Listed below are vendor questions that were received prior to the requested deadline and their corresponding answers to RFB# AA15-RH-5031 – Contract: Print and Electronic Subscriptions for the W.E.B. DuBois Library per the following specifications or approved equal.

The bid opening date will remain as originally scheduled for – May 6, 2015 @ 1:00 pm EDT

Question # 1: Will a list of titles be provided for quotation purposes?

Answer # 1: No, Materials and services shall be provided on an as needed, as called for basis, at the option of the University. The full service vendor must be able to provide the University Library with subscriptions to print and electronic scholarly, research and trade journal titles. The bidder will provide the University Library access to their ordering databases.

Question # 2: The bid references print and electronic periodical subscriptions. The Bid Response Sheet lists “Approval Plan” – “Books” – “Other”. These items would generally apply to books and not to periodicals. Should this bid include more than just periodicals, or were these items listed in error?

Answer # 2: The bid sheet is a generic document. The current bid is for print and electronic subscriptions and bid responses should be listed in the “other” section.

Question # 3: The Bid Response Sheet only provides a place for a discount. In case a service charge will be assessed, should this simply be represented as a positive number or should the heading be changed?

Answer # 3: The bidder should note if there is a service charge and represent it as a positive number.

Question # 4: In Section III, RFB Status and Submission, Page 14, Section 3.2.6, you require a point-by-point response to all section of the RFB. Does that include only Part I and the bid response sheet, or do you require a point-by-point response to T&C’s and to Section III?

Answer # 4: The entire 18 pages of the request for bid is the contract. If the vendor takes exception to anything in the request for bid it should so be noted in the vendor’s bid response. No response to Parts I, II and III implies that the vendor is in agreement to all parts of the bid.

Question # 5: The Bid Response Sheet indicates that “all responses… shall be made on this Bid Response Sheet or an exact replica thereof”. Should the description of services be limited to the space provided on the Bid Response Sheet.

Answer # 5: If more room is needed to describe the services the bidder should provide a replica with the necessary lines to complete the description portion as needed but following the format of the bid response sheet.
Question # 6: Our company is interested in submitting a bid but would like to make sure if our subscription databases (of periodicals) are aligned with the interests/intent of the RFP. It does appear to use that the RFP seeks individual publications rather than collections, but we will appreciate such clarification given that the RFP references additional services that may be provided the vendor awarded the contract.

Answer # 6: We are seeking mostly individual publications but there may also be some groupings of collections from publishers that we would like.

Question # 7: Please also clarify that more than one vendor may be awarded this bid.

Answer # 7: The University reserves the right to split awards if deemed necessary by the Director of Procurement to be in the best interest of the University. This does not mean that would happen but rather the University has the option. If a split award is not acceptable to the bidder they need to state that in their response.

Question # 8: We do not see a list of periodicals on which to quote. Please confirm whether there is, in fact, a list of periodicals for quotation as required in this RFP or not. Thank you.

Answer # 8: There is no list on which to quote.