



San Mateo County Libraries

Request for Quotation (RFQ) to Submit a Quotation Blanket Purchase Order for Materials Response to RFQ Questions

May 11, 2020

1. Will the library be ordering items that require processing only?

There may be exceptions where we may require processing only.

2. Is the integration with Collection HQ mandatory? Please clarify if it will be a requirement for contracted vendors to interface with the library's Collection HQ for award consideration?

No, Collection HQ is not mandatory.

3. We offer several Collection Development services for no charge that we can describe in the bids. Do you also want to hear about the value-priced Collection Development services even though they only ask about the complimentary ones?

Not at this time.

4. What is your current ILS system? Who is your RFID vendor?

Our ILS is Sierra, and our RFID vendor is Bibliotheca.

5. Would you please provide documentation for the San Mateo FindIt! word-based classification system? Would you be able to provide sample FindIt! labels that you will be providing to the vendor? Is there a translation table from Dewey to FindIt!?

Yes, we will provide our translation table and updates as needed. Below is sample of our FindIt! Label:

Sample Instructions, cataloguing:

- Use the 6xx MARC tags along with other information in the record to determine the most appropriate Find It! classification.
- When the above tags indicate multiple classes, choose the one most relevant to the content.
- When surname/forename appears on spine label use the name in the authorized access point in OCLC/LC name authority file (MARC 100)

Sample Instructions, processing:

For all languages -- where SMCL instructions indicate a cutter for specific title, author, surname, country name, test name or other individual identifier:

- Truncate to eight (8) characters including spaces
Example 1: Washington cutter as -- LIT POETRY WASHINGT
- For country and region name -- Always abbreviate North and South as NO and SO respectively
Example: North Korea: NO KOREA
- For country, language, test name, and tribe use English word
Example 1: VIAJAR EUROPE FRANCE (Spanish title)
- Hyphenated names cutter to first eight (8) before hyphen -- DO NOT INCLUDE HYPHEN or anything after it
Example: Morris-Rankins, cutter as BIO MORRIS
- Characters will not wrap to the next line; truncate to first eight letters

<p>LIT POETRY WASHINGT</p>

Sample Scope Notes:

NEIGHBORHOOD	CLASS DESCRIPTION	SPINE LABEL DETAIL	SCOPE STATEMENT DESCRIPTION OF CLASSIFICATION
ARTS	ART GENERAL	ART	Titles on Art generally: · Different cultures, regions, etc. · Design · Typography · Includes works about museums both specific and general · NOT biographies of Individual artists - - refer to BIO · Only titles that do not fall in categories listed separately below go in this



6. Does the library intend to send the genre or designation (i.e. Mystery, Western, World Language) in the order?

We will provide a list of genres during the processing instructions, but vendors are expected to classify the orders based on our FindIt! Classification system.

7. For Continuations, there is a requirement for the Ability for Library to determine cancellation cycle: Do you mean removing an offering or unenrolling OR do you mean cancelling a title on Auto-Ship?

“Ability for Library to determine cancellation cycle” means cancelling or returning a title that is on automatic shipment.

8. Will multiple vendors receive contracts or this is a single-vendor award?

San Mateo County Libraries has 4 separate Request for Quotations (RFQ) for Blanket Purchase Order. Each RFQ will be reviewed individually. Vendors should submit a separate proposal for each RFQ.

9. How do you catalog GN’s like Bleach or Naruto? Since we aren’t responding to the Continuations/Serial records, do you want a serial record for titles like this, since they have the same title, but different volume numbers?

We do not use Serial records for Graphic Novels. A title like Naruto would be attached to a Monograph record specific to the volume number, and would be classified based on our FindIt! Classification system.

10. Will you be sharing all the questions and answers from vendors?

Yes.

11. Are YA materials included in the Juvenile RFQ?

YA materials are included in the RFQ for Adult Print Monographs but at times, we know there are overlaps.

12. Will you be providing collection codes in the grid to identify genres and stickers mentioned on page 13 and 16?

Yes, the location codes in the grids identify the genres for each order.

13. (Serials/Continuations)

On page 10, number 3 states to “Please indicate which of the titles on our attached list you can supply.” We were unable to locate an attached list.

The SMCL list of Serials and Continuations is constantly changing. The following is a list of our most popular Serials subjects, and a sample list of our current titles:



Most popular Serials subjects:

- Travel (Fodor's, Frommer's, Rick Steves' series)
- Law and legal guides (Nolo Press)
- Test preparations (Barron's, Peterson's)

Serials/Continuations Sample Titles

Title
8 ways to avoid probate
Barron's AP Biology
Barron's ASVAB
Every landlord's tax deduction guide.
Every nonprofit's tax guide
Firefighter candidate exams.
Fodor's essential Hawaii.
Fodor's essential Ireland.
Fodor's essential Italy.
Fodor's essential Japan.
Fodor's essential Scotland.
Frommer's easyguide to London
Frommer's easyguide to New York* City
Frommer's easyguide to Paris
Frommer's EasyGuide to Rome, Florence & Venice.
Moon handbooks. Coastal California.
Moon handbooks. Coastal Maine.
Moon handbooks. Monterey & Carmel.
Moon handbooks. Northern California.
Nolo's guide to California law
Nolo's quick LLC
Peterson's master the GMAT
Peterson's nursing programs
Rick Steve's Paris.
Rick Steves' France.
Rick Steves' Germany.
Rick Steves' London.