



Office of the Mayor-President
Purchasing Division

City of Baton Rouge
Parish of East Baton Rouge
222 St. Louis Street, 8th Floor
P.O. Box 1471
Baton Rouge, Louisiana 70821

Philip Gore
Interim Director of Purchasing

225/389-3259 FAX 225/389-4841 purchasinginfo@brgov.com

ADDENDUM NO. 2 ISSUED SEPTEMBER 16, 2025
RFP 2025-11-1200 – Integrated Library System

Your reference is directed to the above-referenced RFP scheduled to open on September 25, 2025, at 2:00 PM CST.

This addendum is being issued to respond to questions received during the inquiry period for this RFP as well as questions asked during the non-mandatory pre-proposal conference held September 4, 2025 at 2:30 PM CST via TEAMS. (Note: Addendum No. 1 was issued 9.3.25 providing a new version of the RFP that is searchable however, the version was numbered differently from the original)

- Q1 Is it possible to get a version of the bid in Word format?
- R1 An updated PDF of the RFP that was searchable was furnished as attachment to Addendum No. 1.
- Q2 We were able to gain access to the RFP and the Cyber Security Questionnaire; however, we are having difficulty being able to work with the PDF that you sent. A Word version or an editable pdf would be incredibly helpful so that we can cut-and-paste and complete your forms and requirements. This would also allow for smoother electronic submission process. Would this be possible on your end?
- R2 An updated PDF of the RFP was furnished attached to Addendum No. 1.
- Q3 We are in the process of reviewing Solicitation No: 2025~11-1200 / RFP Integrated Library System but just had one quick question. Could you please provide an updated URL for the Pre-Proposal Conference, noted on page 4? The link in the scanned PDF isn't very clear.
- R3 https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzMxZWl5YjctYjg3Zi00Y2FjLTg0MjltNmVIYjExMGY5ZWm0%40thead.v2/0?context=%7b%22id%22%3a%22e4ed87d5-4870-48d9-806a-d90962385998%22%2c%22Oid%22%3a%22ad609399-fa36-424a-9410-cd86919aafb9%22%7d
- Q4 Pages 6-7, 1.5 Proposal Response Format. Would you like us to include our responses to Attachment A: Scope of Services under section D. RFP Compliance?
- R4 Yes.
- Q5 Page 7, D. RFP Compliance. "Vendor must be registered in Vendor Self Service. Is this referring to the LaGov ERP portal?: <https://lagoverpvendor.doa.louisiana.gov/irj/portal>

ADDENDUM NO. 2 ISSUED SEPTEMBER 16, 2025

Page 2

- R5 This is referencing the City/Parish Vendor Self Service portal at <https://selfservice.brla.gov/vss/Vendors/default.aspx>. Attached is the VSS – New Vendor Registration packet for registering your business.
- Q6 Page 7, D. RFP Compliance, Page 18, 1.31 Insurance Requirements, and Page 45, Attachment C. Do you require us to provide a COI with our proposal response or only upon award?
- R6 Please provide a COI with your proposal response. An updated Attachment C was furnished with Addendum No. 1.
- Q7 Page 9, 1.5.1 Number of Response Copies. Do you want us to include the Cybersecurity Questionnaire spreadsheet as a printout with the Original and Copies of the proposal response, or only as an electronic file in the USB flash drive? In addition to the printed versions of the proposal, do you want a copy of the redacted version in the USB flash drive?
- R7 Please include all submissions in both the printed response as well as the USB flash drive.
- Q8 Page 9, 1.6 Confidential Information, Trade Secrets, and Proprietary Information. Can you please clarify if our responses to Attachment A: Scope of Services is a part of the Technical Proposal?
- R8 Yes.
- Q9 The pages after 47 [48-50] are not clearly identified and the next page numbered is page 56. Are there missing pages we need to be aware of?
- R9 No. A searchable version of the RFP was provided in PDF to Addendum No. 1..
- Q10 Pages 48-49(?), **ADDITIONAL REQUIREMENTS OF FEDERAL GRANT FUNDED PROJECTS**: “If the project is funded in whole or in part by Federal Grants, Consultant shall comply with the Federal Requirements.” Is this project federally funded?
- R10 No.
- Q11 Page 56, 2. Period of Performance notes March 3, 2021 to December 31, 2024. Can you please clarify?
- R11 This is part of the sample contract, which includes text related to federal funding. This project will not be federally funded. The “Federal Terms and Conditions” referenced will not be included in the final contract.
- Q12 Page 70, **Fair Chance Ordinance**. Does this form need to be signed and returned with our proposal?

