Blue Valley Unified School District No. 229

Library System RFP #23001
Addendum #1: Questions Deadline (7/15/2022)
Issuance Date: July 20, 2022

Q1.   We would like to confirm the SIS you are currently using is Synergy from Edupoint?

A1.   Yes.

Q2.   Which system do you use / how do you currently track your laptop inventory?

A2.   IT uses Hayes Software to track laptop inventory and that has no impact on the library system or the purchase of a new system.

Q3.   You mention additional sites: a Center for Advanced Professional Studies, Blue Valley Academy, an Early Childhood and Conferencing Center, and several administrative buildings. Do any of these buildings include libraries? If so, how many?

A3.   Yes, we have 4 libraries set up that are not K-12 buildings. They are DO (District Office), Hilltop (Early Childhood), LTS (Library Tech Systems), and Blue Valley Academy.

Q4.   Page 9, Centralized Administration Questions, 37. Ease of maintenance of components. Please clarify what type of components. Could you please provide an example?

A4.   We are just wanting to know the ease of use or user friendliness of the components and abilities mentioned in the other questions in this section. Of the items mentioned, how difficult are they to use or maintain?

Q5.   Page 8, question 11 - How is system client or user access activity determined? By the number of district users, items, workstations, average circulations?
Question: Please expand on this question - does this pertain to the structure of the pricing of the system or something else?

A5.   Yes, this was in reference to the structure of pricing and how that is determined (by # of schools, students, etc.).

Q6.   Page 10, question 55 - What value-added services are available? Review? Read-alike info? Novelist? I see elsewhere in the RFP LibGuides and OverDrive/Sora are mentioned but would like to know of any other services or systems that you currently have integrations with or any that you are planning to integrate with so that we can include that information in our response.

A6.   Potential integrations might be LibGuides, OverDrive/Sora, Synergy, ClassLink, Canvas, databases we purchase at the district and building level, and Syndetics (We aren't sure on this one—depends on vendor catalog features).

Q7.   Regarding the demographics of the Blue Valley School District, please identify and list the total number of libraries and digital and media collections we need to include in the proposal.

A7.   22 – Elementary libraries, 9 – MS libraries, 5 – HS Libraries, Blue Valley Academy, Hilltop, District Office, Library Technical Services

Q8.   Are the school libraries open or closed during the summer months? Please provide us with their hours if they are open during the summer.

A8.   Essentially, our libraries are closed in the summer. We have a few elementary schools each summer (2-3) who have summer library. Their hours and days of the week vary, but it's usually only one morning per week.

Q9.   Please briefly describe the district's current workflows for acquiring, cataloging, and processing new items throughout the district. Is everything done at the district's central office or building level, or is it a combination?

A9.   Orders are determined and placed by building librarians. Librarians share the orders with our library processing department. Once a purchase order is created library processing releases the orders to the vendors. Vendors ship the items to library processing where they are checked for quality and added to our federated catalog. Once an order is cataloged, it is sent to the owning school, the library receives on the item transfer, completes any additional labeling (genre information primarily), then the item is shelved. School libraries do not catalog any of their orders. They do have the ability to create brief title records if needed, but those materials eventually must be sent to library processing for record cleanup.

Q10.   What type of barcodes, and are they all standardized throughout the school district. Are there any overlapping barcodes, or does each school have a unique range?

A10.   Codabar 14 digit with 30229 as our beginning fixed characters

Q11.   What brands and types of barcode readers/scanners and receipt printers does the school district currently use with their existing ILS?

A11.   We mainly use Honeywell 1300 g scanners. We do have some Honeywell Voyager 1250 scanners. We do not use receipt printers. Inatek BCST-70 wireless. IT3800 Welch Allyn. We are phasing out our Welch Allyn scanners.

Q12.   Is the district planning to purchase exit services for data extraction from their current ILS vendor? If so, how many exports are being provided?

A12.   We know we have ability to pull our data. We aren't sure if we will or need to purchase exit services. We don't how many exports would be provided at this time.

Q13.   What type of SSO does the school district currently utilize? Does the district use Clever or ClassLink?

A13.   We leverage Microsoft Azure AD SAML/OIDC for SSO. The preferred rostering tool is Classlink. I'm attaching our minimum requirements doc that should help any potential vendor understand our needs.

Q14.   Are there other 3rd party services not already mentioned that the district is considering and wants to have integrated with the new ILS?

A14.   None that we know of at this time

Q15.   When was the last time the district did an OCLC Reclamation Project? Does the district regularly submit items to OCLC for additions/deletions? If so, how often?

A15.   We've never done an OCLC Reclamation Project. We submitted all of our records in 1992 but we have never updated them. We need to do a cleanup of this, as it is used as a resource by our central cataloging department.

Q16.   Does the district currently subscribe to a MARC Authority Service? If so, which vendor is currently providing the service?

A16.   This is provided through our current vendor.

Q17.   How many authority records does the district currently have in its existing ILS?

A17.   A count of all authority records.
Symphony authority selection 3.7.1 started on Monday, July 18, 2022, 2:47 PM
Authority will be selected if authorization level is AUTHORIZED.
142100 authority record(s) considered.
142100 authority record(s) selected.

Q18.   We noticed that the pricing/cost structure has acquisitions and serials listed as components for the ILS application but not indicated as part of the Desired Qualifications of the ILS. Do these modules need to be included? If so, could the district provide details of what level of integration and ILS qualifications the district wants?

A18.   So those were modules we pulled across from our current system that we actually do not use. We should have removed Serials as we have no need for it. If you have Acquisitions, it would be a module we'd be interested in looking at how it works and how it's priced out.

Q19.   How many district sites will need licenses?

A19.   All of those mentioned in question 7, so a total of 40.

Q20.   If we submit our response via email, does a hard copy still need to be mailed to the District?

A20.   No. Emailed response is preferred.

Q21.   Are electronic signatures acceptable?

A21.   Yes.

Q21.   Is your current system virtual or hosted?

A21.   We are currently using SAAS to host our system.

Q21.   Where should we put the references in our proposal?

A21.   Please include your references in the Mandatory questions section of your response. The references section is listed in section V of the original proposal. Please list four (4) references of comparable size to the District who have used your ILS on a regular basis within the past five (5) years (preferably K-12 Kansas school districts) or who have recently purchased your product.

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TERMS AND CONDITIONS COMPLIANCE

I have read, understand, and agree to comply with the Scope Modifications, Terms and Conditions as found and specified in the provided answers as part of the RFP Addendum 1 to RFP # 23001.

Any exceptions must be documented. **This form must be returned, signed by an authorized party, with the Proposer's response to the bid.**

Yes _____ No _____

_____
Signature

Exceptions:

_____

_____