

Invitation to Bid (ITB) for an Integrated Library System (ILS)
The Alabama Public Library Service (APLS)

Contact Person:

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Introduction:

The Department of Finance Division of Purchasing on behalf of Alabama Public Library Service (APLS) will be accepting bids for the purchase, installation, and maintenance of a client/server Integrated Library System (ILS). Any inquiries or need for clarification in this document should be made to Harry Lensch at 334-213-3929 or email hlensch@apls.state.al.us or to Rebecca Mitchell at 334-213-3901 or email rmitchell@apl.state.al.us

The purpose of this proposal is to obtain bids on an ILS that will replace the current SirsiDynix Unicorn ILS. The new ILS must enable library users and staff to efficiently access materials both in the Alabama Public Library Service (APLS) and from home. The software must be updated to keep abreast of changing technologies.

1. Mandatory requirement:

The ILS shall run on UNIX/Linux and should be updated to keep abreast of changing technologies. No other operating systems will be acceptable. Please provide costs on the enclosed form, along with 5-year maintenance costs.

2. Background Information on Library

APLS serves 4,661,900 people across Alabama. It has a collection of over 44,000 books and periodicals. Staffing consists of 36 employees. APLS's current ILS is SirsiDynix's Unicorn 3.1.2.5 which consists of the AIX server, 4 OPACS, and 10 staff workstations.

	Range
Number of member libraries and branches	1 - 25
Number of bibliographic records	44,792 – 500,000
Number of item records	67,221 – 1,500,00
Number of new titles added per year	200 - 5000
Number of new items added per year	500 – 12,500
Number of Interlibrary Loan transactions per year	1,200 – 31,250
Number of patrons	5,102 – 125,000
Number of new patrons added per year	50 – 2,000
Number of annual circulation transactions	1,200 – 625,000
Number of dedicated PAC workstations	4 - 100
Number of staff workstations	10 - 250

Response to Specifications

Vendors must respond to every functional, technical, and performance requirement contained in the SPECIFICATIONS section of the ITB using the following criteria. Vendor's responses must be in the same order in which points appear in this ITB, and must use the same numbering scheme used in this ITB.

Available	Vendor currently supplies this capability as a part of a general software release . It is included as a basic part of the quoted ILS.
Optional Addition	Vendor currently supplies this capability as a part of a general software release or third party product relationship. It is not included as a basic part of the quoted ILS, but is available as an added cost option. Please give cost information and name 3rd party product if applicable.
Not available	Unable to deliver

For any specifications to which the Vendor answers Optional Addition, Vendor must describe whether the Alabama Public Library Service (APLS) will incur any added cost for the feature, function, product, or service, either as a direct cost of the feature, function, product, or service, or because the feature, function, product, or service will require replacement of or addition to hardware or software originally proposed for initial installation.

Vendors are advised that the State of Alabama is interested in receiving bids from Vendors who can offer a production integrated library system (ILS) already in use by an installed customer base, and that bids for an ILS in an Alpha or Beta phase of development will not be considered. The Alabama Public Library Service (APLS) reserves the right to evaluate all bids solely on the basis of currently existing features, functions, products, or services meeting the specifications as stated.

SPECIFICATIONS

Vendor Name:	Available	Optional Addition	Unavailable
A. System Requirements			
1. The ILS must have a UNIX/Linux operating system.			
2. Full system backups by the local system administrator on an "as desired" basis must be possible.			
3. The ILS must be searchable from the World Wide Web.			
4. The ILS must comply fully with the Z39.50 (version 3) standard on both the client and the server sides.			
5. The ILS must include the following subsystems:			
PAC Portal (including remote patron authentication)			
Cataloging with bibliographic import			
Circulation			
Offline circulation			
Serials			
Z39.50 server			
Electronic ordering (EDI)			