ADDENDUM NO. 2 ISSUED SEPTEMBER 16, 2025

Page 3

- R12 Yes, please sign the document and return with your proposal. Also, if awarded the contract, this is will be a part of the contract.
- Q13 Pages 74-75, **Appendix A**. Does this form need to be signed and returned with our proposal?
- R13 Yes, please sign and return with your proposal.
- Q14 Pages 80-90, **STANDARD FEDERAL AWARD CONTRACTOR TERMS AND CONDITIONS**. Does page 90 need to be signed and returned with our proposal?
- R14 This referred to part of the sample contract, which includes text related to federal funding. This project will not be federally funded. This "Standard Federal Award Contractor Terms and Conditions" section was removed from the RFP upon issuance of Addendum No. 1 and will not be included in the final contract.
- Q15 Several of the forms are blurry scans (example: Page 75, Form 1A). If these forms are required to be included with our response, are you able to provide forms that we can easily fill out/complete?
- R15 A copy of the RFP which was searchable was furnished in PDF with Addendum No. 1.
- Q16 Are we able to submit our Original proposal document with an electronic signature/image of a signature Printed?
- R16 No, wet signature.
- Q17 Pages 98-99, Attachment E-1 Cost Proposal. The Cost dates in each column appear to all be "2025-2026".
Are we able to edit these to match the dates on page 97?
- R17 Please see revised Attachment E-1 in Addendum No. 1.
- Q18 Pages 92-96, Attachment E. Where would you like us to include our completed Attachment E? It is nor listed Under the Proposal Response Format items on pages 6-8.
- R18 Please include it as part of **A. Cover Letter**.
- Q19 Page 17, **1.27 Contract Award and Evaluation**. "In no event is a proposer to submit its own standard contract terms and conditions as a response to this RFP. The proposer needs to address the specific language in the sample contract (Attachment D) and submit with their proposal any exceptions or exact contract deviations that their firm wishes to negotiate. The terms for both documents may be negotiated as part of the negotiation process, except for non-Negotiable contract provisions."

However, on page 7, **H. Sample Vendor Contract**, it appears you want us to provide a copy of our vendor contract for consideration. Can you please clarify what you would like submitted?

ADDENDUM NO. 2 ISSUED SEPTEMBER 16, 2025

Page 4

R19 Please include a sample vendor contract.

Q20 Page 35, Item 12 appears to be missing. Is this simply a typo?

R20 Yes.

Q21 Following up on our request for an editable versions of the East Baton Rouge Parish Library RFP (Bid # 20008-2025-11-1200)....

Paul Narcisse was listed on the LaPAC portal as the Help contact for technical issues related to a recently posted bid for East Baton Rouge Parish Library (Bid # 20008-2025-11-1200).

Emailing to his address resulted in an automated response listing you as the new contact.

As outlined in this email thread, we are hoping to procure a Word version or editable pdf for the posted RFP as the current version is not readily accessible. Details below...

Is it possible to get a Word version or editable version of the published 8858800 RFP document?

The current version includes multiple forms and a scope of services that requires responses to a long list of items.

Unfortunately, we cannot easily access this information to prepare a response as it appears that the pdf is a scanned (non-OCR) file.

R21 A searchable, PDF version of the RFP was furnished with Addendum No. 1.

Q22 Hello, We would like to request a doc version or an editable copy of Bid Number 20008-2025-11-1200 RFP Integrated Library System.

R22 Furnished RFP in searchable, editable format with Addendum No. 1.

ADDENDUM NO. 2 ISSUED SEPTEMBER 16, 2025

Page 5

Q23 Will you be able to answer these questions before 9/18, so we have time to respond accordingly

R23 Yes, Addendum No. 2 will be issued on September 16, 2025.

Q24 The Library Corporation is preparing our response to the East Baton Rouge Public Library's RFP for an Integrated Library System (Solicitation No. 2025-11-1200). The RFP document made available for download on the LaPAC Procurement website is a scanned image, making the forms difficult to read and work with. Could you provide an original Word or PDF version of the RFP and/or the required forms? We have the CyberSecurity Questionnaire in Excel.

R24 Furnished RFP in searchable, editable format with Addendum No. 1.

Q25 We have one additional question.

Page 32, Required Functionality, Item 1. e. iii. "Digitally by providing active links in the record". Can you please clarify what is being requested here?

R25 Public catalog records that contain a URL must be able to display an active (clickable) link to that URL for patrons to access. The resulting page does not have to display within the public catalog interface.

Q26 We just had one additional question. Page 36 notes For each element below, indicate whether:

- The functionality is available in the current, stable release of the proposed cloud-based system.
- If not, indicate whether it is expected to be added and if so, provide a timeframe.

