



SUBJECT: Amendment No. 1 to Request for Proposal No. 1116

DATE OF AMENDMENT: January 30, 2015

DATE OF RFP RELEASE: January 16, 2015

DATE AND TIME OF OPENING: February 12, 2015 @ 12:00 PM PT

AGENCY CONTACT: Karen Starr, Deputy State Librarian

The following shall be a part of RFP No. 1116 for Statewide Library Database Packages. If a vendor has already returned a proposal and any of the information provided below changes that proposal, please submit the changes along with this amendment. You need not re-submit an entire proposal prior to the opening date and time.

1. Will we be able to present the databases to a committee?

Following the evaluation and scoring process specified in section 10 of the RFP, the State may require vendors to make a presentation of their proposal to the evaluation committee or other State staff, as applicable. The State, at its option, may limit participation in vendor presentations up to the four (4) highest ranking vendors. The State reserves the right to forego vendor presentations and select vendor(s) based on the written proposals submitted.

2. What databases are now on the statewide NSLA website? Please provide the annual value of the contract(s) resulting from the last RFP.

The current vendors are EBSCO, ABC-CLIO, Gale Cengage, World Book, Brainfuse, and Learning Express. Each contract cycle identifies the best possible database package(s) for statewide licensing based on the proposals submitted by the vendors bidding during that contract cycle. A copy of each current contract can be obtained by contacting Karen Starr and paying for copying and mailing charges.

3. Is the pricing just for the State of Nevada or should the pricing include existing Nevada libraries using the same databases?

NSLA will procure and administer contract(s) with selected vendors for statewide licensed electronic resources on behalf of Nevada's libraries statewide, depending on the funding available and the products selected. All billings for the chosen statewide contract products will be addressed to the NSLA for services provided under the selected vendor(s) contract. In the case of libraries that have already licensed the selected databases, the vendor must provide information on how they will reimburse said library.



4. Will the State be helping to pay for other libraries databases?

Vendors not chosen for the statewide contract will be listed on the statewide electronic resources contract for individual purchase locally by Nevada libraries.

5. If a vendor's products meet the criteria of both categories, individual and comprehensive, should the vendor submit multiple proposals for the same product under each category?

In the RFP response, provide a description (300 words or less) of the product(s) being proposed. State whether the product(s) are a comprehensive package with a variety of databases and/or an individual product or database. In the description indicate which category(ies), the package and/or individual product(s) address.

6. If a vendor is submitting multiple products, should they provide separate response proposals for each product, i.e., multiple staff resumes, technical requirements, etc.?

A vendor's proposal must include information about the product(s) being proposed whether they are an individual product, multiple products, and/or comprehensive package(s). All packages and products being proposed appear in the same single proposal.

If a complete response cannot be provided in the RFP's 3.04.18 table without referencing supporting documentation, such documentation should be provided with the proposal indicating the section where the supplemental information can be found. Responses to the technical questions in 3.04.18 appear in the same order as presented in the tables with the same headings.

7. Page 14, paragraph A.1, reads in part: "Description: provide a description (300 words or less) of the product(s) you are proposing." We may propose a dozen products or more. Does this specification require a limit of 300 words *per product*, or an aggregate 300 words for all products?

It requires an aggregate of 300 words for all products.

8. If the answer to the previous question is an aggregate 300 words for all products, may we provide fuller product descriptions elsewhere in our proposal?

If a complete response cannot be provided in the RFP's 3.04.18 table without referencing supporting documentation, such documentation should be provided with the proposal indicating the section where the supplemental information can be found.

9. Due to the generalized nature of this database RFP, there is not a section/requirement addressing the quality or selection of online tutors in response to section 3.04.11 Homework Help Resources. Is there a section where it is preferred we include this information? May we substitute "subjects" for "titles" in requirement A-2 as the proper section within the response to include the complete list of subjects for which online tutoring is available?



The RFP is a legal document and becomes part of the awarded contract. The language in the RFP does not change. If a complete response cannot be provided in the RFP's 3.04.18 table without referencing supporting documentation, such documentation should be provided with the proposal indicating the section where the supplemental information can be found.

10. We are not yet set up to do business in Nevada. If rewarded, can we register upon award?

Pursuant to NRS §80.010, incorporated companies must register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS §80.015. The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the Office of the Secretary of State pursuant to NRS §76. Information regarding the Nevada Business License can be located at <http://sos.state.nv.us>. The Contract start date, contingent upon BOE approval, is July 1, 2015.

11. On the proposed staff resume form, we are not clear on the terms used: Contractor as opposed to Vendor. We do not use subcontractors and our staff is internal. Additionally, regarding Client- please clarify.

The companies submitting proposals in response to this RFP will hereafter be referred to as "vendors". The contractor is the company or organization that has an approved contract with the State of Nevada for services identified in this RFP. The contractor has full responsibility for coordinating and controlling all aspects of the contract, including support to be provided by any subcontractor(s). The contractor will be the sole point of contact with the State relative to contract performance. Clients are private, state and/or large local government entities for which similar projects have been performed.