Vendor Name:			
A. System Requirements	Available	Optional Addition	Unavailable
Inventory			
Report writer			
System administration including utilities enabling the import and export of records			
6. The following must be available:			
Enriched content			
Spanish PAC			
7. General release software updates for modules under maintenance must be provided free of charge.			
8. The ILS must enable operators to access any and all ILS functions for which they are authorized from any screen on any workstation; limited only by the Alabama Public Library Service (APLS)'s choice.			
9. The client must not require a separate login to access different subsystems; the initial login must set all privileges for all subsystems.			
10. The ILS must include the following products and services, to the full extent required for successful ILS implementation and operation:			
data conversion services			
software (operating system, database and application)			
server hardware and any additional hardware components or peripherals specific to the proposed ILS.			
policy profiling/generation			
installation and database loading			
education and training			
documentation			
hardware and software maintenance			
11. Vendor must offer a subscription option to enhance the content of the Alabama Public Library Service (APLS)'s catalog records and PAC through automatic web links to:			
book reviews, summaries, and book jacket images			
author biographies and tables of content			
Best Seller lists			
most popular titles, subjects, and authors, based on automatic analysis of the Alabama Public Library Service (APLS)'s recent circulation statistics.			

Vendor Name:			
B. Circulation Requirements	Available	Optional Addition	Unavailable
The Alabama Public Library Service (APLS) considers that all ILS Vendors provide basic/advanced circulation functionality. Following is a list of specific features required by the Alabama Public Library Service (APLS).			
1. For registering new users, the ILS must supply a template containing required fields.			
2. Print capability from any screen.			
3. The ILS must support the ability to enter only the significant digits of the patron barcode for ease of use in the staff client and PAC.			
4. The ILS must make the status of an item apparent in the public access catalog immediately.			
5. Records added on the fly must be added to the bibliographic database.			
6. Records added on the fly will be flagged to alert the operator that complete cataloging is required.			
7. The ILS must sever the link between the item and the user at discharge; however, it must be possible for staff to determine last three users to have charged the item to allow investigation of any damage to item.			
8. The ILS must list outstanding holds for a patron on demand.			
9. The ILS must support RIFD circulation at staff client workstations.			
10. The ILS must allow the ability to permission what patron data staff may or may not view and may or may not modify.			
11. The ILS must check in items using the current date and time, yesterday's date (book drop) and a date and time specified by the Alabama Public Library Service (APLS).			
12. The ILS must prepare a final notice including the replacement price of the item.			
13. The ILS must allow a library to customize messages to print on receipts.			
14. The ILS must allow a hold to be placed by title so that the first available copy will fill the request and by item so that only a specific copy will fill the request.			
15. The ILS must allow the patron to specify reserve notification method by phone or e-mail.			
16. The ILS must allow an operator to enter a last acceptable date for hold, after which the material is no longer needed and automatically cancelled.			
17. The ILS automatically cancels the hold and releases the item if the item is not picked up within the specified time period.			
18. The ILS will hold unlimited amount of text in patron notes.			
19. The ILS will hold unlimited amount of text in patron history as set by library.			
20. Patrons will not be able to see books that have a status of withdrawn or missing.			
21. Patron information must be searchable by at least the following: patron name guardian name patron ID number alternate ID number patron telephone number full patron address			

