and contractor, provided that the respondent has provided a schedule of fees for additional services with this RFP.

5.5 NOTICE OF AWARD

The successful respondent will be notified of the award of contract upon a favorable decision by the governing body. The SCLC Business Manager may then send a Purchase Order/Voucher to the contractor.

Contracts for award of "fair and open" procurements for professional services and extraordinary unspecifiable services (EUS) will be prepared by the SCLC.

Term of the contract: One year

5.6 Payment

Payment will be made on presentation of SCLC's voucher duly signed and executed and in accordance with the payment timetable established by the SCLC.

Proposal Checklist

The following checklist is provided as assistance to the development of the RFP Response. It in no way supersedes or replaces the requirements of the RFP. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your RFP.

Administrative Conditions and Requirements (Pgs. 2-7) _____

Scope of Work (Pg. 7-14) _____

Qualification Statement (Pg. 14) _____

Key Personnel (Pg. 15) _____

Location of Servicing Office (Pg. 15) _____

Evaluation Process (Pg. 15) _____

Evaluation Criteria (Pg. 15-16) _____

Form of Proposal (Pgs. 18-31) _____

Affirmative Action Mandatory Language (Pg. 32) _____

Affirmative Action Statement (Pg. 33) _____

Non-Collusion Affidavit (Pg. 34) _____

Stockholder Disclosure (Pg. 35) _____

Americans with Disabilities Act Mandatory Language (Pg. 36) _____

Business Registration Certificate (Pg. 37) _____

Acknowledgement of Receipt of Addenda (Pg. 38) _____

Disclosure of Investment Activities in Iran (Pg. 39) _____

Appendix A (Pg. 40) _____

Appendix B (Pgs. 41-42) _____

6 FORM OF PROPOSAL

6.1 SCOPE OF WORK

RESPONDENTS SHOULD REFER TO SECTION 3 “SCOPE OF WORK” WHEN INDICATING THE SERVICE OR MATERIALS BEING PROVIDED. IF MORE THAN ONE, PLEASE LIST EACH SEPARATELY.

6.2 QUALIFICATION STATEMENT (ADDITIONAL INFORMATION MAY BE ATTACHED TO THIS RFP)

6.3 KEY PERSONNEL INFORMATION (ADDITIONAL INFORMATION MAY BE ATTACHED TO THIS RFP)

The respondent shall provide the identity and the credentials of the principals and other key personnel working for the contractor and their areas of responsibilities.

6.4 LOCATION OF SERVICING OFFICE

6.5 PROPOSAL COST FORM

TO THE SOMERSET COUNTY LIBRARY COMMISSION:

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services per the attached schedule of fees for the following:

Company Name _____

Federal I.D. or Social Security # _____

Address _____

Signature of Authorized Agent _____

Type or Print Name _____

Title: _____

Date _____

Telephone Number _____

Fax Number _____

E-mail address _____

NOTE: VENDORS SHOULD REFER TO SECTION 3 "SCOPE OF WORK" (PAGES 7-17) FOR DETAILED INFORMATION REGARDING THE NAME AND THE MINIMUM REQUIREMENTS FOR EACH SERVICE.

VENDORS MAY RESPOND TO MORE THAN ONE SERVICE BUT MUST LIST EACH SERVICE SEPARATELY ON THE FOLLOWING PAGES.

Please complete the information required for services on which you are bidding. Use one page for each service. (Note: If responding to 3.18 Subscription Electronic Databases, please indicate the database(s) that you intend to supply. Vendors are not required to supply all databases listed in the RFP.

3.1 LABOR COUNSEL

Respondent meets the minimum requirements: __yes __no

If no, please list minimum requirements not met:

Hourly rate (if applicable) _____

Discounts (if applicable):

3.2 BOOKS PURCHASED FROM A WHOLESALE DISTRIBUTOR

Respondent meets the minimum requirements: yes no

If no, please list minimum requirements not met:

Hourly rate (if applicable) _____

Discounts (if applicable):

3.3 LEGAL REFERENCE BOOKS

Respondent meets the minimum requirements: __yes __no

If no, please list minimum requirements not met:

Hourly rate (if applicable) _____

Discounts (if applicable):

3.4 FOREIGN LANGUAGE SETS

Respondent meets the minimum requirements: __yes __no

If no, please list minimum requirements not met:

Hourly rate (if applicable) _____

Discounts (if applicable):

3.5 LARGE TYPE BOOKS

Respondent meets the minimum requirements: __yes __no

If no, please list minimum requirements not met:

Hourly rate (if applicable) _____

Discounts (if applicable):

3.6 VIDEO GAMES

Respondent meets the minimum requirements: __yes __no

If no, please list minimum requirements not met:

Hourly rate (if applicable) _____

Discounts (if applicable):

3.7 AUDIOBOOKS AND MUSIC CDS

Respondent meets the minimum requirements: __yes __no

If no, please list minimum requirements not met:

Hourly rate (if applicable) _____

Discounts (if applicable):

3.8 DVDs and BLU-RAY DISCS

Respondent meets the minimum requirements: __yes __no

If no, please list minimum requirements not met:

Hourly rate (if applicable) _____

Discounts (if applicable):

3.9 ELECTRONIC BOOKS, ELECTRONIC AUDIOBOOKS, ELECTRONIC VIDEOS

Respondent meets the minimum requirements: __yes __no

If no, please list minimum requirements not met:

Yearly hosting fee _____

Discounts (if applicable):

3.10 SUBSCRIPTION ELECTRONIC DATABASES

Respondent is proposing to provide this service: __yes __no

If yes, respondent meets all minimum requirements: __yes __no

Please list minimum requirements not met:

Please check the databases you can provide and indicate the cost for a one-year subscription and any other costs associated with the provision of the service:

___ **Proquest Ancestry Library**

Annual subscription cost _____

Other costs _____

Describe other costs _____

___ **Proquest Heritage Quest Online**

Annual subscription cost _____

Other costs _____

Describe other costs _____

___ **Proquest Historical New York Times, 1851-2007**

Annual subscription cost _____

Other costs _____

Describe other costs _____

_____ Proquest Super Newsstand with Gannett

Annual subscription cost _____

Other costs _____

Describe other costs _____

6.6 AFFIRMATIVE ACTION

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity of expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitment under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to **N.J.S.A. 10:5-31 et seq.** as amended and supplemented from the time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make attempt in good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with **N.J.A.C 17:27-5.2**, or a binding determination of the applicable county employment goals determined by the Division, pursuant to **N.J.A.C. 17:27-5.2**.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Federal Letter of Affirmative Action Plan Approval

Certificate of Employee Information Report

Affirmative Action Employee Information Report (Form AA302 – available upon request)

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C.17:27**.

6.7 AFFIRMATIVE ACTION STATEMENT P.L. 1975, c. 127 (N.J.A.C. 17:27)

REQUIRED EVIDENCE

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L. 1975, c. 127, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Somerset County Library System Business Manager:

1. A letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Program.
OR
2. A Certificate of Employee Information Report Approval.
OR
3. An Affirmative Action Employee Information Report (Form A.A. 302)
OR
4. All successful contractors must submit at signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request). **NO FIRM MAY BE ISSUED A CONTRACT UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, c. 127**

The following questions must be answered by all bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

YES _____ NO _____

If yes, please submit a photo static copy of such approval.

2. Do you have a State Certificate of Employee Information Report Approval?

YES _____ NO _____

If yes, please submit a photo static copy of such certificate.

THE UNDERSIGNED CONTRACTOR CERTIFIES THAT HE IS AWARE OF THE COMMITMENT TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, c. 127 AND AGREES TO FURNISH THE REQUIRED DOCUMENTATION PURSUANT TO THE LAW.

COMPANY

SIGNATURE

TITLE

NOTE: A CONTRACTOR MUST BE REJECTED AS NON-RESPONSIVE IF A CONTRACTOR FAILS TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, c. 127, WITHIN THE TIME FRAME.

6.8 NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF _____

ss:

I, _____ of the City of _____
in the County of _____ and the State of _____
of full age, being duly sworn according to law on my oath depose and say that:

I am _____
of the firm of _____,
the bidder making the Proposal for the above named project, and that I executed the said
proposal with full authority so to do; that said bidder has not, directly or indirectly
entered into any agreement, participated in any collusion, or otherwise taken any action
in restraint of free, competitive bidding in connection with the above named project; and
that all statements contained in said proposal and in this affidavit are true and correct, and
made with full knowledge that the SOMERSET COUNTY LIBRARY COMMISSION
relies upon the truth of the statements contained in said Proposal and in the statements
contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained
to solicit or secure such contract upon an agreement or understanding for a commission,
percentage, brokerage or contingent fee, except bona fide employees or bona fide
established commercial or selling agencies maintained by

(name of contractor)
(N.J.S.A. 52:34-25)

Subscribed and sworn to

before me this _____ day
of _____, _____.

(Also type or print name of affiant under signature)

Notary public of _____

My Commission expires _____.

6.9 STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c 33)

Failure of the bidder/respondent to submit the required information is cause for automatic rejection.

