



March 18, 2021

**ADDENDUM NO. 1**

**REQUEST FOR PROPOSALS (RFP) #MWJ2103**

**Library Books, Textbooks, Periodicals, Reference Books, E-Books and Electronic Resources  
District Wide**

**ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USBs OF THE PROPOSAL TO BE SUBMITTED TO:**

**City Colleges of Chicago  
Dawson Technical Institute  
Procurement Services  
3901 S. State Street, Room 102  
Chicago, IL 60609  
Attn: Marietta Williams-Johnson, Buyer**

***All proposals are due Tuesday, April 6, 2021, no later than 12:00 p.m. local Chicago CDT. Proposals can be delivered/dropped-off at the rear parking lot building entrance.***

**Part I – Questions, Answers and Clarifying Information**

Q1. General Questions:

- a) We are not able to complete the Letter of Intent form in its current format - will CCC please provide a fillable form?

**A. Please print the information on the form, in wet ink, if the form is not otherwise fillable.**

and/or

- b) Will CCC please make the original RFP PDF available so all forms can be completed in Adobe Pro, or provide them as fillable forms, including the Letter of Intent?

**A. Please print the information on the form, in wet ink, if the form is not otherwise fillable.**

Q2. REF: Page 9, 8. Financial Records

- a) To avoid a very large volume of pages (that may require a separate binder), will CCC accept financial records provided from a URL that presents these historical records in a public forum?

**A. No, we will not accept financial records from a URL because we cannot verify, in the future for freedom of information act purposes, audit or other purposes as permitted by law or Board Policies if the information has changed.**

Or

b) May we provide the electronic format only on the flash drive copies of our submission?

A. No, we required one (1) original signature hard copy and two (2) USBs of your entire proposal response as stated in the RFP. We do not accept electronic proposal submissions/responses.

Q3. REF: Page 9, c. Evidence of Experience, 5. Clients and Portfolio, and 6. References:

a) Is the expectation that these sections will all present different customer information?

b) If no, please clarify your interests / expectations for ideal customer information/experiences.

c) Given the competitive nature of the industry, we do not provide full customer lists in the public forum established by a formal procurement process. Is a sampling of our customers and or a count acceptable for your purposes?

A. Please provide three client samples.

Q4. We currently have a subscription based e-book collections contract with City Colleges of Chicago. Is the intention of this new RFP to replace all existing e-book contracts?

A. No. CCC will select vendors offering the best solutions.

Q5. Is this current RFP looking for perpetual e-books or subscription e-books as well?

A. CCC is open to exploring both models to find the best solution.

Q6. **Financial Statements**

*Proposers are required to provide copies of audited/non-audited financial statements for the three (3) previous fiscal years or audited/non-audited tax returns signed by preparer and the most recent quarterly report must be provided. Financial Statements must include auditor's letter of opinion, auditor's notes, balance sheet and statements of income/loss. Each prime or joint venture partner must submit this information. CCC will also accept as alternative information in substitute of Financial Statements, three (3) years of Profit/Loss Income Statements and Balance Sheets. The City Colleges of Chicago reserves the right to accept alternative information and/or documentation submitted by Proposers.*

As a privately owned company, EBSCO is not publicly traded, and its financial information is not made publicly accessible. As a demonstration of EBSCO's financial responsibility and strength, please find a current stability package included for your review within this tab. This package comprises letters from EBSCO's Vice President of Finance, as well as independent auditors for the previous three years. Would this be acceptable?

A. City Colleges will accept these statements but reserves the right to request the documents as set forth in the RFP for additional verification.

If not, could you sign the attached NDA? I would have to mail these separately outside the submitted bid. Would this be acceptable?

A. CCC will not execute Non-Disclosure Agreements.

**Q7. Value Added Services:** (Pg. 5, Item 4)

The provider must be able to offer the following value added services to CCC. These services are Collection Development Services, Advance Electronic Ordering, Bibliographic Service and Book processing. The proposer should offer advance electronic ordering and Claims services.

- A. Could you please give detailed information for the following items from the Value Added Services Section of this RFP?
  - A. Value added services may include but not be limited to MARC bibliographical records, book jackets and covers, etc.
- B. Collection Development Services – Please provide details on what services are expected to be offered.
  - A. Not mandatory. Some libraries may request, for example, collection analysis.
- C. Bibliographic Service - Please provide details on what services are expected to be offered.
  - A. Not mandatory. Some libraries may request as appropriate for a given resource, for example, indexes, abstracts, webpages, etc.
- D. Book processing - Please provide detailed specifications for both Processing and Cataloging.
  - A. Not mandatory. Some libraries may request for example: spine labels, label protectors, lamination, stamp ownership, DVD case locking.

**Q8. Who are the current eBook or eContent vendors for CCC?**

- A. EBSCO, GALE/Cengage, and ProQuest.

**Q9. Regarding eBook services, is this currently hosted as one site, serving all campuses, or, do the individual campuses each have an independent site?**

- A. eBook access is district-wide and serve all campuses.

**Q10. Regarding Periodicals, is CCC interested in print or digital periodicals?**

- A. Each college may have different needs or requirements and may be interested in print. For digital periodicals access should be available district-wide.

**Q11. Regarding digital periodicals, is CCC's interest in magazines/journals only, or would it include newspaper subscriptions?**

- A. Depending on needs, digital newspaper subscriptions may be acquired.

**Q12. Please provide budget information or anticipated expenditures for each of the categories of material requested on Section VIII, Fee/Cost Proposal.**

- A. Total current amount is \$500,000, which may be increased.

Q13. Does CCC anticipate multiple vendor awards per category of material as outlined on Section VIII, Fee/Cost Proposal?

A. CCC anticipates multiple vendor awards.

Q14. Will CCC require any cataloging/processing services associated with the material purchased?

A. For print materials each college may have different needs/requirements and may be interested in these services.

**END OF ADDENDUM**