



Purchasing Department
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
(937) 775-2411
FAX (937) 775-3711

ATTENTION

Wright State University invites you to participate in this Request for Proposal #701605. This emailed version is being sent for ease in the completion of this proposal. This email is included and becomes part of RFP #701605. The wording of the RFP issued by the university shall not be altered, changed, or revised in any manner whatsoever. Proposal responses shall reflect the identical university wording of the RFP.

All terms, conditions, and specifications as described in the original university RFP document, sent by mail and email, will prevail.

NOTE: Responses must be submitted in hard copy and emailed as directed in the RFP. Contact me at (937)775-2522 with any questions.

Sharon J. Murray
Associate Director of Purchasing

REQUEST FOR PROPOSAL #701605

FOR

OhioLINK

Automated Database Preparation and Authority Control Services

Issued by
WRIGHT STATE UNIVERSITY
Dayton, Ohio
As Administrative Agent for
OhioLINK

Proposals will be received until Friday, October 14, at 3 pm, local time.

Addressed to:

Wright State University
Purchasing Department
301 University Hall
3640 Colonel Glenn Highway
Dayton, Ohio 45435
And e-mailed to
sharon.murray@wright.edu

Note:

1. Printed responses must be sealed and designated in the lower left-hand corner "RFP No. #701605.
2. This bid will not be publicly opened due to the complexity of evaluation.
3. Submit one (1) clearly marked original, plus two (2) paper copies of the proposal, and one(1) email-delivered copy as a Microsoft Word or PDF file attachment.

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I. OHIOLINK DESCRIPTION AND MISSION/PURPOSE OF THE RFP

OhioLINK Description

The Ohio Library and Information Network (OhioLINK) is a consortium of Ohio college and university libraries and the State Library of Ohio. Serving more than 600,000 students, faculty, and staff at 85 institutions, OhioLINK's membership includes 15 public universities, two private universities, 23 community/technical colleges, 44 private colleges and the State Library of Ohio. OhioLINK serves faculty, students, staff and other researchers via campus-based electronic library systems, the OhioLINK central site, and Internet resources. Appendix C lists OhioLINK Institutions.

Through a network of central and local (institutional) library systems, OhioLINK maintains a statewide electronic catalog that provides up-to-the-minute bibliographic and status information about member library holdings. Patrons (students, faculty, and staff) activate their own requests for books not available at their home institution.

For more information go to: www.ohiolink.edu

Purpose of RFP

This Request for Proposal is intended for planning, evaluation, and potential future purchase purposes of individual OhioLINK libraries, as opposed to the consortium as a whole. Organizations who respond to this RFP (Vendor) may be asked to provide additional information and/or invited to participate in product demonstrations at OhioLINK's sole discretion. Product and/or service demonstrations will become part of the evaluation process should OhioLINK determine to proceed with the purchase of automated database preparation and authority control services.

OhioLINK seeks a Vendor to provide the following services to individual libraries:

1. Database cleanup and upgrade of bibliographic records (Appendix D)
2. Backfile and ongoing authority processing (Appendix E)
3. Mechanism to keep the authority file current once the backfile process is completed (Appendix F)

II. DEFINITION OF TERMS

Authority control processing: The validation and correction by machine matching and manual review of headings in bibliographic records, to ensure their uniqueness and standardization, and the supply of authority records to provide appropriate linkages in the local catalog through cross-references.

Database Preparation: The validation and correction by machine editing and possible manual review of coding of bibliographic records to ensure their compliance with current standards, including error detection and resolution; may also include requests for data deletion or addition to meet local needs.

OhioLINK institution, OhioLINK member: an Ohio college or university who participates in OhioLINK, or the State Library of Ohio. See Appendix C.

Mandatory Service Element: An element that must be present in a response before OhioLINK will consider it

Primary Service Element: An element that OhioLINK considered highly desirable but not mandatory

Secondary Service Element: An element that OhioLINK prefers but considers optional

Wherever the following terms appear, they shall have the meanings set forth opposite each.

WSU or Institution: The Board of Trustees of WRIGHT STATE UNIVERSITY, Dayton, Ohio as fiscally responsible for OhioLINK.

OhioLINK: Ohio Library and Information Network through Wright State University as Administrative Agent
Contractor: The party awarded the contract, its heirs, executors, administrators, successors or assignees.

Vendor, Proposer, Respondent, or Offeror: Any firm or individual invited by the Purchasing Department, who submits a proposal to fulfill the conditions and terms of this invitation to bid.

III. VALUE MEASURES/MANDATORY/PRIMARY/SECONDARY SERVICE ELEMENTS

The initial basis for evaluating vendor proposals will be the ability to meet the Value Measures. If a vendor's proposal is deemed to qualify based on the Value Measures, it will be evaluated based on Mandatory, Primary, and Secondary Service Elements, as described in Appendices D-F.

Value Measures

- Price is advantageous to current pricing offered to one or more of the OhioLINK member libraries.
- Price is advantageous relative to perceived need.