CHECK ONE:

I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

LEGAL NAME OF BIDDER: _____

Check which business entity applies:

Limited Partnership Subchapter S Corporation Limited Liability Corporation

Partnership Corporation Sole Proprietorship

Limited Liability Partnership Other _____

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: _____ Where Incorporated: _____

BUSINESS ADDRESS:

Street Address	/	City	State	Zip
Telephone #	/	Fax#		

Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10) percent or more of its stock of any classes, or who own ten (10) percent or greater interest therein.

Name	Address

CONTINUE ON ADDITIONAL SHEET IF NECESSARY: YES NO

Signature _____ Date _____

Printed Name & Title _____

R 11/02

6.10 AMERICANS WITH DISABILITIES ACT

Mandatory Language

Equal Opportunity for Individuals with Disabilities.

The CONTRACTOR and the SCLC do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. s12101 et seq.), which Prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the SCLC pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the SCLC in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect, and save harmless the SCLC, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the SCLC'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the SCLC, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the SCLC or if the SCLC incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The SCLC shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the SCLC or any of its agents, servants, and employees, the SCLC shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the SCLC or its representatives.

It is expressly agreed and understood that any approval by the SCLC of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the SCLC pursuant to this paragraph.

It is further agreed and understood that the SCLC assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the SCLC from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

6.11 BUSINESS REGISTRATION CERTIFICATE

Revised Contract Language for BRC Compliance

Goods and Services Contracts (including purchase orders)

** Construction Contracts (including public works related purchase orders)*

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) prior to receipt of final payment from a contracting agency, a contractor must submit to the contacting agency an accurate list of all subcontractors and suppliers* or attest that none was used; and,
- 4) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

6.12 ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned respondent hereby acknowledges receipt of the following Addenda:

Addenda Number	Dated
_____	_____
_____	_____
_____	_____

Signed: _____

Title: _____

Printed Name: _____

Date: _____

Company: _____

Signature required only if addenda issued.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Respondent: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a response/renew:

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND**

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

NAME: _____ Relationship to Respondent _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date: _____

Respondent/Offeror Contact Name _____ Contact Phone Number _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that SCLS is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Library to notify the Library in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Somerset County Library Commission and that the Library at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print) _____ Signature: _____

Title _____

Date: _____

Appendix A - Discount Tables – Library Materials

Product Type	Discount Amount	Other Information
Adult Trade Hardcover Editions (Popular Fiction and Non-Fiction)		
Juvenile Trade Hardcover Editions (Popular Fiction and Non-Fiction)		
Young Adult Trade Hardcover Editions (Popular Fiction and Non-Fiction)		
Adult Trade Paperback Editions (Popular Fiction and Non-Fiction)		
Juvenile Trade Paperback Editions (Popular Fiction and Non-Fiction)		
Young Adult Trade Paperback Editions (Popular Fiction and Non-Fiction)		
Mass Market Paperback Editions		
Reinforced Editions (Juvenile)		
Publisher’s Library Editions (Juvenile)		
University Press Trade Editions		
Reference Titles		
Non-English Language Editions		
Imported English Editions		
Board books		
Specialty Bound Editions (i.e., PawPrints)		
Large Type Print Editions		
Adult Spoken Word Audio (Unabridged)		
Juvenile Spoken Word Audio (Unabridged)		
Young Adult Spoken Word Audio (Unabridged)		
Playaways		
Music CDs		
DVDs (Feature Films)		
DVDs (Foreign Films)		
DVDs (Television Series)		
DVDs (Documentaries and Non-Fiction Selections)		
Video Games		
Leased Print Materials		

Leased DVDs		
-------------	--	--

**Appendix B - Discount Tables – Processing and Cataloging
Processing and Cataloging - Books**

Cataloging / Processing Service	Cost	Other Information
Custom Label - Inside book: (Author, Title Call number)		
Library Supplied Barcode		
Library Supplied Ownership Stamp		
Mylar Jacket		
Spine Label		
Lamination of paperback cover		
MARC Record per title - basic		
MARC Record per title – custom edited to library specifications		
Item record per copy – with SCLS item variable length fields		

Processing and Cataloging – Audio Visual Digital Media Processing – Audio Books, Music CDs, DVDs, Blu-rays, Video Games, PlayAways (May quote as package or individual components)

Cataloging / Processing Service	Cost	Other Information
Digital media processing to include: Removal of shrink-wrap and security seals, Repackaging in a standard plastic case, Creation of scanned artwork with top banner with embedded labels.		
Scanned artwork to include all or some of the following embedded labels: Library name/logo, Barcode label, Branch ownership label, Spine Label, Rating Label (DVDs & Blu-rays)		
MARC Record per title - basic		
MARC Record per title – custom edited to library		

specifications		
Item record per copy - with SCLS item variable length fields		