Can you clarify if this is for items 10-14 or items 10-85?

R26 This is for items 10-85.

Q27 We are in receipt of your RFP for an Integrated Library System and request the link to the pre-proposal conference. Because the PDF is a scanned image, the Pre-Proposal Conference Teams link is not clickable. Can you please provide me with the link?

R27 Furnished link in Addendum No. 1.

Q28 Just checking to see if an Addendum has been issued for this RFP that provides an updated URL for tomorrow's Pre-Proposal Conference. I have checked the website and I don't see anything listed: <https://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=102>

R28 Issued via Addendum No. 1

Q29 I noticed the page numbering from the original RFP doc has changed, so the references for the questions I previously sent have changed. I am resending these questions with the updated page #s, hopefully this helps ☺

Pages 10-11, 1.5 Proposal Response Format. Would you like us to include our responses to Attachment A: Scope of Services under section D. RFP Compliance?

R29 Yes.

ADDENDUM NO. 2 ISSUED SEPTEMBER 16, 2025

Page 6

- Q30 Page 11, D. RFP Compliance. “Vendor must be registered in Vendor Self Service. Is this referring to the LaGov ERP portal?: <https://lagoverpvendor.doa.louisiana.gov/irj/portal>
- R30 Refer to Response 5.
- Q31 Page 11, D. RFP Compliance, Page 22, 1.31 Insurance Requirements, and Page 46, Attachment C. Do you require us to provide a COI with our proposal response or only upon award?
- R31 Refer to Response 6.
- Q32 Page 12-13, 1.5.1 Number of Response Copies. Do you want us to include the Cybersecurity Questionnaire spreadsheet as a printout with the Original and Copies of the proposal response, or only as an electronic file in the USB flash drive? In addition to the printed versions of the proposal, do you want a copy of the redacted version in the USB flash drive?
- R32 Refer to Response 7.
- Q33 Page 13-14, 1.6 Confidential Information, Trade Secrets, and Proprietary Information. Can you please clarify if our responses to Attachment A: Scope of Services is a part of the Technical Proposal?
- R33 Refer to Response 8.
- Q34 Page 37, Item 12 appears to be missing. Is this simply a typo?
- R34 Refer to Response 20.
- Q35 Page 38 notes:
For each element below, indicate whether:
- The functionality is available in the current, stable release of the proposed cloud-based system.
 - If not, indicate whether it is expected to be added and if so, provide a timeframe.
- Can you clarify if this is for items 10-14 or items 10-85?
- R35 Refer to Response 26.
- Q36 1. Page 34, Required Functionality, Item 1. e. iii. “Digitally by providing active links in the record”. Can you please clarify what is being requested here?
- R36 Refer to Response 25.
- Q37 Pages 68-75, Attachment E. Where would you like us to include our completed Attachment E? It is not listed under the **Proposal Response Format** items on pages 10-11.
- R37 Refer to Response 18.

ADDENDUM NO. 2 ISSUED SEPTEMBER 16, 2025

Page 7

Q38 I asked the following two questions:

1. Are they considering alternatives to their print and computer booking management software?

R38 No, not at this time.

Q39 2. Are they considering alternatives to Archives Space?

R39 No, not at this time.

Q40 We just had one additional question.

Page 11, H. Sample Vendor Contract: "The City-Parish expects to use its own contract, however, we are interested in a copy of the vendor's contract for consideration."

However, on page 20, 1.27 Contract Award and Execution it notes "In no event is a proposer to submit its own standard contract terms and conditions as a response to this RFP."

Can you please clarify what you would like us to submit?

R40 Refer to Response 19.

Q41 Following up on the signature requirements for the proposal.

..

As the vast majority of staff work remotely throughout the country, we have relied almost exclusively on electronic (e.g. DocuSign) signatures for proposal responses for a number of years with no issues. It is our hope that EBRPL will accept this form of signature to save undue time and effort to coordinate the signing and production of the printed original and additional copies. Note that the electronic version of the final proposal will include the appropriate certification of the authorized signature.

R41 Refer to Response 16.

Q42 I would like to submit a question pertaining to the Library ILS System RFP(2025-11-1200), but am having difficulty reaching the LaPAC site. Could you please provide some assistance?

R42 The deadline for the submission of written questions is 5:00 PM on September 11, 2025 to the email address as outlined in the RFP. The URL of the LaPAC website is:
<https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>

Q43 I have question about the format for the Cost Proposal. On Page 73 of the RFP, the Attachment E-1 Cost Proposal has tables for costs, description of modules, licensing, etc. Must the pricing detail response be provided in that exact same format, or can the information be included in a similar table? Given the inclusion of outlining all costs associated with the ILS.