Final decisions will be made on the basis of:

- Ability to successfully meet the Value Measures criteria
- Input of staff from OhioLINK member libraries staff and OhioLINK central staff relative to Service Elements.
- Determination by the OhioLINK member libraries that one or more vendor proposals constitute viable services and can be practically accommodated into their budgets and funding mechanisms.

IV. CORPORATE REPUTATION AND BUSINESS PRACTICES

Vendor shall provide the following information as part of its response:

- A. Financial information on company's health (include annual report if available)
- B. References should be provided using the format specified in Appendix C. Libraries that use Innovative Interfaces, Inc. are preferred.

V. AWARD PROCESS/COMPETITIVE NEGOTIATION

- A. Definitions:** Wherever the following terms appear, they shall have the meanings set forth opposite each.

WSU or Institution: The Board of Trustees of WRIGHT STATE UNIVERSITY, Dayton, Ohio as fiscally responsible for OhioLINK and acting as administrative agent for purposes of this RFP

OhioLINK: Ohio Library and Information Network

Contractor: The party awarded the contract, its heirs, executors, administrators, successors or assignees.

Vendor: Any firm or individual invited by the Purchasing Department, who submits a proposal to fulfill the conditions and terms of this invitation to bid.

B. Pricing Structure

The focus of this RFP is in obtaining the best price for individual OhioLINK libraries for database preparation and authority control services. It is possible that individual libraries will opt for a select set of services, a combination of services, or none of the services. Therefore, the response must allow for these alternative possibilities. Additionally, individual libraries have the option of selecting different vendors for different services, at the prices quoted in the Vendor's response to this RFP. Pricing should address

libraries that may have already completed some or all portions of database preparation and authority control processing.

C. Submission of pricing.

Bidders are requested to use Appendices D-F to list pricing for each of following categories:

1. Database cleanup and upgrade of records
2. Backfile and ongoing authority processing on each individual library's database
3. Mechanism to keep the authority file current once the backfile process is completed

Alternatively, pricing may be supplied as a separate page or pages, clearly labeled with the names of each of the above three categories. Line numbers and descriptions must correspond to the numbers and descriptions in the attached pricing form.

Pricing should include all associated charges such as record loading charges, profiling fees, all processing costs, file transfer costs, testing, shipping and handling. List separately any additional charges to be considered.

If a group discount is available, please specify separately in the cover letter.

D. Evaluation of Vendor Proposals

This request for proposal is part of a competitive procurement process that helps serve OhioLINK's best interests. It provides firms with a fair opportunity for their services to be considered. The process of competitive negotiation being used in this case should not be confused with the different process of competitive sealed bidding. The latter process is used where the goods being procured can be precisely described and price is generally the determinative factor. With Competitive Negotiation, however, price is not required to be the determinative factor, although it may be, and OhioLINK has the flexibility it needs to negotiate with firms to arrive at a mutually agreeable relationship.

Responses to the RFP will be the primary source of information used in the initial evaluation process. Therefore, vendors are advised to be as complete as possible in their responses. However, OhioLINK reserves the right to:

- (1) Award to the most responsive and responsible proposer, or to reject any or all proposals. OhioLINK is not necessarily bound to accept the lowest priced proposal submitted. If the lowest proposal is not the best proposal of value received for money expended, in OhioLINK's opinion, OhioLINK reserves the right to make the award in the best interest of OhioLINK. In making an award, multiple factors may be considered including but not necessarily limited to: responsiveness to functional specifications, ease of implementation and expandability, scope of maintenance programs and associated costs, experience in providing similar services and requirements to other institutions or patrons of similar size, location and ease of timely problem response, reference responses, record keeping practices, past experience with OhioLINK, willingness to enter into a contract term as specified under 'Duration', organizational structure, and factors such as vendor's reputation will be considered;
- (2) Visit or contact any current or past users of a vendor's services;
- (3) Solicit information from any available source concerning any aspect of a vendor's response;
- (4) Invite selected vendors to make in-person presentations and/or provide trial access to their software.

In evaluating the responses to the RFP, OhioLINK reserves the right to

- (1) accept or reject all or any part of any response, waive minor technicalities and select a vendor that best serves the interests of the OhioLINK institutions;
- (2) unless noted otherwise, use any or all of the ideas presented in proposals without limitation;

- (3) eliminate from consideration any vendor who does not follow the instructions as outlined in Section VI.G.
- (4) OhioLINK will not consider any information contain in responses as 'proprietary' unless those sections are clearly and specifically identified as such.

OhioLINK considers compliance with all specifications of the RFP necessary, but seeks a vendor who will supply the best overall price/performance proposal for the requested services.

E. Contract Negotiations

It is the intent of OhioLINK to award any contract resulting from this RFP to the vendor submitting the proposal that best serves the OhioLINK on the basis of specification requirements, terms and conditions of the proposal, and costs. OhioLINK reserves the right to enter into negotiations with the most responsive RFP proposer for purposes of finalizing any resulting contract award. WSU and OhioLINK reserve the right to negotiate the final details of any resulting agreement.

Wright State University and OhioLINK reserves the right to request any desired change in the specifications after the RFP award but prior to the contract award. Any price changes resulting from a change in specifications shall be agreed upon in advance between OhioLINK and the Contractor and incorporated into the original contract.

