

TOWN OF MANSFIELD, CONNECTICUT  
REQUEST FOR PROPOSAL  
CONSORTIUM SERVICES FOR MANSFIELD PUBLIC LIBRARY

**SUBMISSION DEADLINE** 10:00AM on October 1, 2013

**SUBMISSION/CONTACT ADDRESS**

Mansfield Public Library  
Attn: Leslie McDonough (Library Director)  
54 Warrenville Road, Mansfield, Connecticut 06250  
mcdonoughlb@mansfieldct.org  
*Proposals will be accepted in electronic or print format.*

**Purpose**

The Mansfield Public Library is seeking to join a consortium that will offer and extend quality library services through the provision of a computerized shared patron and bibliographic database (Integrated Library System), will provide certain services dependent thereon, and will aid in the development of interlibrary cooperation and resource sharing.

**Core Requirements**

1. The consortium shall operate and maintain, at a location of its choosing, an automated Integrated Library System (hereinafter referred to as an ILS) that will include the bibliographic, copy, transaction, and patron information of all its member institutions and libraries, including those of the Mansfield Public Library (hereinafter referred to as the Library).
2. The consortium shall provide sufficient administrative and support staff to operate the ILS and to provide network support services to the Library.
3. The consortium shall render reasonable cooperation to auditors of the Library, both independent and internal, in the conduct of the audits of the affairs of the Library.
4. The consortium shall make the ILS available to the Library and its patrons.
5. In the event of equipment or system failure, the consortium shall do all in its power to insure that problems are corrected as soon as possible.

**Background**

The Town of Mansfield, Connecticut occupies 45.5 square miles, has a population of 13,000 year-round, and is located in the northeastern corner of the state, approximately 25 miles east of Hartford. The town operates under the council-manager form of government, with a nine-member elected town council functioning as the legislative and policymaking body, and an appointed town manager serving as the chief executive officer of the municipal corporation.

The history of the Mansfield Library starts in 1795 with the establishment of the Social Library Society of North Mansfield. When the Town of Mansfield accepted the Mansfield Center Library as an entity in 1911, it was done on the condition that borrowing would be free to the public. Today, the mission of Mansfield Library is to provide convenient access to information that can enhance the lives of Mansfield residents of all ages. The Library emphasizes current, popular

materials, provides programs of general interest to the Mansfield community and encourages young children's interests in reading and learning.

The goals of Mansfield Library are:

1. To provide a broad range of materials in a variety of formats
2. To make Library materials available throughout the community
3. To offer programs and services that promote lifelong learning
4. To provide qualified staff to both assist patrons and promote the active use of the full range of library resources.

### **Proposal Submission Requirements**

Proposals may be submitted in either paper or electronic format. Proposals submitted in paper format should include four copies.

Proposals must be received no later than 10:00am on Tuesday, October 1, 2013, to the following paper or electronic contact address:

Mansfield Public Library

Attn: Leslie McDonough (Library Director)

54 Warrenville Road, Mansfield, Connecticut 06250

mcdonoughlb@mansfieldct.org

Questions about the proposal process should be directed to [mcdonoughlb@mansfieldct.org](mailto:mcdonoughlb@mansfieldct.org).

Vendors may use formats of their own choosing for proposals. However, the proposals should at least address/or include the items listed below.

- The consortium's ability to meet the core requirements listed earlier in this document.
- Cost estimate for annual and ongoing costs through June 2017.
- Provide its two most recently completed Comprehensive Financial Statements.
- Provide copies of its by-laws, policies, and/or internal controls.
- Explanation of what specifically is included in the initial implementation, such as onsite training and conversion of existing electronic data.
- Explanation of how ongoing support is provided. This should include details such as how support is contacted during and after business hours, typical support response time, and where support is located.
- Explanation of how the consortium addresses ongoing development of the ILS to meet any changes in technology standards, as well as new features.
- Provide the contact information for two references from Connecticut principal public libraries.
- Description of the technology requirements for accessing the ILS. Specifically, the workstation specifications for staff machines used for processing/check-out and for public machines used for catalog access; as well as the connectivity requirements for connecting to the ILS from the public library and for patron home access.
- Provide a list of current consortium members.

A selection committee will review proposals and determine a list of finalists by considering each proposal's merits relative to the needs and requirements listed in this RFP document. The Town of Mansfield intends to interview one or more finalists during the week of October 14th, and then make a final selection during the week of October 21<sup>st</sup>.

### **Conclusion**

In summary, it is the goal of the Town of Mansfield to join a consortium that is reliable, encompassing, and forward looking. The Town does not expressly state or imply any obligation to reimburse responding applicants for any expenses incurred in preparing submissions in response to this request. The Town reserves the right to reject any or all submissions, to select an applicant in a manner that is advantageous to the Town, and to waive all formalities in the bidding. The selected firm is expected to meet relevant state and federal legal requirements. The Town of Mansfield is an equal opportunity employer.