R43 The Cost Proposal must be completed in Attachment E-1 as currently described and formatted. If additional rows are needed for any table in Attachment E-1, attach another copy of this sheet with the remaining rows completed.

Q44 On behalf of and the Pre-Bidders meeting taking place on September 4, we have tested the URL posted in the original RFP; however unable to get the URL to show up in Teams and launch. Is there a way that you can double check this URL on your end and advise? We would like to attend if all possible.

R44 Provided in Addendum No. 1.

ADDENDUM NO. 2 ISSUED SEPTEMBER 16, 2025

Page 8

Q45 I have question about the format for the Cost Proposal.

On Page 73 of the RFP, the Attachment E-1 Cost Proposal has tables for costs, description of modules, licensing, etc. Must the pricing detail response be provided in that exact same format, or can the information be included in a similar table? Given the inclusion of outlining all costs associated with the ILS.

R45 Refer to Response 43.

Q46 Please consider these questions as part of the RFP process:

1. Section 1.5 (Proposal Response Format) has a detailed description of the form the response must take. Please describe how answers to Attachment A (Scope of Services) and Attachment B (RFP Cybersecurity Questionnaire) are to be integrated into the Proposal Response Format.

R46 Please integrate answers to Attachment A (Scope of Services) in **D. RFP Compliance**. Please integrate Attachment B (RFP Cybersecurity Questionnaire) in **C. Proposer Qualifications and Experience**.

Q47 Please consider these questions as part of the RFP process

2. To facilitate matching the desired table format, please provide Attachment B (RFP Cybersecurity Questionnaire) as an editable document (e.g., Microsoft Word, Microsoft Excel, Open Office).

R47 The editable Cybersecurity Questionnaire spreadsheet is available as an attachment on the Central Bidding website: <https://www.centralbidding.com/>

Q48 Please consider these questions as part of the RFP process.

3. Section 1.4 (Proposal Submission): Given the lack of service from the U.S. Postal Service, will the Parish of East Baton Rouge consider electronic submission by email in lieu of physical delivery?

R48 No.

Q49 Please consider these questions as part of the RFP process.

4. Attachment A — Required Functionality — 3.d: Describe the desired integration with the PC and print management software.

R49 As stated in the instructions, if this integration is available, the proposer should provide an informational description. The library expects the proposer to explain how their proposed ILS integrates with this solution.

Q50 Please consider these questions as part of the RFP process.

5. Attachment A — Required Functionality — 3.e and Desired Functionality #41: Describe the desired integration with Overdrive.

R50 Please refer to Response 49.

ADDENDUM NO. 2 ISSUED SEPTEMBER 16, 2025

Page 9

Q51 Please consider these questions as part of the RFP process.

6. Attachment A — Required Functionality — 3.f: Describe the desired integration with mk Solutions RFID solution. Specifically, is integration beyond industry standard SIP2 and NCIP required? If so, what is the detailed nature of that integration.

R51 Please refer to Response 49.

Q52 Please consider these questions as part of the RFP process.

7. Attachment A — Required Functionality — 3.g: Describe the desired integration with Biblioteka's RFID system. Specifically, is integration beyond industry standard SIP2 and NCIP required? If so, what is the detailed nature of that integration.

R52 Please refer to Response 49.

Q53 Please consider these questions as part of the RFP process.

8. Attachment A — Required Functionality — 3.h: Describe the desired integration with i-tiva from illion Digital Tech Solutions.

R53 Please refer to Response 49.

Q54 Please consider these questions as part of the RFP process.

9. Attachment A — Required Functionality — 4 (Initial Training): Point 'a' says "Must provide training for all modules purchased, including onsite and/or live online training." Point 'c.i' says "Multiple on-site training sessions per module to accommodate the number of library staff." Is onsite training required (negating the 'or' in the first point)? If so, how many training sessions are required and what is the nature of the training facilities provided by East Baton Rouge Parish?

R54 Onsite training is required. A specific number of training sessions has not been defined by the Library. The Library has meeting rooms available at each of our libraries. Descriptions can be found at the bottom of the meeting rooms page of our website: <https://www.ebrpl.com/library-services/use/meeting-rooms/>

ADDENDUM NO. 2 ISSUED SEPTEMBER 16, 2025

Page 10

The addendum is hereby officially made part of the referenced solicitation and should be attached to the proposer's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original proposal, please indicate changes herein and return to Purchasing prior to the Bid Opening in an envelope marked with the file number, bid opening date and time. If this addendum does not cause you to revise your proposal, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

Signature

Date

Company