



ADDENDUM N. 1

“Library Services Platform”

TSC RFP 21-12

The following changes are hereby incorporated into the Request for Proposal “Library Services Platform”. All proposal’s statements submitted for consideration shall be bound by the information contained in this addendum.

***Item Section and Description**

Item 1. Section 3 of the RFP document. Submission of proposals. Submittal Deadline. The new submittal deadline has been moved to **Wednesday, March 31, 2021** at 2:00 p.m. local time.

Item 2. Question and Answer Session:

Question N. 1. Would you consider accepting electronic submissions of the RFP?

Answer: At the moment, we do not accept electronic submissions via email.

Question N. 2. If only print submissions are desired, can the due date be extended?

Answer: Please refer to Item 1 of this addendum for more details on extension.

Question N. 3. We will provide 4 copies of the proposal – can you clarify if you need 1 original/hardcopy in addition (so it would be 5 copies altogether?)

Answer: In total there will be 4 copies including the original/hardcopy plus electronic format (usb).

Question N. 4. On page 7 of the RFP under Section 7. SCOPE OF WORK, it states that your organization strongly prefers that the LSP be open source software. Can you elaborate on what is meant by “open source?” Are you exclusively looking for responses from open source vendors or would you consider RFP responses from vendors with proprietary software?

Answer: We prefer an LSP with open source software available but it is not mandatory.

Question N. 5. Does the library own any local digital assets? Would you want those to be accessible from the LSP OPAC?

Answer: We do not have any digital assets as we are in the process of “building” our library.

Question N. 6. As a result of the COVID-19 pandemic, many employees are working remotely. Would you accept DocuSign signatures where signatures are required?

Answer: Yes, we will accept DocuSign signatures.

Question N. 7. The RFP includes a list of Important Proposal Submittal Documents on pgs. 6-7. Among these are a “Completed Form 1295.” However, later in the RFP (pg. 13), it indicates that at the time the contract is signed, the awarded vendor must submit the completed and signed form 1295. Can you confirm that all vendors are required to submit a completed form with our proposal? If yes, what should we include as the contract number?

Answer: Yes, all vendors are required to submit a completed form along with proposal. There is no contract number and awarded vendor will have to provide that contract number if any.

Question N. 8. Whether companies from Outside USA can apply for this? (like, from India or Canada)

Answer: Yes, it is open to companies outside the USA but form of payment will be in US currency.

Question N. 9. Whether we need to come over there for meetings?

Answer: No, we can use Zoom or Teams for meetings.

Question N. 10. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Answer: Yes, you may.