Wright State University and OhioLINK also reserves the right to request any desired change in the specifications after the contract award. Any price changes resulting from a change in specifications shall be agreed upon in advance between OhioLINK and the Contractor. The Contractor shall be furnished a supplement upon which both parties agree to and which shall in no way invalidate or make void the terms of the original contract not modified by such change.

F. Duration and Effective Date of Contract.

The contract period shall be effective from July 1, 2006, or date of contract award. OhioLINK reserves the right to negotiate an appropriate contract period based on the specific relationship to be contracted with the vendor. OhioLINK and the WSU Purchasing Department reserve the right to negotiate a term which is in the best interest of both parties.

G. Contract

The award documents shall be a contract incorporating by reference the terms and conditions of the Request for Proposals and the contractor's proposal as negotiated. The contract shall be awarded by the WSU Purchasing Department acting as an administrative Agent for OhioLINK.

H. Consent for Advertising

The selected contractor shall not use the name of OhioLINK or any OhioLINK library or Institution in advertising or other promotional materials without first obtaining written consent from OhioLINK and the Institution.

I. Observance of Laws and Regulations

With submission of a proposal, Bidder agrees that in performing the services required under this contract, Contractor will be required to comply with all applicable federal, state, and local laws, statutes, ordinances, and regulations, including but not limited to obtaining at its own expense requisite permits, licenses, and certifications; observing all requirements relating to fair and minimum wages and conditions of employment; to provide equal opportunity to all employees or persons, without regard to their race, sex, color, religion, ancestry, national origin, age, disability, veteran status, or sexual orientation and remaining at all times in compliance with all executive orders issued or that may be issued by federal or state agencies with regard to equality of opportunity including those dealing with affirmative action. (University agrees to provide all cooperation reasonably necessary for such compliance.)

J Conditions

Any conditions which the vendor wishes to stipulate other than those included in this RFP must be specifically stated in writing in the vendor's cover letter.

If the vendor cannot accept a provision of the RFP, it must state in the same letter the number and title of the unacceptable provision.

K. Publicity

No announcement concerning OhioLINK's selection of a vendor and/or awarding of a contract as a result of this RFP may be made by the vendor without the prior written approval of OhioLINK.

L. Parties to Agreement

Each of the parties to this Agreement has the status of an independent contractor. Each party shall agree to indemnify and hold the other harmless to the extent permitted by law, from any and all claims, actions and proceedings, judicial or otherwise, judgments, damages, costs, expenses, and attorney's fees, arising from or in connection with its respective responsibilities under this Agreement.

M. Confidentiality of Vendor Responses

Unless information provided within an RFP response (or parts thereof) are specifically designated as "proprietary," details of the RFP responses may be disclosed to third parties if properly requested through the legal department of WSU.

N. Taxes

The Owner is a tax-exempt institution and is free from all State and Federal taxes. No such taxes shall be included in the Contractor's charges to the Owner. However, the Contractor may be liable for the payment of sales and use taxes on materials which it purchases for the fulfillment of any resulting contract.

VI. PROPOSAL SUBMISSION - CONTENTS AND FORMAT REQUIREMENTS

A. Calendar of Events (estimated dates – not binding)

September 15, 2005	RFP mailed and emailed by Wright State to vendors
October 14, 2005	RFP Responses due from vendors
Oct.-Dec. 2005	Evaluate RFP responses with input from librarians at OhioLINK institutions and OhioLINK staff working group members. Reference checking and other verification of quality of vendor services
December 5, 2005	Preliminary response analysis to Database Management and Standards (DMS) Committee
February 6, 2006	Complete response analysis to DMS for recommendation
March 17, 2006	To Library Advisory Council for approval
April 2006	Query OhioLINK membership for participation and for start date and payment commitments
May 1, 2006	Begin contract awards. Negotiate and execute contracts. Determine any needed Contractor or OhioLINK software enhancements necessary.
July 1, 2006-	Services begin for contracting libraries, which may vary for individual libraries.

B. Questions and Inquiries

If additional information is necessary to assist the vendor in interpreting and responding to the technical and functional aspects of this RFP, questions will be accepted and responses coordinated by:

Anne Gilliland
Assistant Director of Library Systems, Database Management
OhioLINK
Suite 300, 2455 North Star Road
Columbus, OH 43221
Phone: (614) 728-3600, ext. 324
Fax: (614) 728-3610
Email: anne@ohiolink.edu

Any questions or inquiries concerning this RFP should include the numeration of the section of the RFP. Oral communications with WSU, OL, member or participating institutions' employees shall not be binding on WSU and shall in no way excuse the vendor of its obligations as set forth in this RFP.

If additional information is necessary to assist the vendor in interpreting administrative or procedural aspects of this RFP, questions will be accepted and responses coordinated by:

Sharon Murray
Wright State University
Purchasing Department
301 University Hall
3640 Colonel Glenn Highway
Dayton, OH 45435
Phone: (937) 775-2411
sharon.murray@wright.edu

Certain general questions may be answered by telephone, but all substantive questions must be submitted in writing by October 5, 2005. Answers to submitted written questions received by October 5, 2005, will be provided to all vendors.