Vendor Name:			
B. Circulation Requirements	Available	Optional Addition	Unavailable
keywords in patron address city state zip code email address item number checked out			
22. Circulation must support printing of receipts that include transactions related to check-in, check-out, reserves, renewals, and paying/waiving of fines.			
23. All code setups and definitions must be controllable by the Alabama Public Library Service (APLS) – no intervention is required by Vendor to change or add codes.			
24. The ILS must allow multiple workstations to use the same patron record simultaneously without freezing.			
25. Circulation Staff must be able to mark an item missing, lost, or damaged, or add, edit, or delete item notes without accessing other cataloguing functions.			
26. The ILS must include clear audible and visual signals that barcode labels have been read and the information accepted.			
27. The ILS must be able to block item renewal if the patron is delinquent, the title has a hold registered against it, the renewal limit has been reached, or an item is restricted in some other way.			
28. Circulation must allow for Staff to calculate a fine before an item is renewed or checked in.			
29. In the event of a server or network failure, it must be possible to charge and discharge materials off-line on a circulation device and to load these transactions into the on-line circulation ILS at a later time.			
30. During a charging operation, borrower status must be automatically checked, and clear visual and auditory signals must be presented to the operator when any exception is present.			
31. During a discharge operation, a clear visual and auditory signal must be presented to the operator when any exception is present.			
32. The holds queue must be displayed or printable for a title or an item upon request from Staff at circulation workstations.			
33. The ILS must provide on demand a printed list of all titles on hold, with the number of holds for each.			
34. If a title is marked lost or withdrawn, Circulation must prompt Staff if there are holds pending.			
35. The option to place holds by users through the OPAC must be at the Alabama Public Library Service (APLS)'s discretion. The option must be able to be turned on or off by the Alabama Public Library Service (APLS) without Vendor intervention.			
36. The Circulation Module holds must be able to be placed by: staff remote users via the web OPAC			
37. The ILS must allow holds to be canceled manually by patron or Staff.			
38. Library must be able to specify the number of overdue notices and reminders prepared for each overdue item by mail, phone, or email.			

Vendor Name:			
B. Circulation Requirements	Available	Optional Addition	Unavailable
39. Circulation must be able to monitor the inventory status of any portion of the Alabama Public Library Service (APLS)'s collection.			
40. The ILS must allow barcode numbers of items on the shelves to be recorded using a portable scanner. The stored barcode numbers file must then be loaded into the ILS and compared against the item database and transaction files.			
41. The inventory process must identify items accounted for in inventory checks, items found on the shelf with a "non-shelf" status, incorrectly shelved items, and items which the ILS database indicated were on the shelf but were not found by the inventory scanning process.			
42. The ILS must be able to create and track Interlibrary Loans to and from other libraries.			
43. The ILS must be able to perform inventory and normal circulation activities simultaneously without affecting accuracy of the inventory or degrading response times for regular circulation transactions.			

C. Cataloging Control Requirements	Available	Optional Addition	Unavailable
The Alabama Public Library Service (APLS) requires that all ILS Vendors provide full MARC 21 support, authority control, and import/export functionality. Following is a list of specific cataloging features required by the Alabama Public Library Service (APLS).			
1. The ILS must incorporate MARC21 validation tables to verify a high quality and consistency of cataloging input. These tables shall be applied to both imported and manually created records.			
2. The ILS must provide the ability to search a remote Z39.50 database from the Staff client, edit the record as required, and save it to the database without invoking a separate record import function.			
3. Authorized staff must be able to copy existing authority records from selected Z39.50 sites directly into the ILS.			
4. The cataloger must have the ability to indicate that a bibliographic and/or item record is unavailable for retrieval in the PAC.			
5. The ILS must allow cut, copy and paste commands for MARC record editing.			
6. The ILS must combine and overlay records from bibliographic utilities, using library defined match points.			
7. The ILS must supply templates containing required and recommended bibliographic fields. These templates must be modifiable by Library staff.			
8. The ILS must include the ability to produce spine labels individually on demand or batch run, on standard (non-proprietary) printers.			
9. The ILS must accommodate default templates that are user-specific for a given cataloging session.			
10. The ILS must support the ability to globally change bibliographic records.			
11. The ILS must support printing of labels to single sheets or to continuous form feed stock.			
12. The ILS must support labels to be printed as they are generated or print all labels generated in a single operation.			
13. The ILS must support both the 10-digit and 13-digit ISBN standard for searching for bibliographic records and in the duplicate detection process.			
14. The ILS must include a Z39.50 version 3 compliant catalog without additional charge.			
15. The ILS must accommodate:			
personal, corporate and topical name headings in a name authority file			
title, uniform title and series entries in a title index			
subject headings in a subject authority file.			
16. The ILS must be able to match LC or other national standard authority records against the local file.			

