

Jackson Public School District



662 South President Street

Jackson, MS 39201

Contact: Erin Mason, Director I, Instructional Technology

Telephone: (601) 960-8700 Ext. 2778

E-mail: eclark@jackson.k12.ms.us

RFP Submission Date: December 14, 2017

Submission Deadline and Time: January 17, 2018 @ 10:00 A.M.

RFP 2017-16

Name of Proposal:

Library Automation and Circulation Management System

**PLEASE SUBMIT ORIGINAL RFP DOCUMENTS AND ONE COPY IN THE
FORMAT/DESIGN ISSUED ALONG WITH OTHER DOCUMENTATION ATTACHED
TO THE BACK OF PROPOSAL**

If you would like the tabulation for rfp after Board Approval, please go to www.jackson.k12.ms.us. Double click on Departments and select Business Office. Open the Purchasing page. Select Purchasing Approved Bids/RFPs. These documents will give you the tab sheet approved by the Jackson Public School District Board of Trustees. If the rfp in question is not listed, contact the Purchasing Office at 601-960-8799 for assistance.

PROPOSAL FORM

**Board of Trustees
Jackson Public School District
Jackson, Mississippi**

Ladies and Gentlemen:

I/We, propose to furnish and deliver all items and/or to perform all services according to all sections of this rfp document (Proposal Form, Instructions and Conditions, detailed written Specifications, and Addendum if applicable) and in the quantities at the indicated prices, as called for in the document(s). All quantities indicated have been checked very closely, and both unit price and total price (where requested) have been submitted with the understanding that we shall be responsible for making complete and satisfactory delivery accordingly, within the time frame agenda (if applicable).

All items contained in this rfp shall be as specified or JPSPD approved equal. For any item(s) proposed which is other than as specified, a complete and detailed cut and description for each item(s) must accompany the rfp, if the item(s) is to be considered. Please carefully read each section of this rfp.

Acceptance of Proposals: The Jackson Public School District reserves the right, in its sole discretion, to waive minor irregularities in proposals. JPSPD reserves the right to accept the "lowest and best" rfp which in their judgment, assures JPSPD the product(s) or service(s) having the best performance and the highest level of function, quality and value. A minor irregularity is a variation from the proposal that does not affect the proposal, or gives one offeror an advantage or benefit not enjoyed by other offerors, or adversely impacts the interests of the school district.

I/WE UNDERSTAND AND AGREE THAT NEITHER THE AWARD OF THIS RFP TO ME/US BY THE DISTRICT'S BOARD OF TRUSTEES NOR RECEIPT BY ME/US OF A NOTICE OF ACCEPTANCE OF THIS RFP SHALL CONSTITUTE THE MAKING OF A CONTRACT BETWEEN JPSPD AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH JPSPD AND ME/US OF A FORMAL, WRITTEN AGREEMENT.

Respectfully submitted,

COMPANY _____

ADDRESS _____

PHONE _____ FAX _____

E-MAIL ADDRESS _____

SIGNED _____

WRITE OUT
SIGNATURE _____

TITLE _____

DATE _____

CIRCLE THE OPERATING STATUS OF YOUR BUSINESS AS INDICATED BELOW:

MINORITY OWNED WOMAN OWNED NON-MINORITY



Jackson Public Schools

Post Office Box 2338 - Jackson, Mississippi 39225-2338

Telephone: 601-960-8799 ☎ Fax: 601-960-8967

REQUEST TO ADD VENDOR

To be completed by JPS School/Location:

School/Department Requesting Vendor Addition _____

To Be Completed by Vendor: Please complete all sections and fax back to 601-960-8967.

Will your company accept purchase orders? ☐ Yes ☐ No

Note: An original JPS purchase order is required for all material purchases. Do not accept any order without a purchase order.

Are you an employee of the Jackson Public School District? ☐ Yes or ☐ No

Product Line _____

PARENT COMPANY NAME: _____

Doing Business As (dba) NAME: _____

Order Address: _____

City: _____ State: _____ Zip: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

REMITTANCE ADDRESS:

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: (____) _____ Fax (____) _____

Email Address: _____

Parent Company Tax ID# _____

D/B/A Federal Tax ID/Social Security #: _____

Select One

This information will be used to track purchases from minority vendors.

