



ANSWERS TO QUESTIONS 1

RFP #1535VF

LIBRARY GENEALOGY/GENEALOGICAL RESEARCH DATABASES

Answers issued: October 27, 2015

Answers to vendor questions received as of the October 23, 2015 deadline are provided with the Library's response. Each question is listed as received, followed by the Library's Answer.



Library System Genealogy/Genealogical Research Databases – Answers to Vendor Questions

Question: What is the budget for the solicited services?

Answer: Funding for database products are a component of the Library's overall library materials budget and competes with other products, both print and electronic, for those resources. The library materials budget supports the purchase of new books, media, databases and downloadables/streaming (e-Books/Audio Books, Music, and Video). The Library has experienced funding challenges in recent years with overall library materials spending declining 15% from \$3,524,441 in 2010 to \$3,009,000 in the 2015 Budget. If the question refers to preparing a response, see Page 24, under Cost; Option 1: Vendors must provide detailed fixed prices for all costs associated with the responsibilities and related services. Clearly specify the nature of all expenses anticipated (refer to **Attachment G, Cost Schedule**).

Question: We produce hard copy proposals by direct digital transmission to a commercial printing service, which prints and ships them. May we provide digital signatures in our proposals?

Answer: Under Section: 9.2 Technical Proposal; 9.2.1.1 One (1) original marked "MASTER", and 9.2.1.2. Three (3) identical copies. Further, 9.2.3.4. A; 9.2.3.4. B and 9.2.3.4. C also state *...original signature by an individual authorized to bind the organization. The responder may submit the digital signature via the process described in the question IF and ONLY IF a signed original and 3 copies of the Vendor Information Sheet are also delivered to the library under separate cover.*

Question: We've noted RFP instructions for submission of "Part III—Confidential Information." Please confirm that, if we declare none of our proposal confidential, we are **not** required to submit a separate Part III.

Answer: Please submit Part III with the response "not Applicable – none of the proposal response is confidential".

Question: RFP page 11, A.1, reads in part: "...provide a description (300 words or less) of the product(s) you are proposing". Is the limit of 300 words **per product** offered, or an aggregate for **all** offered products?

Answer: Section 3 Technical Proposal – Requirements; A-1 requests a 300 word description of the product offered. The following items A-2 through A-5 provide the opportunity to describe the product in greater detail. For example: A-2 offers the proposer an opportunity to provide title lists in electronic form or include title list web links; A-3 for date coverage including web links for reference; A-4 offers the opportunity to provide information relative to the products applicability to children and students; and A-5 offers the opportunity to provide information regarding the text and graphics formats available.

Each of the rows in the answer table is expandable to accommodate additional information needed to provide an adequate response to the questions.

Question: Page 20, table 4.1.1, reads in part: “Number of employees locally...” Please define “local employee.”

Answer: Employees located in the Western New York region. Indicate whether there are any.

Question: Page 20, table 4.1.1, reads in part: “...employees...with the expertise to support the requirements identified in this RFP”. Arguably, all of our employees have expertise of some type that “supports” the RFP requirements. What specifically constitutes an employee that “support[s] the requirements identified in this RFP”?

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

Question: Page 41, SUBMISSION CHECKLIST, reads in part: “This checklist is provided for vendor’s convenience only...” Please confirm that we are **not** required to return the completed checklist with our proposal.

Answer: As stated, the checklist is for the vendor’s convenience only.