17. The ILS authority control subsystem must comply with the Z39.50 ANSI standard.			
18. The ILS' authority control model must generate SEE and SEE ALSO references from authority records to direct online catalog users to other headings as follows:			
see references (aeroplanes to airplanes)			
narrower terms (automobiles to sports cars)			
broader terms (automobiles to motor vehicles)			
related terms (airplanes to flying machines)			
19. The ILS must allow Z 39.50 version 3 searches of multiple databases simultaneously for a single search.			
20. The ILS must have macros for repetitive data entry tasks.			
21. The ILS must include ALA/MARC21 character set fonts.			
22. The Cataloging module must accept, store, retrieve, print, and display diacritical marks.			
23. Library staff must be able to export all or part of the bibliographic database in full MARC21 format without Vendor intervention.			
24. The ILS must possess the capability to toggle between circulation and cataloging screens on the same workstation.			

Vendor Name:			
D. Public Access Catalog Requirements	Available	Optional Addition	Unavailable
Public Access Catalog (PAC) refers to an integrated subsystem that allows patrons to search and browse the bibliographic database according to library specified parameters.			
1. The online catalog must be web accessible and support:			
Internet Explorer 7.0+			
Netscape Navigator 7.0+			
Mozilla Firefox 1.0+			
Opera 8.02+			
Safari 1.2+			
2. The ILS must be fully compliant with the MARC21 and Z39.50 standards.			
3. The ILS must be able to search any Z39.50 compliant database or server. Please detail any costs here to develop/integrate particular targets, if applicable.			
4. The PAC must allow item detail availability to display without leaving the results set.			
5. The PAC must offer a "did you mean" feature.			
6. The ILS must support a multilingual interface: Spanish			
7. The ILS must supply a product that will authenticate remote patrons who use the Web to access online resources.			
8. The ILS must save previous searches done during the same session.			
9. The ILS must be able to qualify searches by type of material as defined by the MARC standard formats (manuscript, map, etc.)			
10. The PAC must support the use of RSS feeds.			
11. The PAC must provide search result relevancy ranking.			
12. The PAC must offer a compressed holdings statement that allows the patron to see quickly whether the Alabama Public Library Service (APLS) owns the particular item.			
13. The ILS must allow printing of the bibliography in several formats:			
brief bibliographic display			
full bibliographic display			
HTML			
MARC			
14. The ILS must allow the bibliography to be saved and accessed at a later time, exported to e-mail or saved to a disk or removable and rewritable drive in several formats:			
brief bibliographic display			
full bibliographic display			
HTML			
MARC			
15. Pre-designed PAC screen themes must be readily available to easily reconfigure the look of PAC screens.			

Vendor Name:			
D. Public Access Catalog Requirements	Available	Optional Addition	Unavailable
16. The PAC must offer the ability to toggle between regular print and large print.			
17. The ILS must allow the Alabama Public Library Service (APLS) to produce custom lists and present them on specific pages			
18. The ILS must allow the Alabama Public Library Service (APLS) to customize the data, labels, and order of data elements in the title displays in results lists.			
19. Library must be able to determine default search settings.			
20. The ILS must allow for dividing the holdings into subsets as defined by APLS (example: Alabama Authors).			
21. Browse title search results must show a summary view with different physical formats (how many books, how many DVDs, etc. for a title).			
22. User must have ready access to related subjects, authors, publishers, years, etc. for the purpose of navigating related information in their search.			
23. The ILS must support NCIP for resource sharing and self service integration with various third party Vendors and regional systems.			
24. OPAC module must be available at all workstations.			
25. The Staff must be able to program a new item delay so that there will be time to shelve the item before it shows up in an OPAC search.			

