

MEMORANDUM

To: All Interested Vendors

From: Edward Woda
Procurement Manager

Date: March 25, 2021

Subject: Addendum No. 1
RFQ 21-007- Point of Sale System Replacement and Support for the Columbus
Metropolitan Library
Summary of Pre-Proposal Conference
Questions and Answers
Questions and Answers Submitted in Writing

Part I. Summary of Pre-Bid Meeting

On Wednesday, March 24, 2021 at 11:00 AM the Columbus Metropolitan Library (“CML”) conducted a pre-proposal meeting for the Request for Proposal for the Point of Sale System Replacement and Support for the Columbus Metropolitan Library. The pre-proposal meeting was held electronically through a Microsoft Teams meeting, which attendees were provided in advance of the meeting. CML sent the following representatives:

Maria Armitage, IT Systems Manager
Christopher Cloud, Manager, IT Projects
Wendy Mohr, Risk & Business Process Manager
Edward Woda, Procurement Manager
Adam Joly, Project Manager

The following companies sent representatives:

Comprise Technologies
Envisionware
Today’s Business Solutions

Mr. Woda welcomed all participants to the meeting and reviewed the solicitation documentation. At the conclusion of the documentation review, company representatives were provided the opportunity to ask questions on the solicitation and selection procedures.

Part II. Questions and Answers

No questions were asked of CML during this meeting. Participants were encouraged to submit any additional questions via email to procurement@columbuslibrary.org.

Part III. Questions and Answers Submitted in Writing

Q1: In attachment A ,1.01, CML states ““The System communicates in real time with Ill's Polaris ILS' Fine Payments when fines and fees are paid in order to obtain patron account information and then apply the payment accordingly.” Could you please describe the integration requirements for Ill's Polaris ILS Fine Payments?

A1: The system can utilize existing Polaris API or SIP2 functionality to communicate with the Polaris ILS, to retrieve customer library account file details and lost item material charges including but not limited to dollar amounts and title details. It further can utilize established payment protocols of Polaris API or SIP2 to post payments back to the Polaris ILS in real time so that customer library accounts are updated with payment information. Polaris provides a publicly available SIP2 document available at <http://developer.polarislibrary.com> as well as other resources available to third party developers, some of which may be an additional cost that should be subsumed in the Contractor's price.

Q2: Are companies located outside of the United States permitted to respond to this RFP?

A2: Yes.

Q3: Will there be a requirement for On-site meetings at CML locations?

A3: There are some tasks which require on site work related to hardware installation and deployment. The proposed mix of on-site and off-site work should be clearly articulated in the proposer's technical submission for review by CML.

Q4: Can tasks related to this RFP be performed outside of the United States?

A4: CML will consider a work approach that includes workers based in the United States and elsewhere. However, this approach must be clearly articulated in the proposers technical submission.

Q5: Can proposals be submitted via email?

A5: Yes. All proposals are due via email at procurement@columbuslibrary.org.

PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 1) ON THE ACKNOWLEDGEMENT OF ADDENDA FORM IN THE RFP DOCUMENTS