

**Request for Quote (RFQ)**  
**Authority Control Services for**  
**Marmot Library Network**  
**July 18, 2016**

**1. Marmot Library Network**

The Marmot Library Network (Marmot) is a Not For Profit 501(c)(3) Corporation serving and governed by educational institutions in Colorado. Marmot hosts an integrated library system, maintains a union catalog, and provides related services for public, academic, and school libraries.

**2. Description of Current Authority Control Services**

- 2.1. Marmot **currently** has 30 member institutions across Colorado. Marmot hosts their ILS (Sierra) and catalog database.
- 2.2. In July, 2015 Marmot completed a full overhaul of all authorities. No new records have received updated authorities since that date.

Description	Bib Numbers
1. Marmot Bibs that have up to date Authorized Headings via LTI	1,995,159
2. Average number of new bibs added	~16,334 per month ~543 per day
3. Number of bibs added since last gap file (Current as of 7/15/16)	206,515

**3. Services Requested by this RFQ**

- 3.1. Marmot requires comparable service at better prices for providing bibliographic records with updated authorized headings and corresponding authority records for our current database and materials added to the database on an on-going basis.
- 3.2. Marmot requires updated bib records when headings change.
- 3.3. Marmot requires an overview of the process used by bidder to maintain authorities including time to return updated records, importing and exporting records, and any other tools or features that increase the efficiency of the process.
- 3.4. Marmot requires the ability to send a small test file for which bidders would run their full process on to better support Marmot's final decision.
- 3.5. Marmot also requests information on any other record processing features or data clean up options that can also be made available.

**4. Schedule**

July 18, 2016	RFQ posted
<b>July 22, 2016</b>	<b>Deadline for Written Questions</b>
July 25, 2016	Marmot to answer written questions
<b>August 1, 2016</b>	<b>PROPOSAL CLOSING DATE</b>
September, 2016	Marmot to select winning contractor(s)
May-October, 2017	Contractor(s) to complete implementation(s)

**5. Terms and Conditions**

- 5.1. Marmot reserves the right to reject all proposals, reject portions of any proposal, or accept the proposal or proposals deemed most advantageous to Marmot. Marmot may cancel this RFQ at any time and for any reason. Any bidder may be disqualified if the proposal is not clear, comprehensive, and accurate; if the bid is not technically correct; if the bid is not submitted by the due date. All proposals received may be subject to clarification prior to contract award.
- 5.2. All documents provided to Marmot by Contractor will be the exclusive property of Marmot and subject to its use and control.
- 5.3. This RFQ is not a commitment to purchase.
- 5.4. Marmot shall not reimburse Bidders for any costs incurred in the preparation and submission of the proposal. Marmot does not obligate itself with any action taken or cost incurred by Bidder in responding to this Request for Quote.
- 5.5. This bid will be non-exclusive. Marmot reserves the right to purchase services from multiple vendors each of whose proposed services are determined to be the best solution at the best price for one or more specific sites.

**6. Statement of Qualifications**

- 6.1. Detail your firm’s experience providing and maintaining authorized headings for consortia.
- 6.2. Describe how your firm will implement the proposed services.
- 6.3. Identify the site rep who will be assigned to Marmot if you win the bid, including a statement of qualifications and experience.
- 6.4. Provide names and contact information of three clients comparable to Marmot (prefer one long time customer and one new customer).

**7. COSTS**

- 7.1. Itemize fees and terms.
- 7.2. State any guarantees regarding limits to future cost increases.

**8. Bid procedures and evaluation**

- 8.1. Questions may be submitted in writing to User Services Manager Brandon Cole, Marmot Library Network, 123 N. 7<sup>th</sup> Street, Suite 302, Grand Junction, CO 81501 **or** to [brandon@marmot.org](mailto:brandon@marmot.org). Additional information and/or clarifications based on written questions will be sent to all bidders via email. Verbal questions or questions submitted after the Deadline for Written Questions will not be considered.

- 8.2. Should Marmot omit anything from this RFQ that may be necessary for a clear understanding of requirements, or should any instructions appear to conflict, bidders should contact User Services Manager Brandon Cole at 970-242-3331, x121 prior to Deadline for Written Questions.
- 8.3. Bids must be received by email to [brandon@marmot.org](mailto:brandon@marmot.org) with subject line "Marmot Authority Response". Attach proposal documents in current Microsoft Office formats (doc, xls).
- 8.4. LATE PROPOSALS WILL NOT BE ACCEPTED OR CONSIDERED. IT IS THE RESPONSIBILITY OF THE BIDDER TO INSURE THE PROPOSAL ARRIVES AT THE MARMOT LIBRARY NETWORK PRIOR TO THE PROPOSAL CLOSING DATE.
- 8.5. After proposals are opened, a Bidder may be given an opportunity to explain any error, and may request their proposal be withdrawn. Such proposals may, with the approval of the Executive Director, be withdrawn and not resubmitted. Errors, determined by Marmot to be minor, may be allowed in an otherwise acceptable proposal.
- 8.6. The contract shall be awarded based on BEST VALUE as determined by Marmot Library Network. Criteria are not limited to the lowest price, however PRICE is the most important factor.
- 8.7. In the event the selected Contractor believes that a change in, or addition to, work is beyond the scope of this contract, it must notify the Marmot in writing prior to beginning such work.