Vendor Name:			
E. Serials Control Requirements	Available	Optional Addition	Unavailable
1. The ILS must include the following serials control capabilities:			
check-in			
routing			
2. The ILS must have the ability to accommodate all type of serials, including:			
periodicals			
continuations			
law reports			
newspapers			
annuals			
governmental			
memoirs			
proceedings			
transactions			
supplements			
indexes			
loose-leaf material			
3. For serials and continuations, the ILS proposed must store in a single record data pertaining to:			
beginning date of subscription			
source			
frequency			
subscription price			
shelving location			
preservation information (binding, micro)			
date of payment			
holdings			
routing information			
note field			
active or non-active			
4. With each check-in, the ILS must automatically record the issue chronology and enumeration, date received, number of copies received and claim any copies expected and not received.			
5. The ILS must predict the issue chronology and enumeration based upon a pattern entered in the control record by the operator.			
6. The ILS must support regular, normalized irregular and totally irregular prediction patterns.			
7. The ILS must have the ability to save patterns as templates for future use.			
8. When checking in an issue, if the received issue is not the expected issue, but does conform to the predicting pattern, the ILS must allow the user to override the predicted number.			
9. The ILS must be capable of automatically summarizing individual issue holdings into a consolidated statement of holdings.			
10. The ILS must allow a routing list to be maintained for each copy of a title to be received.			

Vendor Name:			
E. Serials Control Requirements	Available	Optional Addition	Unavailable
11. The ILS must provide a claim to address for Vendors; claims are sent to that address.			
12. Serials route lists must support routing of all issues of a title or of a single issue.			
13. Automatic prompts for routing must be available at check-in.			
14. The ILS must be able to manage subscriptions (renewals, cancellations).			

Vendor Name:			
F. Reports Requirements	Available	Optional Addition	Unavailable
The Alabama Public Library Service (APLS) requires that all ILS Vendors provide report capabilities. Following is a list of specific reporting features required by the Alabama Public Library Service (APLS).			
1. The reports module/interface must be fully-integrated with all other ILS modules.			
2. The Reports module must: provide lists, counts, and statistical reports provide row, column, and grand totals in applicable reports provide reports for all record types track statistical and management information by counting various staff processes to measure productivity and for identifying items which are likely candidates for weeding perform tasks by changing the status of groups of users or items, or removing users or items in batches when necessary. allow automatic or "global" updates to a pre-selected group of records. Updates might include adding, editing, or deleting record fields.			
3. The ILS must provide the ability to generate statistical reports for all data relating to the use of library materials.			
4. Statistics must be printable in Word and Excel.			
5. Statistics must be available on the number of times each title or copy has circulated			
6. The ILS must allow for library-defined data on borrower demographics to be collected and used for reports on library use.			
7. Staff must be able to generate printed lists of all of Alabama Public Library Service (APLS)'s delinquent borrowers, delinquent borrowers in certain categories or debts over a specified amount.			

Cost Form

	ILS Cost	Annual Maintenance
Software		
Server Software (includes Z39.50 server and system administration)	\$	\$
Staff Client Software Bibliographic import and export Cataloging with authority control Circulation (with inventory and offline) Electronic Data Interchange (EDI) Serials Control Z39.50 for Staff Client	\$	\$
Report Writer Software	\$	\$
Web OPAC	\$	\$
Spanish OPAC	\$	\$
Enhanced Data content for OPAC	\$	\$
3 rd Party Server Software (list individually by application and server)	\$	\$
	\$	\$
	\$	\$
Computer reservation Software	\$	\$
Print management Software	\$	\$
Sub-Total – Software & Annual Maintenance	\$	\$
Other Costs		
Bibliographic record authority match	\$	\$
Consultation Services		
Data conversion services for bibliographic, item, authority, serial, patron, vendor, charge and fine records	\$	\$
Data Migration	\$	\$
Enhanced Data content for PAC Subscription	\$	\$
Other Implementation Services (includes expenses)	\$	\$
Project Management Services		
Software Installation (include expenses)	\$	\$
Training	\$	\$
Sub-Total: ILS Cost	\$	\$
Total: ILS Cost	\$	\$

Maintenance Costs Over 5 Years

Initial Cost	Year 1 Maintenance	Year 2 Maintenance	Year 3 Maintenance	Year 4 Maintenance	Year 5 Maintenance	Grand Total
\$	\$	\$	\$	\$	\$	\$