Minority Code: ☐ Woman & Minority ☐ Minority
☐ Non-Minority ☐ Woman

Select One

Type of Entity ☐ Individual/Sole Proprietor ☐ Corporation
☐ Partnership ☐ Other _____

******JPS accepts no responsibility for orders filled without a valid purchase order.**

Submitted By: Signature _____

Date _____

FOR INTERNAL USE ONLY

Vendor Number: _____ 1099: ☐ Yes ☐ No

Completed By: _____ Date: _____

Company's W-9 must accompany this form for IRS purposes. Revised 06-07-17 bj

The Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting sealed, written formal rfp proposals from qualified vendors (hereafter referred to as "Vendor") for the purchase of furniture, equipment, supplies, materials, labor or services as outlined in the following specifications. Sealed rfps shall be received by JPSD, in the Business Office of the Jackson Public Schools, 662 South President Street, Jackson, Mississippi, until the time specified on the RFP Opening Schedule (front page of the formal rfp document), at which time all rfps shall be publicly opened and read aloud. Neither dating of the rfp form nor placing the rfp in the mail by this date shall meet legal requirements; the formal rfp document must be **received in the Business Office** of the Jackson Public School District on or before the date and time stated.

JPSD reserves the right to reject any and all rfps received and to waive any and all informalities. Vendors are encouraged to very carefully read all sections of this rfp document prior to submitting a rfp proposal.

It is the basic philosophy of JPSD to extend to all responsible Vendors equal consideration and the assurance of unbiased judgment in determining whether their product or service meets specifications and the educational needs of the school district. JPSD shall fairly evaluate all formal rfp proposals submitted and base all decisions on the "lowest and best" rfp concept, purchasing only those products and/or services which meet the specifications as written. All decisions rendered shall strive to achieve the greatest value from every tax dollar expended. JPSD shall make no discrimination based on race, color, creed, religion, or national origin, in either the product evaluation process or in transacting business with Vendors or Vendor representatives.

The advertising and publishing of this rfp has met all legal requirements (Mississippi Code of 1972, Annotated, §31-7-13), hence the requirement to offer public notice of the intent of JPSD to solicit rfps via this rfp document has been satisfied.

This document is to serve as an invitation to all qualified vendors to extend to JPSD, an offer, for the sale of all products and/or services specified herein. It is the purpose of this rfp document to clearly define "open" and "competitive" product or service rfp specifications. All items on this rfp are to be **as specified or JPSD approved equal**.

Addendum: Vendor shall acknowledge the receipt of all addendums which were issued during the course of this rfp. If specified in the text of the addendum, in addition to acknowledging receipt of the addenda below, the addenda may require additional information required for the rfp (e.g., pricing), in which case the Addendum shall not only be acknowledged below but shall be completed and attached to the rfp at the time the rfp proposal is submitted. Receipt of the following Addendum issued during the course of this formal rfp is hereby acknowledged:

Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	

It is acknowledged that this rfp proposal consists of the following sections: **PROPOSAL FORM, INSTRUCTIONS AND CONDITIONS, SPECIFICATIONS** and any **ADDENDUM** (if applicable).

Net Prices

In all cases, prices quoted are to be net including all applicable discounts. A separate price shall be offered for each item and not in combination with other items (unless the grouping of items is otherwise allowed as defined in the specifications). Unit price shall prevail in case of a conflict between unit and total price (extension); written price shall prevail in case of a conflict between written and enumerated pricing. Vendors are instructed to round off all unit pricing and extensions to the nearest whole cent; i.e., round the pricing to **two** places to the right of the decimal point only. The JPSD mainframe computer database is designed to accept only pricing which is stated in this manner. All items for which pricing is submitted which is other than two places to the right of the decimal shall be accepted; however, all digits beyond a whole cent (more

than two places to the right of the decimal) shall be ignored in the rfp analysis process and the unit price indicated on the purchase order shall be to the nearest whole cent for each item involved.

