



Sample RFP for School Libraries

REQUIREMENTS

Company/Organization Overview

- Is your company a minority or woman-owned business?
- Has your company been involved in a merger or acquisition in the last 5 years?
- If yes, please state the companies and type of merger/acquisition.
- Describe support/troubleshooting process and average time to resolution.

System Architecture

- System must be available in both hosted and onsite installations.
- System must include all RDBMS licensing in software licensing costs. Preference is for an embedded license of Oracle RDBMS.
- All staff interfaces must be web-based, Terminal Services, Remote Desktop Connections, and/or Citrix are not considered “web-based”.
- A start page or ILS portal should have shortcuts to all interfaces.
- Start page should be customizable with staff configured links and announcements.
- Vendor must offer hosting for the ILS is in the “cloud”; no need for the library to manage servers. Oracle OCI or similar preferred.
- SaaS solution should offer all of the following:
 - HTTPS security for all modules
 - Data at rest encryption
 - Geographically diverse database redundancy
 - Better than 99% uptime

PAC Requirements

- PAC must be easy and intuitive for new users.
- PAC offers a persistent search box which is always present, and easily located.
- A widget is made available free of charge, to be used on the district homepage.
- The PAC must consume and display RDA indexing and fields.
- PAC must be Unicode compliant.
- The PAC must allow staff to customize the welcome message and image per site. Please specify any additional charges.
- The PAC must allow staff to create reading lists/featured items lists, either by saving searches or via staff curation.

TLC Denver

1355 S. Colorado Blvd., Suite C800 • Denver, CO 80222
Phone: 877.694.1452 or 303.758.3030
FAX: 303.758.0606

TLC Headquarters • The Library Corporation

Research Park • Inwood, WV 25428-9733
Phone: 800.325.7759 or 304.229.0100
FAX: 304.229.0295

www.TLCdelivers.com

TLC International

112 Robinson Road #10-01 • Singapore 068902
Phone: 65.6236.1450 • FAX: 65.6220.9821

- Display vendor supplied book lists to include: Caldecott and Newberry Award winning books, Nene Awards, and others. Each award winning book list must be maintained and updated by the vendor at no additional charge.
- The PAC must allow staff to easily create lists of newly published/cataloged items, by multiple date ranges.
- System must support multiple landing pages/PAC configurations, which can be used at different locations within the library or at different branches i.e. library has the ability to have different look and feel in the reference area, teen corner, A/V area, general collection etc., and/or each branch may have their own look and feel, at no charge.
- The system must include a Responsively Designed mobile interface which automatically displays on mobile devices or a mobile app, at no additional charge.
- The system must display cover art such as book jackets and CD/DVD dust covers.
- PAC supports use of local images for use with items that do not have commercial content. i.e. local items, historical items, objects etc.
- PAC offers enhanced content with the following features:
 - “You may also like”
 - Other books in the series
 - About the author
 - Summary
 - Professional reviews
 - Similar Series
 - Similar Authors
 - Tag cloud to locate like materials
 - Awards
- The PAC should simultaneously search the local catalog and at minimum, EBSCO, NewsBank, Britannica, Gale, and World Book...
- And; library specified websites and news feeds.
- And; local and national newspapers.
- In the case of multi-site systems, the PAC will show the status for items at all locations.
- The PAC should support an automatic (native) tag process.
- Must support student initiated (native) tags.
- Must support student initiated (native) reviews.
- The system must provide LibraryThing content integration.
- The system must provide NoveList and NoveList Plus content integration.
- The system must provide Good Reads content integration

Contact TLC at sales@tlcdelivers.com for the complete sample RFP