- C. Vendor Incurred Expenses. OhioLINK is not responsible for any expenses incurred by a vendor in preparing and submitting a response to this RFP. All responses shall become the property of WSU and OhioLINK.
- D. Cancellation of the RFP. OhioLINK reserves the right to cancel all or part of this RFP at any time. In addition, the issuance of this RFP does not imply any commitment to purchase any products or services from any vendor.
- E. Non-Appropriation of Funds. In the event that funds for this project are not appropriated or are withdrawn, OL reserves the right to cancel, without penalty, any contract award resulting from this request.
- F. Format of Vendor's Response. Vendor responses must be submitted as specified below. Contents and materials must be clearly marked. Both paper and email-supplied copies are to be identical except for literature and/or attachments beyond the documents required in Paragraph "H"; and must be submitted in BOTH paper AND Microsoft Word files as email attachments by the deadline specified. Vendors are discouraged from submitting excessive additional narrative information, materials, and documents in support of a proposal and those that are must be equally supplied in both paper and Microsoft Word file formats.
- G. Submission Requirements.

Any conditions that the bidder wishes to stipulate other than those included in this RFP must be specifically stated in writing in the Bidder's cover letter. All requested forms must be completed and

submitted with the RFP response. Any supporting literature that the bidder wants to include should be placed in an appendix.

1. The Paper version is to be submitted on letter size (8 1/2 x 11) paper and must be presented in loose-leaf notebooks (or in other binders which permit easy photocopying, disassembly, and re-assembly of sections of the response, as desired).
The vendor response documents required in Paragraph "H" below must be included in paper in the order specified and clearly identified in a single volume (Volume Number 1). Any supplemental materials (e.g. materials submitted to provide additional information) must be included in a second, separate volume (Volume Number 2) and must be clearly labeled and numbered to correspond to any relevant sections in the RFP. Any supplemental material submitted via Microsoft word file format must be submitted as attachments(s) to one email to the address noted in G3. This email is to be in addition to that required in G2, above. No zipped files will be accepted.
2. One clearly marked original paper response, two (2) additional paper copies of the proposal, and one (1) copy via email attachments must be submitted as stipulated below. NOTE: copies should be sent with the original response. No tele-facsimile will be accepted. Sealed responses, designated in the lower left-hand corner RFP No. 701605 must be received by October 14, 2005, 3 pm, local time. The original proposal package should be addressed to:

Wright State University
Purchasing Department
ATTN: Sharon Murray
301 University Hall
3640 Colonel Glenn Highway
Dayton, OH 45435

The email copy should be sent to sharon.murray@wright.edu

4. To be considered for selection, proposals, in both paper and Microsoft Word file format, must also be received in the WSU Purchasing Office by the designated date and hour. Proposals received in the Purchasing Office after the date and hour designated are automatically disqualified and will not be considered. WSU is not responsible for delays in the delivery of mail by the U.P.S., Postal Service, private couriers, or the intra-university mail system. WSU is not responsible for delays in delivery of email messages. It is the sole responsibility of the Vendor to insure that its proposal reaches the Purchasing Office by the designated date and hour.
- H. Documents to be included in Volume Number 1 of the paper version or as attachments to required email-based submission
1. Vendor Identification Sheet (label as "A-1" in paper and label as Word file named "Appendix A"). Copy and complete this identification sheet (see Appendix A).
 2. Cover Letter (label as "A-2" in paper and label as Word file named "Appendix A-2"). This brief cover letter on vendor stationery must be included. It must 1) State that the RFP has been read and agreed to; 2) Include all exceptions which the vendor wishes to note; and 3) be signed in the paper version submitted by an individual authorized to negotiate with OL and WSU.
 3. Financial information on company's health (include annual report if available). (label as "A-3" in paper and label as Word file named "Appendix A-3").
 4. List of references (label as "B" in paper and label as Word file named "Appendix B").
 5. Database Cleanup and Upgrade of Records specifications: Backfile and Ongoing (label as "D" in paper and label as Word file named "Appendix D").
 - Details of Bidder's Work for Mandatory Elements from Appendix D (label as "D-1" in paper and label as Word file named "Appendix D-1").
 - Details of Bidder's Work for Primary and Secondary Elements from Appendix D (label as "D-2" in paper and label as Word file named "Appendix D-2").
 6. Authority Processing on Each Individual Library's Database: Backfile and Ongoing (label as "E" in paper and label as Word file named "Appendix E").

- Details of Bidder’s Work for Mandatory Elements from Appendix E (label as “E-1” in paper and label as Word file named “Appendix E-1”).
 - Details of Bidder’s Work for Primary and Secondary Elements from Appendix E (label as “E-2” in paper and label as Word file named “Appendix E-2”).
7. Mechanism to Keep the Authority File Current Once the Backfile Process is Completed (label as “F” in paper and label as Word file named “Appendix F”).
- Details of Bidder’s Work for Mandatory Elements from Appendix F (label as “F-1” in paper and label as Word file named “Appendix F-1”).
 - Details of Bidder’s Work for Primary and Secondary Elements from Appendix F (label as “F-2” in paper and label as Word file named “Appendix F-2”).

