ADDENDUM NUMBER 1

DATED APRIL 29, 2021
TO
SPECIFICATIONS TO REQUEST FOR BIDS #21104
FOR
INTEGRATED LIBRARY SYSTEM

The above entitled specifications are hereby modified as follows and except as set forth herein otherwise remain unchanged and in full force and effect.

Clarification
These definitions should be used when responding to the RFP

Definition of "Integration"
A third-party application used to support workflow or solve for the limits of the ILS, and which interacts with the ILS. This could be facilitated, for example, with an API.

Definition of "Migration"
Extracting data from the current ILS, transforming the data to meet the requirements of and work within the structure of the new ILS, and loading the data into the new system. This includes multiple iterations of testing and adjusting along the way before the new system goes live.

Questions and Answers

1. **Question:** Our office is currently closed due to the COVID19 circumstances, would UMS consider electronic submission? a. If UMS will not consider electronic submission, would UMS consider a week extension?

    Answer: Per procurement policy an electronic submission is not acceptable. The submission must be provided as outlined in the RFP.

    We will not be extending the due date.

2. **Question:** Do we need to provide financial stability statements for our company?

    Answer: This is not required

3. **Question:** Volume I - Written response to Information for Respondents and General Conditions – can you confirm which specific sections require a written response within this section?

    Answer: Starting on page 4

4. **Question:** Would University of Missouri consider pushing the deadline for proposals back by at least 10-14 days?

   Answer: See response to item 1

5. **Question:** Due to our office being closed from COVID-19, can it be confirmed if electronic signatures are permitted?

   Answer: Yes. Electronic signatures can be used

6. **Question:** Please provide the following information about the size and composition of your library collections. Please provide the numbers for:
   • Total number of bibliographic titles (including e-books)
   • Total number of unique e-journal titles
   • Total number of digital objects
   • Size of your digital collection (in MBs)?

   Answer: The following information is a fraction of our collection. This is to purely provide an idea of our print and ebook collections

   We did not include digital objects or size of digital collections because we do not use the ILS to manage those assets and their associated metadata.

   UMKC:
   print- 2,865,422 (1,178,903 of total are microforms)
   ebook-1,982,913
   UMSL:
   print- 711,863
   ebook- 1,073,472
   MST:
   print- 782,242 (174,289 are microforms)
   ebook- 614,427
   MU:
   print- 3,542,646
   ebook-1,169,928

7. **Question:** What is the total number of individuals who will require login access to the system (including part-time staff)

   Answer: MU & MU Law: 139 (FTE), UMKC: 125, MS&T: 30, UMSL: 32

8. **Question:** What is the total number of end users and patrons (that is, FTEs) who need access to library online services?

   Answer: UMSL: 8500 FTE for FY20, MU: 31,103 FTE for FY21, MS&T: 7645 FTE for FY20, UMKC: 11,340 for Fall 2019

9. **Question** Due to the COVID Pandemic our offices are closed. Will you accept digital signatures?

    Answer: See response to item 5

10. **Question:** Would you provide us an extension in order to fully answer all questions, forms and ship this response?

    Answer: See response to item 1

11. **Question:** Please describe your current relationship and workflows with MU Health System as well as the Missouri Historical Society? Are there plans for how you would like to work with them in the future?

    Answer: Libraries associated with the State Historical Society are interested in continuing our current relationship with the UM Libraries and share in the ILS. The MU Health System doesn't have a separate library. However, the library associated with the School of Medicine, and considered a specialized library within the University Libraries hierarchy, will be part of the shared ILS.

12. **Question:** Do you have an expected timeline for evaluation, vendor presentations, and selection?

    Answer: A timeline has not been defined. More information will be provided post the submission due date

13. **Question:** Would a Word/PDF version of Attachment E Desirable Characteristics be acceptable so we can provide full responses with some meaningful screenshots and diagrams (keeping all numbering/formatting from the Excel)?

    Answer: Yes

14. **Question:** How do the four campus libraries currently circulate among themselves? Do you allow cross-campus borrowing or use some other method?

    Answer: Yes. We circulate among the four campuses and allow cross campus borrowing.

15. **Question:** Page 16 states Volume I must include "Written response to Information for Respondents and General Conditions."
    Does that refer to the "Respondents and General Conditions" section on pp. 4-14? If so, are we required to respond to each item in that section?

    Answer: Yes. A response to each item is not necessary

16. **Question:** Page 16 states responses must be submitted in hardcopy and on flash drive.

    Answer: Yes. A hard copy must be submitted (by the due date and time outlined in the RFP) with an electronic drive with a PDF

17. **Question:** Page 35 provides a Certification of No Boycott of Israel Form. Where should we place this in our response?

    Answer: That should be submitted as part of Volume 2

18. **Question:** We have one more clarification question to ask. We have noticed that the "See our Vendor Requirements" link within the "Information Security Requirement Questionnaire Attachment DITSRQ.xlsx" questionnaire form does not seem to resolve, and an error confirmation dialogue window presents instead.

    Could it be confirmed that the link is supposed to resolve to this location? https://digitalaccess.missouri.edu/purchasing-technology/

    Answer: https://digitalaccess.missouri.edu/purchasing-technology/

19. **Question:** The "IT Standards and Requirements Questionnaire (ITSRQ)," (Attachment D) includes a link to an online Accessibility Form under the "Accessible ICT Standards" tab. The form states that it must be completed for every product.
    Instead of us completing that form multiple times, would you accept our Accessibility Conformance Reports for each of our proposed products?

    Answer: Yes, this is acceptable.

THE CURATORS OF THE UNIVERSITY OF MISSOURI

Melissa Wampler

By: Melissa Wampler, MS, PMI-PBA
        IT- Strategic Sourcing Specialist
        University of Missouri System Procurement