Payment and Invoicing

Unless otherwise indicated in the detailed specifications of this rfp document, it is mutually understood that JPSPD shall make remittance in a **single lump sum** payment **following satisfactory delivery of all items** listed on the purchase order or following satisfactory performance (final inspection) of all services as specified in the contract. JPSPD remits by "completed purchase order" only; remittance shall not be made upon receipt of partial shipments or performance, or the receipt of invoicing for same, but only after all items included on the purchase order or contained in the contract are delivered and/or satisfied.

Default and Delays

Upon failure of the Vendor to deliver all of the items ordered or to render service, within the time set or allowed, the successful Vendor shall be considered in default, in which case JPSPD reserves the right to terminate the purchase order or contract and to purchase similar supplies, services, or furniture and equipment, on the open market or secure the manufacture, delivery, and installation thereof by contract or otherwise. The Vendor shall be charged with any cost occasioned by JPSPD whether said cost is the same as originally accepted or any excess cost.

Damage to School Property

Any damage or loss to JPSPD property as a result of any action by the Vendor in the delivery, execution or performance of any item or service stated in these specifications shall be repaired or replaced to the satisfaction of designated JPSPD personnel, at the Vendor's cost, within a reasonable time.

Guarantee

Each Vendor, by presenting a rfp under these specifications, binds himself to make positive that all goods are fully up to the standards set by the specifications. Should it be discovered within a reasonable period of time from the date of purchase order or contract that such goods or services are not up to standard, JPSPD shall have the right to have such goods or services replaced by others conforming to the standard requirements and the entire expense be borne by the Vendor. The Vendor shall agree to guarantee and warrant all equipment provided as a result of this rfp for a period equal to the stated guaranty/warranty in the specifications. All such warranties shall provide the coverage as indicated in the specifications.

Acceptance and Award of RFP Proposals

The Vendor's rfp proposal, once submitted and accepted as a valid rfp by JPSPD, shall be deemed by both parties to constitute a legal and binding offer on the part of the Vendor to sell to JPSPD as per the terms of the rfp specifications, all products and/or services contained therein. RFP proposals are subject to acceptance by JPSPD at any time within forty-five (45) calendar days following the rfp opening date. Consequently, all price quotations shall be effective for a minimum of forty-five (45) calendar days and a maximum period as indicated in the specifications. All rfps must be valid for the effective dates stated in the specification, if applicable.

Award of contract shall be made to the responsible Vendor whose rfp, conforming to the specifications, is deemed to be the most advantageous to JPSPD, price and all other factors considered. The Vendor acknowledges the right of JPSPD to reject the rfp, in part or in total, if the Vendor fails to submit the data required in the specifications, or if the rfp is in any way incomplete or irregular. Under no circumstances may a Vendor deliver, install, or perform any service as specified in these specifications without written authorization from JPSPD (i.e., a duly issued purchase order or signed contract). All formal rfp proposals shall be approved by the Board of Trustees prior to the award of the rfp.

The Vendor shall be issued a purchase order document, which shall be deemed acceptance of the rfp proposal offer made by the Vendor, for all items and/or services approved by the Board of Trustees and awarded as a result of this rfp. However, if in the opinion of JPSPD a contract document is required to authorize the award of the rfp, Vendor agrees to sign and execute all such contract documents as required in the written specifications. NOTE: If Vendor policy requires that JPSPD sign Vendor contract documents, a sample of all such documents shall be included with the rfp proposal and shall become a part of the Vendor's rfp proposal.

