

Invitation to Bid  
eBOOK CONTENT PLATFORM

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road

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The Sumner County Board of Education, herein known as the “School System”, is requesting a proposal for eBook Content Platform & eBook Content. In addition, all other Sumner County Government Departments and Agencies may also purchase from any submitted proposal.

- Valid out-of-state Driver License
- U.S. Birth Certificate
- Valid U.S. Passport
- U.S. Certificate of Birth Abroad
- Report of Birth Abroad of a U.S. Citizen
- Certificate of Citizenship
- Certificate of Naturalization
- U.S. Citizen Identification Card
- Valid Alien Registration Documentation or Proof of Current Immigration Registration

In addition, for all vendors with annual purchases in excess of \$50,000 (if a business license is required), a business license must be on file in the finance department, or the requisitioner must submit a copy with the purchase order requisition form or the payment requisition form, as applicable.

- Proposal must include point

In the event that any interested vendor finds any part of the listed specifications, terms, or conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify the School System, via email at [vicky.currey@sumnerschools.org](mailto:vicky.currey@sumnerschools.org) of such matters immediately upon receipt of this Request for Proposal. All questions must be received a minimum of five days before proposal's "deadline".

Vendors must guarantee that all information included in their proposal will remain valid for a period of 90 days from the date of proposal opening to allow for evaluation of all proposals.

School System is not responsible for any costs incurred by any vendor pursuant to the Request for Proposal. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.

Each bidder or respondent to the RFP who may have employees, contractors, or agents working on School System properties shall provide copies of current certificates for general and professional liability insurance and for workers' compensation of a minimum of \$250,000. The owner or principal of each respondent must also be insured by workers' compensation if they perform any of the services on School System properties. There will be no exceptions to the insurance requirement.

Payment terms shall be specified in the bid response, including any discounts for early payment. All payments, unless agreed upon differently, will be after receipt of service or product and School System's approval of conformance with specifications. The School Systems accepts "Net 30" terms.

Sealed proposals will be accepted until TUESDAY, JULY 1, 2014 @ 9:00 a.m. Proposals received after that time will be deemed invalid. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions.

Gallatin, TN 37066

. Proposals  
will be awarded to the best overall respondent as determined by that which is in the best interests of the School System.

In comparing the responses to this RFP and making awards, the School System may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of a proposal price.

- Proposals will be examined for compliance with all requirements set forth herein
- Proposals that do not comply shall be rejected without further evaluation
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Invoices are to be submitted to:

Sumner County Board of Education

1500 Airport Road

Gallatin, TN 37066

The vendor must provide an invoice(s) detailing the terms and amounts due and the dates due. All

The successful contractor(s) agrees that they shall comply with all local, state, and federal law statutes, rules, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In the event that any claims should arise with regards to this contract for a violation of any such local, state, or federal law, statutes, rules or regulations, the provider will indemnify and hold the School System harmless for any damages, including court costs or attorney fees, which might be incurred.

Any contract will be interpreted under the laws and statutes of the State of Tennessee.

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The purpose of this RFP is to gather proposals for Sumner County School's Libraries to determine which services are practical and subsequently contract for the most cost effective and most comprehensive service for all libraries in the school district.

The vendor shall provide a solution for eBook borrowing to users of the Sumner County School Libraries via a single user-friendly discovery platform offering a broad selection of fiction and non-fiction titles.

A district management platform must be included in the proposal. The system must allow content administration from the district level to the school level. Please describe this component and the integration with the school libraries. The content will be managed and distributed from the district level to schools:

25 Elementary Schools (K-5)

1 Magnet School: Library 1 (K-5); Library 2 (6-12)

11 Middle Schools (6-8)

1 Alternative School (K-12)

8 High Schools (9-12)

The Vendor shall:

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- Itemize the price offered and what it includes (e.g. platform, content, hosting, administrative or subscription fees etc.)
- Current average price of eBooks – (range pricing is acceptable) 80% Non-fiction and 20% fiction – at all grade levels (K-5, 6-8, 9-12).
- Indicate what happens to the content upon the end of subscription of service.
- Indicate in the price proposal what discounts are being offered to the school district.
- Include information on possible options for SCS to purchase additional content or services.
- Provide information on any added fees for training costs.
- Provide any information on any fees associated with end user documentation, including potential discounts based on volumes of copies purchased.
- Describe district level distribution and management of eBooks to the school level.
- Provide information on any added fees associated with MARC records or other metadata records.
- Describe reports available with eBook platform (district and school level).
- Describe searching and annotation features available for eBooks.
- Indicate any external installations required for the efficient use of the eBook platform (Java, Flash, etc.)
- Describe student and teacher accounts required for use of eBook platform.

- Outline pricing for service upgrades, enhancements, simultaneous users that may benefit libraries involved in this project or those brought in on a rolling basis.
- Describe on-going training available as libraries are brought in on an on-going basis.
- Describe record keeping process required for eBooks.
- Describe the platform/device needed for eBooks (also will multiple devices per user be allowed).
- Please detail any recurring charges that may affect this purchase for future school years.
- Rates quoted must remain firm for 90 days. Schools may purchase subsequent eBooks through this quote for the SY 2014-15.

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Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone/Fax/Email: \_\_\_\_\_

The respondent has read the Request for Proposal.

Name/Title of Authorized Representative:

\_\_\_\_\_  
(Please Type or Print)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Date)

All respondents to this RFP shall designate a single contact for receipt of any subsequent information or requests for information regarding this RFP and/or your response.



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Name of Participant Agency

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Name and Title of Authorized Representative

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Signature of Authorized Representative

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Date

\_\_\_\_\_ I am unable to certify to the above statement. Attached is my explanation.



I, the undersigned, certify that on behalf of Contractor, I am authorized to attest and obligate the above certification and to legally bind Contractor to these terms, conditions and obligations.

\_\_\_\_\_ Title

\_\_\_\_\_ Name

\_\_\_\_\_ Date

\_\_\_\_\_ Witness

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