APPENDIX A

VENDOR IDENTIFICATION SHEET

****MUST BE RETURNED WITH RESPONSE****

VENDOR NAME: _____

VENDOR ADDRESS: _____

The complete RFP response must have the following sections clearly labeled and organized according to the instructions in Section V and on this sheet.

Please indicate that the following have been included and sign the bottom of this form.

1. Vendor Identification Sheet

This sheet, labeled as "A-1" in paper and labeled as Word file named "Appendix A-1"

2. Cover Letter

Signed letter, labeled "A-2" in paper and labeled as Word file named "Appendix A-2"

3. Financial information on company's health (include annual report if available)

Labeled "A-3" in paper and labeled as Word file named "Appendix A-3"

4. List of current customers and the specific services each receives from the vendor. For each customer Vendor will indicate the library's online system.

Labeled "B" in paper and labeled as Word file named "Appendix B"

5. Vendor Response Forms

Labeled as D-F in paper and labeled as Word files named "Appendix D-F"

I certify that all of the above items have been submitted with this RFP response.

Signed: _____ Date: _____

Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that proposer has not directly or indirectly included or solicited any other firm to put in a false or sham proposal; (c) that firm has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.

Date: _____

Name of Firm: _____

Corporate mailing address: _____

Name of Principal Officer: _____

Title of Principal Officer: _____

Corporation organized under the laws of: _____ (State)

Number of years in business: _____ Years

Number of employees on staff: _____ Full Time _____ Part Time _____

Signature: _____

Print: _____

Person to contact regarding this proposal: _____

Title: _____

Email: _____

Telephone: (____) _____ Fax: (____) _____

PAYMENT TERMS

Wright State University's preferred payment terms from all suppliers are 2% cash discount if paid within 20 days.

Do you accept the 2%-20 payment terms? Yes _____ No _____

Options: Include further discounts for prepayment.

Authentication of Proposal

By submitting this proposal, Contractor verifies that there has been no collusion with any other bidder or planned attempt to limit competition by artificially inflating or fixing pricing. Contractor also verifies that it intends to offer services at the level specified herein and does not intend to provide substandard services which are unacceptable to the industry.

Conflict of Interest

Furthermore, by submission of its proposal, the Proposer certifies that no known relationship exists between the Bidder, its employees, owners, officers or shareholders and Wright State University, its employees or any member of their families. The Bidder must make full disclosure of any known relationship or potential conflict of interest.

Ohio Revised Code 9.24

Ohio Revised Code (O.R.C.) Section 9.24 effective January 1, 2004, prohibits the State from awarding a contract to any offeror(s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is “unresolved” at the time of award. By submitting a proposal, offeror warrants that it is not now, and will not become subject to an “unresolved” finding for recovery under O.R.C. 9.24, prior to the award of any contract arising out of this RFP, without notifying the University of such finding.

BY signature authority below, I do hereby confirm on behalf of the contractor that this proposal is genuine and has been prepared by an authorized agent of the company and that the company does not have any findings for recovery as noted above to the State of Ohio as witnessed below:

Name

Title

PLEASE INCLUDE THIS SIGNATURE SHEET WITH YOUR RESPONSE.

Appendix B: Reference List

- I. List academic libraries for which service *is now* being provided.
For each library, provide institution name, contact name, postal and email address, phone number, number of records processed, automated system used by the library)
 - II. List academic libraries for which service *has been* provided in the past.
For each library, provide institution name, contact name, postal and email address, and phone number.
 - III. Indicate number of libraries for which the service is being or has been provided.
-
- A. Collection size up to _____
 1. Database preparation services _____
 2. Authority processing services _____
 - a. Includes LCSH _____
 - b. Includes MeSH _____
 - c. Backfile processing _____
 - d. Authority record update (notification) _____
 - e. Ongoing authority processing _____
 - B. Collection size up to _____
 1. Database preparation services _____
 2. Authority processing services _____
 - a. Includes LCSH _____
 - b. Includes MeSH _____
 - c. Backfile processing _____
 - d. Authority record update (notification) _____
 - e. Ongoing authority processing _____
 - C. Collection size up to _____
 1. Database preparation services _____
 2. Authority processing services _____
 - a. Includes LCSH _____
 - b. Includes MeSH _____
 - c. Backfile processing _____
 - d. Authority record update (notification) _____
 - e. Ongoing authority processing _____