12. Page 65 (Attachment H, Cost Schedule) lists '(4) Public K12 libraries only' and page 70 references 'Private K-12 schools. Should pricing for K-12 private schools be included in our pricing? If yes, where should we incorporate the cost?

The data provided in Attachment H is for references purposes, and it not intended to suggest that all listed libraries and institutions will participate. Cost proposals should designate the specified audience segment (K-12, public libraries, academic, etc.) or Nevada statewide access. Pricing for private K-12 schools should be included as a separate cost proposal as either a Nevada Statewide Licensed Package or pricing for Local School, Public, Academic, and Special Library Purchase.

13. What is the overall budget for the statewide library database package project?

Funding is dependent on state and federal resources. The exact amount is not available at this time.

14. Please clarify the expectation of access for students and K12 institutions. Would a contract award include public library access only?

Proposed database packages as outlined in the RFP Attachment H Cost Schedule includes an option for (1) a combined statewide purchase price, (2) academic libraries only, (3) public libraries only, and (4) public K-12 libraries only. NSLA will procure and administer contract(s) with selected vendors for statewide licensed electronic resources on behalf of Nevada's libraries statewide, depending on the



funding available and the products selected. NSLA is examining several alternatives of providing this Statewide Library Database Package and may decide, after reviewing proposals submitted, to award some or all of the RFP to one or multiple vendors, award a contract based on a single library type, or not to enter into any agreement.

15. Would statewide pricing for public libraries only adversely impact scoring?

Statewide pricing for public libraries only will not adversely impact scoring based on the Attachment H Cost Schedule as outlined in page 65-66 of the RFP.

16. Can we provide unlimited access pricing for public libraries and session range pricing for K-12 and academic libraries?

Vendors must provide detailed fixed prices for all costs associated with the responsibilities and related services for a statewide license for a proposed package of databases. Clearly specify the nature of all expenses anticipated. Include a list of package titles and proposed license amount for each title. Use the cost matrix Attachment H provides to itemize costs for each database package proposed. Be very clear in describing what is included in the proposed solution. Include and itemize any expansions or optional add-ons to the proposed solution. Include the pricing structure or metric used to determine pricing and other costs not already listed.

17. We are in the process of contacting our potential references for the completion of Section 4.3, Business References, and would like to ask if the Nevada State Library and Archives would consider extending the deadline for references to be submitted, currently listed as 4:30pm January 30, 2015, to allow our references to complete and submit the required questionnaire with adequate time to do us this favor.

Please read RFP 1116 carefully. In order to be considered in the bid process, all deadlines must be met.

18. Due to the Midwinter Conference would you be able to grant an extension for the deadline of the submittal of Reference Questionnaires.

Please read RFP 1116 carefully. In order to be considered in the bid process, all deadlines must be met.

19. The Northeast region of the US experienced a major storm, and several states declared a State of Emergency for two days. In light of offices closing during this time, would the State of Nevada consider extending the due date for this proposal?

Please read RFP 1116 carefully. In order to be considered in the bid process, all deadlines must be met.

20. In RFP 1116, page 31, section 9.1.6.5, General Submission Instructions, it states proposals be contained in re-usable binders rather than with spiral or glued bindings. In light of the earlier statement that the State of Nevada is continuing efforts to reduce solid waste and to further recycling efforts, may we eliminate binders entirely and deliver the stated number of copies each stapled with an appropriate cover sheet?



Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. For ease of evaluation, the proposal must be presented in a format that corresponds to and references sections outlined within this RFP and must be presented in the same order. Each section within the technical proposal and cost proposal must be separated by clearly marked tabs with the appropriate section number and title as specified. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. Copies must be submitted in a manner that keeps each copy intact.

21. Page 33, paragraph 9.2.3.4.E, refers to “Copies of applicable certificates and/or licenses.” Please confirm that this paragraph does not apply to this RFP. If it **does** apply to this RFP, please completely define those “certificates and/or licenses” required for inclusion with our proposal.

Paragraph 9.2.3.4.E applies to this RFP and any applicable certificates and/or licenses must be included.

22. Page 20, paragraph L-1, instructs us to “Briefly describe any content or products being offered at no additional cost...” A single collection among the products we will offer at no additional cost does **not**, by requirement of its publisher, offer the remote access described as mandatory on page 13, paragraph 4. If we offer this collection at no additional cost, will its inclusion cause our proposal to be rejected?

Requirements set forth in the mandatory section of 3.04.18 are mandatory and indicate the minimal requirements that must be addressed by the Vendor, capabilities that must be provided, or minimum performance levels that must be met by the Vendor. These requirements will be evaluated on a Pass/Fail basis. Those proposals not passing this evaluation level will be eliminated from further evaluation. Web-based products: databases must be accessible and fully functional via the Internet and viewable using a standard Internet browser (e.g, full support of IE, Firefox, Safari, and Chrome). Remote access is defined as access from locations other than library or school buildings. Indicate whether the proposal includes remote access to the database(s) at no additional charge.