Grievance Procedure

JPSD has adopted a Vendor Grievance Procedure to address and resolve any Vendor grievances or disputes resulting from or arising out of JPSD's rfp process. If Vendor disagrees with any aspect of the rfp process, Vendor shall adhere to the following procedure. Vendor shall submit a letter or written statement of protest to the Purchasing Agent, with a copy to the Superintendent, identifying the rfp, including rfp number, title, opening date and, if applicable, the item number(s) at issue, and explaining, in detail, the nature of and/or reason(s) for the protest. No verbal protest shall be acknowledged by JPSD. Vendor protests must be received by the Purchasing Agent not later than five (5) business days prior to the date of the Board meeting at which the Board is to act upon the rfp that is the subject of the protest. A review committee, appointed by the Superintendent, shall evaluate the protest and render a decision expeditiously. The decision of the review committee shall be based on evidence presented by the Vendor, the Purchasing Agent and other appropriate parties, to be determined in the discretion of the committee. In the sole discretion of the committee, the committee may conduct a hearing on Vendor's protest. The decision of the review committee shall be submitted to the Superintendent for approval. The protesting Vendor shall be informed, in writing, of the Superintendent's decision not later than two (2) business days prior to the date of the Board meeting at which the Board is to act upon the rfp that is the subject of the protest. The Superintendent's decision shall be final unless Vendor appeals such decision to the Board of Trustees. If Vendor's wishes to appeal the Superintendent's decision, Vendor shall deliver its appeal, in writing, to the Office of the Superintendent not later than 12:00 p.m. on the date of the Board meeting at which the Board is to act upon the rfp that is the subject of the appeal. Appeals shall be presented to the Board at the meeting at which the Board acts upon the rfp that is the subject of the appeal and Vendor, upon written request, will be granted up to five (5) minutes to appear and present to the Board at such meeting its protest and/or appeal. After the Board takes final action upon a rfp, no appeals or protests will be acknowledged by JPSD. The decision of the Board shall be final, subject to Vendor's right to pursue a legal remedy.

Submission of RFP Proposals

RFPs, once completed, should be placed in an opaque sealed envelope. On the outside of the envelope, list the vendor's name/address, RFP number and title as they appear on the RFP proposal in order that the rfp may be accurately registered upon receipt. A responsible official who is a legal representative of the Vendor must sign the attached proposal form, in order for the rfp to be valid and acceptable. An rfp which is not signed is not binding on the part of the Vendor and therefore does not constitute an informality which may be waived by JPSD. Please submit proposal to address listed below

**Jackson Public School District
Business Office
Attn: Bettie Jones
662 S. President Street
Jackson, MS 39201**

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FORMAT/DESIGN ISSUED ALONG WITH ANY OTHER DOCUMENTATION
ATTACHED TO THE BACK OF PROPOSAL.**

Proposal for Library Automation and Circulation Management System

Purpose

It is the purpose of this request for proposal (RFP) to seek qualified vendors for a software as a service (SaaS) online library automation and circulation system with a unified catalog for the Jackson Public School District (herein after referred to as JPSD or the District). The District will select a single vendor for the purchase of software, data conversion services, installation, training and ongoing annual technical support and maintenance of the library management solution.

Proposal Schedule

RFP Released	December 14, 2017
RFP Opening	January 17, 2018, 10:00 am CST
Evaluation of RFP	January 17-18, 2018
Onsite Presentations and Demonstrations (Tentative)	January 29 – February 2, 2018
Board of Trustees Meeting	March 6, 2018

Submission Requirements

All of the items listed below must be included in order for the proposal to be evaluated by the JPSD RFP Evaluation Committee. Descriptions of each item follow in the proposal. Please be sure to include all other legal requirements outlined by the JPSD Business Office in this proposal. Failure to meet the legal requirements will cause the proposal to be rejected.

Requirements	Included
Data Integration with Student Information System Description	
Data Security and Data Privacy Description	
Description of Single Sign On Capabilities	
Description of Technical Support Options	

Requirements	Included
Description of Merging Databases into the Unified Catalog	
Cost/Budget Table is Included with formal price quote	
References	
All JPS required legal forms and signatures are included and the number of copies is submitted by the deadline	

Background

The JPSD is an urban school district located in Jackson, Mississippi. The District has approximately 25,500 students in grades PreK through 12 who attend 58 schools. There are approximately 4,000 employees, of which approximately 2,500 are certified staff. Libraries in all 58 schools plus an administrative location are automated using the Alexandria Library Automation System from Companion Corporation. Our current automation system is a locally installed, server-client based application that maintains a separate catalog for each school. Currently, all school library collections are separate. There is no unified catalog.

The District has a robust network infrastructure that will provide adequate network connectivity for the new library automation system. Currently, the JPSD has a 2 GB WAN connection between schools and the Central Office, and a 12 GB internet connection. By the start of school year 2018-19, all JPSD schools will have updated network switches and Wi-Fi. The District has Chromebooks, as well as both Windows and Mac OS computers with multiple browsers available, including Firefox, Safari, Chrome, and Internet Explorer.

