



REQUEST FOR PROPOSALS (RFP) – For Library Materials, Collection Development Services, Shelf-Ready Cataloging and Processing

ADDENDUM NO. 2

Date: May 18, 2026

This Addendum is issued to provide responses to questions received regarding the above-referenced Request for Proposals (RFP). The addendum is part of the RFP and is considered incorporated herein. All other terms and conditions of the RFP remain unchanged unless expressly modified by this or any future addendum.

Question 1: Can you clarify whether magazines and newspapers are excluded from this RFP? In prior years, these materials were part of separate RFPs. Will there be a separate solicitation for magazines and newspapers for this cycle?

Answer: There will not be a separate bid for magazines and newspapers, as these items are part of the scope for this Request for Proposals.

Question 2: Does San Mateo County Libraries plan to award a single contract or multiple contracts as a result of this RFP?

Answer: San Mateo County Libraries retains the ability to award multiple contracts following the evaluation of proposals.

Question 3: World Language materials are listed within the scope of this RFP; however, no specific budget allocation appears for World Language books, including books in Spanish. Can you explain how World Language materials are addressed in this solicitation?

Answer: The omission of the World Language budget from the original Request for Proposals was addressed in Addendum No. 1.

Question 4: Is the Library planning on keeping current contract for Spanish-language and World Language materials in general active?

Answer: The amounts referenced in the RFP and Addendum No. 1 are projected and are not binding at the time of contract execution. The scope includes World Language books, such as books in Spanish. Vendors capable of providing the required services are expected to submit a proposal in order to be considered for the purchase of print materials, including World Language materials.

Question 5: Will the Library continue using the same range and quantity of labels currently applied to shelf ready materials, or will labeling requirements change under the new contract?

Answer: San Mateo County Libraries currently uses 20 distinct labels and does not expect significant changes to the number, style, or format of labels currently in use. To simplify the Request for Proposals, the RFP summarizes the processing requirements under applicable categories. Vendors are welcome to submit as many details as needed in terms of cataloging and processing services offered, including pricing for various stickers and labels. San Mateo County Libraries will evaluate each proposal in its entirety and will consider the full breadth of services offered in its evaluation.

Question 6: If the same selection of labels are still required for shelf ready processing, can San Mateo County Libraries provide a complete list of required genre, classification, holiday, and audience labels, including the applicable collections and whether each label is library supplied or vendor supplied?

Answer: Given the various approaches to pricing shelf-ready processing, including affixing labels and stickers to books, serials, and audiovisual materials, the RFP contains broad categories under which processing elements are to be included. If applicable, please list pricing for both library-supplied and vendor-supplied labels.

Question 7: Do the serials mentioned in the RFP include magazines, periodicals, journals, and newspapers?

Answer: Yes, the serials included in the RFP include all these types of publications in physical format: magazines, periodicals, journals, and newspapers.

Question 8: What are the differences between Provision D titled 'Processing' in Section 2 and the table titled 'Processing Components' in Section 3?

Answer: Provision D in Section 2 lists processing elements for print materials and audiovisual materials that specifically include San Mateo County Libraries' specifications. Vendors must use the table in Section 3 to list all standard pricing for various cataloging and processing services offered, including bundles and components. For any element in either section that is not included in the services offered, vendors may indicate 'Not Applicable'.