Appendix C– OhioLINK Member Institutions

Sum of Records uploaded

	<u>Year ending</u>							
Total	15,279,179	17,785,124	21,175,285	23,515,010	24,405,071	25,290,179	26,030,275	26,721,430
annual change		16.4%	19.1%	11.0%	3.8%	3.6%	2.9%	2.7%
<u>Library</u>	Jul-96	Jul-97	Jul-99	Jul-01	Jul-02	Jul-03	Jul-04	Jul-05
OSU	1,940,570	2,046,528	2,353,229	2,713,431	2,853,750	2,962,045	3,077,184	3,148,407
U. CINC	1,297,122	1,503,226	1,677,629	1,902,453	1,970,070	2,043,608	2,116,042	2,173,544
OHIO U.	1,216,874	1,493,077	1,577,582	1,692,613	1,756,340	1,794,719	1,834,434	1,861,942
KENT	1,431,430	1,457,277	1,505,523	1,571,559	1,591,960	1,583,630	1,614,731	1,680,686
MIAMI	950,271	1,072,695	1,276,019	1,381,916	1,406,856	1,458,809	1,519,913	1,560,636
BGSU	917,388	998,334	1,122,970	1,243,472	1,303,708	1,330,603	1,371,490	1,408,050
CWRU	873,006	874,977	943,599	999,400	1,063,033	1,098,415	1,110,740	1,169,085
TOLEDO	868,558	889,558	952,291	990,221	1,017,319	1,043,546	1,063,710	1,073,810
AKRON	817,648	850,243	915,138	967,212	990,378	1,009,184	1,032,169	1,049,143
OHIO5		808,697	872,231	966,138	984,973	1,024,595	1,035,631	1,090,396
OPAL			903,410	1,021,381	1,049,351	1,090,410	1,158,940	1,191,178
OBERLIN	599,518	625,798	684,030	772,329	797,803	842,046	877,073	907,067
YSU	687,801	702,388	739,009	762,276	772,272	790,414	801,122	811,042
STATE LIB	584,075	601,620	628,790	670,741	739,782	762,913	775,853	783,519
CRL	458,622	475,407	506,325	530,817	571,689	726,050	845,944	959,633
WSU	498,414	517,474	573,810	641,471	663,342	695,503	723,910	737,110
CLEVE ST	518,683	529,964	550,503	577,210	598,738	618,815	644,903	637,365
DAYTON	410,315	417,263	453,362	506,106	531,574	556,639	576,161	594,190
JHN CARROLL			287,770	356,236	367,455	377,160	380,705	379,972
OHIO NO.	211,021	223,133	239,546	273,118	275,435	286,520	290,740	300,858
WITTENBERG			275,416	302,465	300,321	304,238	292,238	297,369
XAVIER		189,700	195,342	206,112	222,822	234,821	222,474	221,948
HIRAM			128,239	200,148	225,090	235,801	250,639	261,187
ASHLAND			179,564	212,323	218,567	225,942	225,991	229,462
CAPITAL U.		122,902	170,212	183,578	188,224	193,882	206,406	209,915
SINCLAIR	115,027	113,245	118,037	128,358	128,833	132,280	131,752	130,990
CCC	110,503	117,280	124,729	130,199	130,603	127,149	110,467	112,356
CEDARVILLE	82,591	106,099	110,656	116,708	121,025	126,982	130,588	134,059

Library	<u>Year ending</u>							
	Jul-96	Jul-97	Jul-99	Jul-01	Jul-02	Jul-03	Jul-04	Jul-05
SHAWNEE	99,930	103,032	110,014	110,733	112,186	112,450	113,216	115,399
CENTRAL ST.	101,229	101,914	103,765	105,308	106,321	107,012	108,261	109,346
MARIETTA				164,930	163,473	166,265	167,190	170,620
LORAIN	90,795	93,232	97,643	103,528	104,542	106,538	107,601	104,146
URSULINE		90,023	94,486	96,481	107,348	115,277	117,583	100,057
OHIO DOMIN.		81,964	81,918	85,285	86,201	88,973	86,608	88,513
MT. ST. JOS.		60,046	61,931	82,826	76,790	83,655	77,879	78,530
MT. VERNON		68,662	70,548	72,974	74,096	74,710	76,014	76,828
CINC BIBLE				88,030	91,023	94,671	96,892	99,995
NEOUCOM	55,771	54,376	56,754	58,625	56,566	56,677	58,983	58,072
LAKELAND	57,173	54,433	58,726	63,844	51,493	51,313	48,750	50,307
RIO GRAND	45,906	49,287	51,990	52,538	52,351	52,778	53,344	54,264
MCO	38,245	38,076	38,786	44,686	45,308	47,217	44,175	43,599
OWENS	32,857	34,363	37,385	38,940	43,724	45,067	46,152	47,732
NOTRE DAME				62,984	63,430	63,818	63,986	63,548
SOUTHERN	25,439	26,856	30,460	35,028	35,897	40,079	52,957	49,423
COLUM ST.	27,291	28,420	33,007	34,917	36,119	37,483	42,069	43,628
CLARK	27,382	28,942	31,758	32,842	33,296	33,659	33,806	34,215
EDISON	26,289	27,083	27,698	28,200	28,429	28,353	29,290	27,369
CSTCC	21,659	23,208	26,413	27,567	28,038	28,988	30,381	31,523
NORTHWST		15,044	19,923	24,057	24,852	39,936	26,327	29,296
TERRA	13,570	15,192	17,467	19,918	20,570	22,589	24,565	25,377
HOCKING	19,230	19,984	20,220	20,087	20,184	18,847	18,692	19,234
WASHNTN		15,864	19,131	19,264	19,827	20,558	20,878	21,350
FRANKLIN					59,169	16,731	10,337	10,555
JEFFERSON		10,954	11,904	12,448	12,553	12,781	12,808	12,783
BELMONT	6,976	7,284	8,397	8,979	9,972	10,915	12,213	12,845
MYERS						25,929	16,722	16,891
CLEVE CLINIC						10,191	10,646	11,066

