



DEPARTMENT OF FINANCE
Oscar Knott, CPP, CPPO, VCO
Purchasing Director

Addendum No. 2

Date: April 5, 2023
Request for Proposal: #23-2500-2EMF Library Materials and Services for Henrico County Public Schools
Receipt Date/Time: April 19, 2023; 2:00 p.m.
Subject: Date for Oral Interviews

Ladies/Gentlemen,
Please make the following corrections, deletions and/or additions to the above referenced IFB:

Appendix 3 has been Revised – see attachment.

Sec.VIII.5. – Tab 4 – Implementation and Services Approach

Add item k. – provide a link to your firm’s “online catalog”.

Sec.VIII.7 – Tab 6 Reference

Remove wording “Attachment C”. Offerors shall still provide references in this Tab.

Questions and Answers are on the following pages.

All other specifications and General Terms and Conditions shall remain the same.

Bidders must take due notice and be governed accordingly. Failure to acknowledge this addendum may result in your bid being declared non-responsive.

Sincerely,
Eileen M. Falcone
Assistant Division Director
Fal51@henrico.us

ACKNOWLEDGEMENT:

Signature: _____

Print Name: _____

Company: _____

Date: _____



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

DEPARTMENT OF FINANCE
OSCAR KNOTT, CPP, CPPO, VCO
PURCHASING DIRECTOR

RFP 23-2500-2EMF
Library Materials and Services for HCPS
Questions and Answers
April 5, 2023

1. Where should Attachment E/Certificate of Insurance be included in the proposal?
Answer: Only the Successful Offeror will be required to provide the Certificate of Insurance.
2. Appendix 3 lists ISBN 9781624061547 for the title "Two Truths and a Lie". However, that ISBN is for the title "Divergent". Which title should we use?
Answer: Corrected – See attached Revised Appendix 3
3. Appendix 3 lists ISBN 9780195128789 for the title "50 Events that Shaped American History: An Encyclopedia of the American Mosaic. However, that ISBN is for the title "The Oxford Dictionary of American Arts and artist". Which title should we use?
Answer: Corrected– See attached Revised Appendix 3
4. Appendix 3, Line item 6, is not available as a box set. Should I include the individual items the set is composed of?
Answer: Item 6 is an individual book, so there is not a box set associated with this item
5. How many schools currently use theft detection? What theft is used?
Answer: None of our schools use theft detection.
6. How many schools are currently using the school labels?
Answer: For required labels refer to specific instructions for attaching labels in Section II.B.6. Processing Specifications (pages 5-6).
7. Will the district sign an NDA in order for financial information to be shared?
Answer: No, HCPS will not sign an NDA. If the offeror has proprietary information within their proposal, they will need to address that in Attachment D.
8. Attachment C is for the Virginia State Corporation Commission (SCC). However, Tab 7 for References indicates that there should be a form for references, also referred to as Attachment C. Can you provide the appropriate attachment for references?
Answer: Attachment C is correct for the SCC information. Item 7, Tab 6 References – Offerors shall provide the requested information in this tab but there is no Attachment for this. See Addendum 2

9. Are there firm time slots for the presentations on May 11th? If so can we schedule a specific time?

Answer: See Addendum 1 regarding the date change. No, Offerors cannot schedule a specific time slot.

10. Appendix 3, line 3. The ISBN listed is a match to a DVD called Divergent but the line is listed as a book called Two Truths and a Lie. Do we follow the ISBN or the Title? If it's the title do you have a new ISBN number?

Answer: See response to Question #2 Corrected– See attached Revised Appendix 3

11. Sec.II.B.10 – Service Requirements –The Successful Offeror Shall provide a complete online listing of titles available, updated at least semi-annually. Would our online catalog suffice for this need, which is updated daily with a new availability?

Answer: Yes. We would want to be able to view it, so if there is a sign-in required, a temporary user for this RFP process would be required. See Addendum 2.

12. Sec.VIII.B.5 – Tab 4 e and f – Confirm that you do not require any physical books be sent for samples: only an order confirmation (section e) of the titles on Appendix 1, and MARC records (both electronically and on paper) for the titles on Appendix 3.

Answer: Offerors are to provide" physical sample" books for Appendix 3 as stated on Appendix 3, applying cataloging specifications from Appendix 2. Appendix 1 Offerors are to prepare a demo confirmation and detailed invoice per requirements listed on Appendix 1.

13. Appendix 3 - If a title doesn't match the ISBN listed, which should we follow for the sample the title or the ISBN?

Answer: See response to Questions #2 and #3 – See attached Revised Appendix 3

14. Appendix 3 - The ISBN next to the title Two truths and a lie: forces of nature (BOOK/NONFICTION) comes up as the title Divergent by Veronic Roth. Can you please confirm that you would prefer a sample of Two truths and a lie: forces of nature and not Divergent?

Answer: See response to Questions #2 Corrected– See attached Revised Appendix 3

15. Appendix 3 - The ISBN for 50 events that shaped African American history does not match the title either and comes up as The Oxford Dictionary of American Art and Artists. Please confirm which title is preferred.

Answer: See response to Question #3 Corrected– See attached Revised Appendix 3

APPENDIX 3 -REVISED

Description of Henrico County Public Schools Sample Titles with ISBN's

For this demo file, please provide for each item a fully cataloged record, in full MARC21, and following HCPS cataloging specifications in Appendix 2. All copies should be assigned to the IMC in |h of the 949 tag. Include sample barcode labels and hard copy samples for all submissions. Alternate editions of the same title and format are acceptable.

<u>ISBN</u>	<u>Title</u>
9781987162301	Child of the dream : a memoir of 1963 (AUDIOBOOK)
031398272137	The glass castle. (DVD)
9780062418838	Two truths and a lie : forces of nature (BOOK/NONFICTION)
9780593353295	She persisted in science : brilliant women who made a difference (BOOK/COLL. BIO.)
9781338752472	Bessie the motorcycle queen (BOOK/BIOGRAPHY)
9780063029149	The weight of blood (BOOK/FICTION)
9781642656053	Representative American speeches, 2019-2020. (REF. BOOK)
9780325132341	Teaching writing in small groups (BOOK/PROF.)
9781368072243	An Elephant & Piggie. Biggie!, Volume 5 (BOOK/STORY COLL.)
9781440837869	50 events that shaped African American history : an encyclopedia of the American mosaic (BOOK/REF. MULTIVOLUME WORK)
9781773213750	Salma the Syrian chef (BOOK/EASY)
9781338766912	I survived the attack of the grizzlies, 1967 (GRAPHIC NOVEL)
9781338601183	Agallas (GRAPHIC NOVEL, Spanish)

Barcode Range: Use barcodes starting with 55852016361501

**** In addition to the above titles, the offeror(s) shall provide 25 MARC records representing Newbery and Caldecott titles, including a representation of various formats.**