



March 29, 2021

San Mateo County Libraries Request for Quotation (RFQ) for Library Materials Response to Questions.

San Mateo County Libraries shall respond in writing to written communications and reserves the right, at its sole discretion, to determine appropriate and adequate responses to written comments, questions, and requests for clarification. In cases where similar questions were submitted by multiple firms, the Library has listed and responded to these questions once.

For Events Giveaway Materials:

Question 1: **There are several references to cataloging/processing services. As these books are for giveaway events, will MARC be required?**

Response 1: No. MARC records will not be required for events giveaway materials.

Question 2: **Will there be any processing services required other than the Library sticker listed on p. 16?**

Response 2: Besides the Library sticker, there are no other processing requirements for events giveaway materials.

Question 3: **What is the purpose of the event giveaway: will it require a large quantity of single titles, what type of material would be ordered, and will there be specific binds requested?**

Response 3: The titles, materials, binding and quantity will vary based on the events or programs.

Question 4: **For the event giveaways, it requests only a sticker for processing - will a label protector be required?**

Response 4: No, label protectors are not required.



For Adult, Juvenile Print and Audio/Video Materials:

Question 5: (Page 14, Provision A, Item 5)

This item asks about "considerations for equity". Please provide additional explanation for this item and the kind of information requested.

Response 5: Vendor's ability to provide materials that address social justice topics of diversity, access and fairness (examples and are not limited to).

Question 6: (Page 19, Provision D, DVD Physical Processing)

Are donut labels required for each disc?

Response 6: Yes.

Question 7: (Page 20, Provision D, CD Physical Processing)

Does this refer to Music CD? Are donut labels required for each disc?

Response 7: Yes, donut labels are required for each disc of all music CDs and audiobooks/books on CD.

Question 8: **Are we allowed to add additional binding discount categories to your forms?**

Response 8: Yes, we are open to additional binding discount categories and discount offerings for audiovisual materials.

Question 9: **What do you mean by deliver directly to library customers?**

Response 9: Vendor's ability to mail materials directly to our patrons or to one of our SMCL branches.

For Periodicals:

Question 10: **Is there a title list to price?**

Response 10: The Library's lists of periodical titles vary based on branch location and it is subject to change. The following is a Sample List of current periodical titles.

Sample List of Periodical Titles
AIR & SPACE SMITHSONIAN
BARK
CARACOLA
CHOP CHOP
COASTAL LIVING
COCINA VITAL
CONSUMER CHECKBOOK
DISNEY PRINCESS MAGAZINE
ECONOMIST
ENTERTAINMENT WEEKLY
FAMILY CIRCLE
FAMILY HANDYMAN
FINE GARDENING
FINE HOMEBUILDING
FOOD NETWORK MAGAZINE
FUTBOL TOTAL
GIRLS' LIFE
GOOD HOUSEKEEPING
HARPER'S
HGTV
HIGHLIGHTS HIGH FIVE
HIGHLIGHTS HIGH FIVE BILINGUE
MARTHA STEWART LIVING
MEN'S HEALTH EN ESPANOL
MEN'S JOURNAL
MEXICO DESCONOCIDO
MOTHER EARTH NEWS
NATIONAL GEOGRAPHIC
NATIONAL GEOGRAPHIC EN ESPANOL
NATIONAL GEOGRAPHIC KIDS
NATIONAL GEOGRAPHIC TRAVELER

NEW YORK REVIEW OF BOOKS
NEW YORKER
O: THE OPRAH MAGAZINE
OUTSIDE
PADRES E HIJOS
PARABOLA
PEOPLE
PEOPLE EN ESPANOL
PREVENTION
PSYCHOLOGY TODAY
RANGER RICK
RANGER RICK JR
REAL SIMPLE
ROAD AND TRACK
ROLLING STONE
SCIENTIFIC AMERICAN
SKEPTICAL INQUIRER
SOUTHERN LIVING
SUNSET
SUPER STREET
SURFER
SURFER'S JOURNAL
THREADS
TIME
TRANSWORLD SKATEBOARDING
VANITY FAIR
VOGUE
WEIGHT WATCHERS
WOMAN'S DAY
WOMEN'S HEALTH
YOGA JOURNAL



Question 11: Will you accept supplemental invoices? Meaning if a publisher adjusts their price after the initial invoice date, the difference can be billed back to you. If not, we consider this a request for "FIRM" pricing, meaning you will not accept supplemental invoices. We can certainly accommodate this need, but it would affect the discount we are able to offer so that we may cover our costs of paying the supplemental invoices.

Response 11: Yes, we accept supplemental invoices.

Question 12: Can you provide examples of the collection development services you are looking for (i.e. Customized Collection Development at no extra cost, vendor website that provides electronic real-time web-based interface to its inventory)?

Response 12: Vendor's ability to provide online resources that allow the Library to manage subscriptions and renewals including submitting orders, filing claims, and submitting payments.

Question 13: Can you confirm the following 4 items are requirements for this RFQ, as these are not common for subscription agents when servicing periodicals and seems more appropriate for book publishers? As a subscription agent, we provide subscription management services, including placing orders, handling claims, and making payments to publishers on your behalf in advance of invoicing the Library. As we are not a representative of the publisher, we do not receive, stock or mail the issues.

- Ability for Library to determine cancellation cycle with guaranteed return for credit of titles shipped after cancellation.
- Acceptance of returns, including but not limited to vendor error and defective material.
- Vendor pays return shipping on all accepted returns.
- Service charges will not be incurred for cancellations or returns.

Response 13: Not applicable to Periodicals.



Question 14: **Regarding Question #3 on pg. 13 of the RFQ, subscription agents typically work with thousands of vendors, and our agreements with those vendors are proprietary. Please confirm that we can provide the number of vendors we work with and a discount range, rather than a comprehensive list.**

Response 14: Yes, we are open to receiving information about the number of vendors you work with and the discount range.

General Questions:

Question 15: **Would it be possible for Vendor responses to be submitted via email, rather than in hard copy?**

Response 15: Vendor can submit responses by email, but SMCL preference is one (1) hard copy and one (1) electronic copy (by email or USB).

Question 16: **We wanted to confirm that the deadline for Proposals is April 9th? It is a little confusing when there is a deadline for questions after the actual proposal is due. Can you clarify when the proposal for the Library Materials RFQ is due?**

Response 16: The RFQ Schedule of Events on page 3 of all documents specify that the Deadline for Comments is on March 29, 2021 and the Deadline for Submitting a Proposal is on April 9, 2021.

Question 17: **Who will I work with for collection development needs, books for circulation and assisting you with the digital review process?**

Response 17: Vendors will be working with staff from the Access Services department.