Appendix D: Database Cleanup and Upgrade of Bibliographic Records: Backfile and Ongoing

Item #	Mand-atory	Pri-mary	Second-ary	Description	Bidder is able to provide this service	Bidder is develop-ing this service	Bidder cannot provide this service	Price for this service for backfile (or use separate page)	Price for this service for ongoing work (or use separate page)
1	x			Test processing available					
2		x		Billable via OHIONET					
3	x			Bib record deduplication based on 001 field Please comment on your use of the 019 field in deduping					
4			x	Bib record deduplication based on 001 field OR title, main entry, publication information or other means					
5		x		Update 005 to record when record was revised					
6	x			Validate structure of 010, 020, 022, 034, 024 first ind. 3					
7	x			Update leader					
9	x			Update tags and delete fields					
9	x			Filing indicator fix, including 440 fields					
10		x		Correct 007 and 008					
11			x	Strip leading article in 490					
12		x		Delete or report initial article in #t					
13	x			Update 26x, 028, 3xx					
14			x	Delete #e					
15			x	Delete #w					
16			x	Delete #4					
17	x			24x, correct #d and #e					
18	x			705 converted to 700					
19	x			715 converted to 710					
20	x			Add #4 with 715 conversion					
21		x		Provide optional bib corrections if detailed by library, including adding fields such as 007 (it is understood that the price will vary depending on the work provided, etc.)					
22			x	Compare all bibs with a LCCN to the LC bib file and replace all 6xx with the most current form in the LC record					
23			x	Pseudonym processing – main entry verified to match 245 #c; nonmatches reviewed by staff					
24	x			Standardize 245 #h					

Item #	Mand-atory	Pri-mary	Second-ary	Description	Bidder is able to provide this service	Bidder is develop-ing this service	Bidder cannot provide this service	Price for this service for backfile (or use separate page)	Price for this service for ongoing work (or use separate page)
25	x			Change non-analytic 740s to 246					
26	x			Add [] to #h in title fields					
27	x			Create subject heading if name heading has 2 nd indicator of 1					
28		x		Delete unwanted fields, as described by library (it is understood that the price will vary depending on the work provided, etc.)					
29	x			Standardize x11 fields					
30	x			Corporate heading initial article check					
31			x	Enrich records by adding 505, 520, 9xx fields					
32	x			Records delivered via ftp					

Appendix D-1 : Details of Bidder's Work for Mandatory Elements from Appendix D

Appendix D-2 : Details of Bidder's Work for Primary and Secondary Elements from Appendix D

Appendix E: Authority Processing on Each Individual Library's Database: Backfile and Ongoing

Item #	Mand- atory	Pri- mary	Second- ary	Description	Bidder is able to provide this service	Bidder is develop- ing this service	Bidder cannot provide this service	Price for this service for backfile (or use separate page)	Price for this service for ongoing work (or use separate page)
				Authority control and provision of authority records for					
1	x			LC names					
2	x			LCSH					
3	x			NLM MeSH Please comment on subject heading deconstruction					
4		x		LCSH genre					
5		x		MeSH genre Please comment on subject heading deconstruction					
6		x		GSAFD (Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc.)					
7		x		AAT (Art and Architecture genre)					
8		x		nasat (NASA thesaurus)					
9			x	Canadian NAF					
10			x	Canadian SH					
11			x	LC children's					
12			x	Sears					
				General features					
13	x			Master authority file is owned by the library and can be offloaded by them at any time.					
14	x			Test processing available					
15		x		Billable via OHIONET					
16	x			Update LC master file weekly					
17	x			Enhanced checking for typos, misspellings, abbreviations through a supplemental file of vendor-enhanced records					
18		x		Manual review					
19		x		Ability to perform manual review on select groups of records only (e.g., music records)					
20			x	Manual review refers to LC bib file for contextual help					
21			x	Exclude processing if it affects shelving					

Item #	Mand- atory	Pri- mary	Second- ary	Description	Bidder is able to provide this service	Bidder is develop- ing this service	Bidder cannot provide this service	Price for this service for backfile (or use separate page)	Price for this service for ongoing work (or use separate page)
22		x		Guaranteed match rate with machine matching					
23	x			Retain local authority file that overrides LC's file					
24	x			Can edit authority records and retain local edits; either by protecting these fields and not overlaying them, or providing a report of possible overlays.					
25	x			Can retain additional library-added 4xx and 5xx fields in authority records					
26		x		Customized global edits, as described by library					
27	x			CJK processing					
				Features for names					
28	x			Name and subject processing performed on 651 fields					
29	x			Names used as subjects processed as names					
30	x			Update letters l and o to 1 and 0 in #d					
31	x			Retain certain relator codes (#e, \$4) in bib headings, as specified					
32		x		Can edit authority records so that if an AR 4xx field matches an AR 1xx field and the 4xx has a #w nna, the AR 4xx heading is moved to a 667, prefaced with "Old catalog heading: [4xx]".					
				Features for subject headings					
33	x			69x converted to 6xx, if desired					
34	x			Convert 6xx b1 to 6xx b0					
35		x		6xx b treated as 6xx 0					
36		x		Convert 650 b4 to 650 b0					
37			x	Convert from one subject thesaurus to another					
38	x			Correct 6xx #z					
39	x			Check 6xx subdivisions					
40	x			Add dates to 6xx #y					
41	x			Change 6xx #x to #v					
42	x			Preserve #v in bib records, even if subdivision AR is coded #x					

