



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Collections a& Notice Printing

Solicitation Number: RFP 16-043; 6100007039

Description:

The, City of San Antonio, Library Department (“City”) seeks Proposals from qualified Respondents interested in providing services described in this RFP. These services include issuing written notices using confidential information from the Library’s database, additional forms of contact with patrons who owe fees and/or fines to the Library and systematic review and validation of patron records in the Library’s database to increase the integrity of the data. These services must be provided in a manner conducive to the goals of confidentiality, materials recovery and patron satisfaction. A key element of the service is customer retention.

The San Antonio Public Library system consists of a Central Library, 25 branches and one public library/school partnership with the Northeast Independent School District. Two additional branch libraries will be added to the Library System by November 2016. The Library’s service population is over 1.8 million and there are over 900,000 registered borrowers. The Library’s collection includes 2,150,000 titles and 2.050, million physical items. Annual circulation is over 7 million items.

The Library will engage a consultant within the next year to analyze our current ILS, investigate our ILS systems capabilities and provide recommendations for a way forward. We expect to implement a new ILS within the next 5 years.

Applicable Product Categories: 97633 – Collection Services, Financial Department; 96676 – Printing services, Print on Demand

Date Issued: Friday, February 5, 2016

Due Date & Time: **Friday, March 11, 2016 @ 2:00 P.M. CST**

Pre-Submittal Conference: City of San Antonio, Central Library, 600 Soledad, San Antonio, TX 78205 in Conference Room 5.1, Friday, February 12, 2016 at 10:00 A.M.

Staff Contact Person: Dana Jordan, Procurement Specialist III, dana.jordan@sanantonio.gov.

Evaluation Committee Voting Members:

Leo Luna – Library Department Fiscal Administrator
Dawn Oppermann – Finance, Compliance and Resolution Administrator
Rolf Laun Digital – Library Department, Services Supervisor
Adam Spana – Library Department, Librarian II – Cody Branch
Laura Villanueva – Library Department, Circulation Supervisor
Megan Stanley – Library Department, Library Assistant, Johnston Branch

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 2:00 p.m., Local Time, on Monday, February 2, 2016. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Dana Jordan, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
dana.jordan@sanantonio.gov

Questions submitted and the City’s responses will be posted with this solicitation on the City of Antonio’s Bidding and Contracting Portal.

To view this solicitation, go to <https://supplierservice.sanantonio.gov/irj/portal>.