Presentations and Product Demonstrations

(Only if selected by the committee. Not a submission requirement)

Vendors who submit a proposal in response to this RFP and are selected by the RFP Evaluation Committee will be required to provide an onsite presentation of their proposed solution. This time will provide each vendor an opportunity to clarify or elaborate on the specific elements of their application. Presentations are for fact-finding and explanation of the proposal by the vendor and for questions by the JPSD. A representative of JPSD will contact each vendor by email to schedule the time and location of the presentations. It is expected that presentations will take place during the week of January 29, 2018, however, this date is subject to change and it is the responsibility of the vendor to be present on

the date, time, and at the location requested by the District. The scope of this implementation requires an onsite presentation. The District will not allow or participate in remote presentations for this RFP.

It is expected that vendors will provide a brief demonstrations and explanation of their proposed solution, however, all vendors will be required to present or demonstrate the functions listed below.

Each vendor will have a maximum of two hours (2:00) for their entire presentation, including the demonstration and/or explanation of the required elements, and responding to any questions from the committee. The required demonstrations are as follows:

- Cataloging
 - Importing and editing database records
 - Manual cataloging
 - Handling multiple copies
- Circulation
 - Support for off-line circulation in certain modules
 - Demonstrate basic functions such as circulating materials
 - Process holds/reserves across the district
 - Defined independent school-level circulation policies and District level policies
- Searching the catalog as a librarian and a patron (including materials, digital content, online sources and eBooks)
 - Show web based OPAC with varying age appropriate interfaces
- Reporting
 - Customizable school-level and district-level reporting
 - Dashboard graphs and charts showing most common statistics and information
 - Report distribution methods such as e-mail, sharing within the application, or hard copy print
 - Report that shows the age of the overall collection and by Dewey call number
 - Show a circulation report
 - Show a report of “dusty” non-circulating items
 - Print a shelf list
- Inventory
 - Independent school-level inventory processes without disruption of normal circulation activities
 - Support of handheld devices to support remote inventory
 - Configuration and setup features for mobile functionality (including support for circulation, searching and access to digital content using mobile devices).
- Notifications
 - Demonstrate electronic notifications for things such as new acquisitions, fines, overdue materials to staff and/or students (email, SMS, etc.)
- Explanation/presentation/demonstration of migrating existing school catalogs into the new system
- Demonstrate specific integration with 3rd party providers such as EBSCO, Overdrive, online magazines, the Mississippi Magnolia databases, or others
- View and search other school library catalogs for interlibrary use and loans

- Add web links and other online resources such as videos to the catalog at the District level and school level
- Adding/attaching MDE standards for College and Career Readiness to resources in the catalog
- Global settings and security roles and levels of access
 - Ability create policies at the District level that filter to all schools such as calendars
 - Ability to add records and catalog at the District level
- Printing bar code labels and patron bar codes and fine letters

Description and Outline of Proposal Requirements

Technical Section

Integration with Student Information System

The District uses a hosted, online student information system (SIS) called SAM Spectra from Central Access Systems in Ridgeland, Mississippi (<https://centralaccessnet.wordpress.com/>). It is the District's intent to acquire a library automation system that will accept nightly uploads of student and staff information, including class rostering. This direct connection must be automated and cannot require daily attention from District technical staff. The District currently supports nightly SFTP uploads to various vendors, as well as using the 3rd party application Clever for instructional applications. The District is open to other methods of uploading nightly data. Vendors should provide a brief explanation of how data will be uploaded into their application on a nightly basis. The explanation can include all data elements that could be included should the district choose to do so.

Data security is of paramount concern to the JPSD. Vendors should include whitepapers or technical descriptions of their company's data privacy policies, as well as descriptions of back-ups, disaster recovery and/or physical data security provisions.

Questions about the capabilities and functionality of the SAM system should be directed to Central Access at 601-936-3802.

Single Sign On

The JPSD seeks to use single sign on as much as possible. All students have a GSuite account (formerly Google Apps for Education) and all adult staff have both a GSuite account and a Microsoft Office 365 account. The District also currently uses Clever, but would be amenable to other options.