Item #	Mand- atory	Pri- mary	Second- ary	Description	Bidder is able to provide this service	Bidder is develop- ing this service	Bidder cannot provide this service	Price for this service for backfile (or use separate page)	Price for this service for ongoing work (or use separate page)
43	x			Correct 6xx subfields incorrectly tagged					
44		x		Split headings corrected or linked to broader heading					
45		x		Split headings replaced with more than one heading – both headings used in bib record If available, please comment on how you implement this feature.					
46		x		Split headings not replaced (optional)					
47			x	Delete Sears headings					
48			x	Delete LC Children's headings					
49			x	Delete MeSH					
				Features for series headings					
50	x			Pre-AACR2 series update					
51	x			840 converted to 830					
52			x	Verify series #v, based on 642 field					
53	x			Process 490 0 field to see if series is traced now					
54	x			Bib record series treatment processing can vary from LC service, with local practice as reflected in locally-edited authority records taking precedence					
55	x			Can edit local series treatment practices (090, 644, 645, 646, 678 fields)					
				Reports available					
56	x			Non-matched headings					
57			x	Partially-matched headings					
58	x			Match multiple headings					
59	x			Incorrectly used headings: Bib heading matches auth. rec. 4xx field; Bib rec. heading has wrong tag; Incorrect heading use codes					
60	x			Unrecognized geographic subdivision					
61			x	Conditional authors / undifferentiated personal names					
62	x			Split headings					
63	x			Suggested change					
64	x			Suspicious or invalid tags					

Item #	Mand- atory	Pri- mary	Second- ary	Description	Bidder is able to provide this service	Bidder is develop- ing this service	Bidder cannot provide this service	Price for this service for backfile (or use separate page)	Price for this service for ongoing work (or use separate page)
65	x			Suspicious filing indicators and possible initial articles					
66	x			Invalid data format					
67		x		Customized reports, as described (understood that the pricing may vary depending on the type of report required)					
68	x			Delete status authority records					
69	x			Significant changes in authority records owned by a library					
70		x		Changes to 1xx fields in authority records for national authority databases, regardless of whether or not a library owns that authority record..					
71		x		Tracing practice in bib differs from authority record (bib has 490 0 and AR has 645 t, or bib has 440 or 8xx but AR lacks 645)					
72		x		Series numbering in bib differs from authority record (bib series has \$v, but AR lacks 642, or bib series lacks \$v but AR has 642)					
73		x		Series is present in bib, but there is no matching AR					
74	x			Report CJK records for which headings are changed					
				Delivery of Bibliographic Records					
75	x			Via ftp					
76		x		Can deliver only changed bibliographic records					
77		x		Can split up records as desired					
78			x	Can add #9 with LCCN of matching headings, if you want to review them in-house					
79		x		Can add modifying agency stamp to bib record 040					
				Delivery of Authority Records					
80	x			Via ftp					
81		x		Can split up records as desired					
82		x		Can deliver only authority records with x references					

Item #	Mand- atory	Pri- mary	Second- ary	Description	Bidder is able to provide this service	Bidder is develop- ing this service	Bidder cannot provide this service	Price for this service for backfile (or use separate page)	Price for this service for ongoing work (or use separate page)
83		x		Can deliver multiple hierarchical subject authority records					
84		x		Can supply authority records without applying corrections to bib records					
85		x		Can create and supply skeletal authority records					

Appendix E-1 : Details of Bidder's Work for Mandatory Elements from Appendix E

Appendix E-2 : Details of Bidder's Work for Primary and Secondary Elements from Appendix E

Appendix F: Mechanism to Keep the Authority File Current Once the Backfile Process is Completed

Item #	Mand -atory	Prim- ary	Second- ary	Description	Bidder is able to provide this service	Bidder is develop- ing this service	Bidder cannot provide this service	Price for this service (or use separate page)
1	x			Test processing available				
2	x			Gap tape processing				
3	x			Notification service to update authority records				
4			x	Notification available annually				
5			x	Notification available semi-annually				
6			X	Notification available quarterly				
7		x		Notification available monthly				
8			x	Notification available overnight				
9			x	Notification available in one hour				
10		x		Overnight authority processing				
11	x			Supply of LC AR if LC establishes the heading in the future				
12			x	Supply of AR for LC Canadian names if established in the future				

Appendix F-1 : Details of Bidder's Work for Mandatory Elements from Appendix F

Appendix F-2 : Details of Bidder's Work for Primary and Secondary Elements from Appendix F