23. Regarding RFP 1116, can you clarify which age levels and library types should be addressed in the Comprehensive and Individual categories? In the RFP Overview the Comprehensive category specifically calls out high school, college and adult audiences, but in the more detailed Required Materials section (3.04) there is a separate category for K-8 materials. It appears that Section 3.04.01 is geared toward High School and College, 3.04.2 is intended for K-8 schools, and 3.04.3 is intended for Public Libraries. Is that a correct interpretation?

3.04.1 Reference Databases address secondary school, undergraduate, and graduate-level scholarly research in key areas of academic study. 3.04.2 Reference Materials focus at the K-8 educational level and search features should include Lexile reading levels. 3.04.3 Reference Materials address the research needs of High School students and Adults. This RFP is intended to elicit proposals from online content suppliers for licensing Internet web-based access to one or more commercial electronic online products hosted by the vendors for all Nevada K-12 school libraries, academic libraries, and public libraries, and for remote use by all Nevada residents during the contract period.



24. Can you also clarify where you prefer to see comprehensive encyclopedia-based products proposed? It may be more straightforward to propose comprehensive encyclopedia databases individually for schools, college, and public libraries rather than putting them all into one comprehensive category, but we want to understand if the Nevada State Library has a preference for the Comprehensive category over individual databases.

Reponses to this RFP will be scored in two different categories: Comprehensive Databases and Individual Products. NSLA does not have a preference.

25. The requested financial information and documentation under RFP Section 4.1.1.3 is considered proprietary confidential information. While we can mark such information as “confidential” in accordance with Section 9.5.2, we need a confirmation from the Nevada State Library and Archives that such information will be protected as “confidential” and not disclosed to any third party or made a part of any public record. In addition, we normally require a Non-Disclosure Agreement (“NDA”) in place in order to provide such information. Please confirm if the Nevada State Library and Archives is willing to sign an NDA and who we should send it to for signature along with confirming that any of the requested financial information requested under Section 4.1.1.3 will be protected as “confidential” and not disclosed to any third party or made a part of any public record.

Any information relating to the amount or source of any income, profits, losses or expenditures of a person, including data relating to cost or price submitted in support of a bid or proposal is considered confidential and is not released upon award of the contract. The term does not include the amount of a bid or proposal. Refer to Nevada Revised Statute (NRS) §333.020(5) (b). The State does not sign vendor forms or documents.

26. Regarding paragraph 4.1.11.3: we are a privately held organization that does not publish financial information. We can provide an independent auditor’s letter about our financial statements and/or a letter from our chief financial officer describing our financial condition. Will submission of only this information result in rejection of our proposal?

This will not result in an automatic rejection of the proposal as long as it shows financial stability.

27. The RFP makes multiple references to “an original signature”. We produce hard copy proposals via direct digital transmission to a commercial printing service, which prints and ships them. Is a digital signature from staff empowered to bind the organization and representing acceptance of the relevant provisions acceptable?

The signature requirement may be met in counterparts and with facsimile and/or electronically scanned copies of the signature page.

28. Section 4.1 PRIMARY VENDOR INFORMATION, includes the following specification: “Number of employees nationally with the expertise to support the requirements in this RFP”. All of our employees support delivery of our services in some manner; please specifically define the expertise required to be counted in response to this specification.



Provide the number of employees nationally with the responsibilities to support the requirements of the RFP.

29. “Number of employees locally with the expertise to support the requirements identified in this RFP”. For the purposes of this response, what constitutes a local employee?

Employees located in Nevada. Indicate whether there are any.

30. Regarding Attachment G – PROPOSED STAFF RESUME: we do not provide staff resumes in our proposals due to privacy policies, and instead provide a brief biography/work history for each key staff member. Will provision of such biographies (which will not provide all of the information listed in the “Proposed Staff Resume” form) eliminate our proposal from consideration?

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff using the State format.

31. If the answer to our previous question is “yes” and we must provide full resumes for our proposal to be considered, we have the following questions about the PROPOSED STAFF RESUME form. (Please note that we do not use subcontractors, and will be providing no subcontractor resumes.)

A full resume is not required. The state format is required.

32. To what does *Classification* refer, and what should be provided in response?

NAC 284.038 “Classification” as defined means the systematic process of analytically grouping and allocating positions to classes based on the similarity of actual duties and responsibilities.

33. The individual rows under *RELEVANT PROFESSIONAL EXPERIENCE* include multiple references to “clients” and “projects.” What is desired in response? (Since we are not providing subcontractor resumes, should individual respondents provide information about prior occupations/work? If so, to what would “projects” refer?)

Relevant relates to clients and projects similar to what is requested in the response to this RFP.

34. In response to the *REFERENCES* section, should we provide the personal references typical of a resume? Or is the intent that each respondent provide references from clients with whom s/he has worked?

It is the decision of the responder to determine the type of reference included in the References section.



ALL ELSE REMAINS THE SAME.

Vendor shall sign and return this amendment with proposal submitted.

NAME OF VENDOR _____

AUTHORIZED SIGNATURE _____

TITLE _____ DATE _____