The goal is to leverage existing credentials through LDAP or other methods to limit authentication frustration. Please describe or attach any SSO options available for students and/or staff members if any are available. If no SSO options are currently available, please describe or attach the recommended methodology for user account creation including the creation and management of user accounts and passwords. The District has no desire to manually create and manage user accounts or user passwords.

Technical Support

Vendors should include or attach a description of the technical support that is included with the proposed solution. If there is an extra cost for anything outlined here, that should be clearly noted in the budget proposal. Please outline these areas:

- Types of support (email, online chat, phone, knowledgebase, etc.)
- Hours and days of support
- Online training and/or support options
- Is the support limited to specific, named individuals? Are the number of support contacts limited?

Merging Existing Catalogs into the New Program

The District currently has 58 completely separate catalog and patron databases, almost all of which contain overlapping bar codes and bar codes that are the same across different buildings. We are seeking to select a vendor who can provide the District with a solution that will allow us to have a centralized, unified catalog to better manage and understand our library collections.

The JPSD does not want to re-barcode books, nor have to make significant changes to our existing catalogs or databases in order to create a unified system. Please describe or attach the methodology used to successfully take our existing databases and import/merge/convert them into your program without requiring the re-barcoding of books, nor destroying the integrity of our catalogs.

Vendors may email a request for student enrollments and library collection size if necessary.

References

Please use the chart below to include the contact information for three references. References can be out of state, but should be of similar size. Please note why this person is listed as a reference. For example, “converted to our product from another solution,” “same size district,” or “uses LDAP for SSO.”

School District	Name	Email Address	Phone Number	Why is this person a reference?

Cost Breakout and Budget

Each vendor shall provide the cost for the items and information listed below. Each vendor should recommend and submit pricing based on what is needed to ensure a successful implementation of the proposed solution based on the requirements outlined in the proposal.

Each vendor is required to complete the tables below “as is” with the total dollar amounts in order for their proposal to be considered.

Vendors may choose to include additional information with ala carte pricing for things such as additional technical support options, additional modules or services, additional professional development days, or hardware such as scanners, but those items should not be included in the actual pricing unless it is required for a successful implementation. Any additional ala carte pricing information provided by the vendor will be used as information only and will not be used in the decision making process or scoring.

- **Vendors must also include a formal price quotation for the year one cost.**
- **If there is no cost for an item in the table, please enter “0” or “no cost.”**
- **The total number of sites for this cost proposal is 58.**

	Year One Cost	Year Two Cost	Year Three Cost
Data Conversion Cost – cost to import existing JPSD library catalogs into the new circulation system			
Hosting fees if applicable			
Data import or integration service(s) from SIS to vendor (including rostering)			
Support for Single Sign On (Google, Microsoft, or other)			
Technical Support (including annual technical support, application updates, project management, end user support, etc.)			
Professional Development – per day cost and the number of recommended d (Example: 5 days X \$3,000 per day = \$15,000)			
Application/Subscription cost – this is the annual cost for the program itself for 58 locations. (Example: 58 schools X \$750 per year = \$43,500)			
Other cost(s) if required (must describe in detail on a separate page)			
Total Cost Per Year			

Scoring of Proposals

The JPSD RFP Evaluation Committee shall score proposals that are deemed to be responsive and include all of the requirements. Non-responsive proposals shall not be scored. A "responsive" proposal conforms in all material respects to the RFP and includes all of requirements. The proposal may be deemed "non- responsive" if any of the required information is not provided, the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP, the cost far exceeds the available funds for the project, or the proposal is clearly not within the scope of the project described and required in the RFP.

Each required element of the proposal will receive a score according to the guidelines below.

Requirements	Possible Points	Points Awarded
Data Integration with Student Information System	5	
Data Security and Data Privacy	5	
Single Sign On Capabilities	5	
Technical Support Options	5	
Description of Merging Databases into the Unified Catalog	10	
Cost/Budget	20	
Presentation and Demonstration of Required Elements	50	
Total Points	100	

For questions, see page one (1) for RFP proposal project administrator contact information.