

MEMORANDUM

To: All Interested Vendors

From: Edward Woda
Procurement Manager

Date: April 2, 2021

Subject: Addendum No. 3
RFQ 21-007- Point of Sale System Replacement and Support for the Columbus
Metropolitan Library
Questions and Answers Submitted in Writing

Part I. Questions and Answers Submitted in Writing

- Q1: If a firm does not believe it can meet the requirements and/or service level agreements outlined in the CML RFP package, does that mean firms are prohibited from responding to this RFP?
- A1: No. If a firm cannot meet or accept CML terms and conditions, requirements, or other portions of this Agreement, it is incumbent upon the firm to list the specific terms, conditions, clauses and requirements and indicate whether they want the item removed or modified. CML will evaluate these requests as part of the technical evaluation and may factor in the firms technical score.
- Q2: What reports do you require? Daily basis? Weekly basis? Monthly basis? Other? Are these reports by branch, or for the entire system, or both? What reports CML would like to see the POS system generate automatically?
- A2: In the requirements matrix we list transaction reports (7.04, 7.05), reconciliation (cash drawer) and detailed activity reports (7.12) and sales reports (9.05). We would want those at terminal, branch and system level with flexibility to run at day/month, year or custom date parameters. These reports need not be automatically generated. If a system has pre-designed reports, that would be helpful to know. In addition, if pre-designed reports are paired with ad hoc reports, that would be helpful to know as well.
- Q3: What do you like about your current POS system and what would you like to see changed?
- A3: This Request for Proposal is being issued as part of our periodic review of the market and is required to establish a service agreement in accordance with the policies of the Columbus Metropolitan Library. Proposer should not infer any levels of satisfaction or dissatisfaction of our current system on the basis of the issuance of this RFP.

Q4: Can you provide technical specs on Polaris ILS?

A4: 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.

PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 3) ON THE ACKNOWLEDGEMENT OF ADDENDA FORM IN THE RFP DOCUMENTS