

Request for Proposal #18PSX0317

For Web Based Content Providers of Electronic Resources for the Connecticut State Library's Division of Library Development

Date Issued: **March 1, 2019**

Date Due: **May 1, 2019 at 2:00 pm Eastern Time**

Contract Specialist:

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Department of Administrative Services
Procurement Division



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Request for Proposals (RFP)

Guide to Electronic Proposal Submissions

1. Introduction To BizNet

It is now a requirement of Department of Administrative Services (DAS)/Procurement Division that all Companies create a Business Network (BizNet) Account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet Accounts as updates occur. Companies that have been certified through the Supplier Diversity or the Pre-Qualification Program have already created a BizNet account.

The BizNet login is: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>

New Companies: Create an account by clicking the BizNet login link above and then the button on the right labeled "Create New Account". Login and select Doing Business with the State and Company Information. Please be sure to complete information in all tabs (Company Information, Accounts, Address, etc...).

Existing Companies Needing to Update Their Information: Login to BizNet and select Doing Business with the State and Company Information.

Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Division at 860-713-5095.

2. Business Friendly Legislation

As a result of Public Act 11-229, DAS/Procurement Division's goal is to make doing business with the State of Connecticut more business friendly. To eliminate redundancy, forms that were repetitively filled out with each request for proposal are being automated in BizNet.

DAS/Procurement Division began the transition to on-line bidding by automating the submission of Affidavits and Non-Discrimination forms on October 1, 2011. Companies must submit forms electronically to their BizNet account if they haven't already done so. These forms must be updated on an annual basis, no later than 30 days after the effective date of any material change. Rather than completing them with each proposal submittal, companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a proposal response.

Instructions for Uploading Affidavits and Non-Discrimination Forms:

Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms:

<http://das.ct.gov/images/1090/Upload%20Instructions.pdf>

(a) AFFIDAVITS

THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification
- (2) OPM Ethics Form 5 – Consulting Agreement Affidavit
- (3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary
- (4) OPM Ethics Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management's website by clicking on the following link: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>

(b) NON-DISCRIMINATION –

CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) Form A – Representation by Individual (Regardless of Value)
- (2) Form B – Representation by Entity (Valued at \$50,000 or less)
- (3) Form C – Affidavit by Entity (RECOMMENDED) (Valued at \$50,000 or more)
- (4) Form D – New Resolution by Entity
- (5) Form E – Prior Resolution by Entity

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management's website by clicking following link:

http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806

3. Online Proposal Responses

Any proposal posted by DAS/Procurement Division must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and then upload these completed documents (as well as any other required submittal documents) through BizNet prior to date and time upon which the Proposal is due pursuant to the RFP. Late submissions will not be accepted. All proposals response submitted must be e-signed. Proposals that are not e-signed are not received by DAS/Procurement and cannot be viewed or considered. If any required documents have not been uploaded, the system will not allow you to e-sign. After successful e-signature, Proposers will get a confirmation that their proposal has been successfully submitted. If you do not receive this electronic confirmation, please contact DAS/Procurement at 860-713-5095. Proposals are not publicly opened and are not available for viewing until after the Contract has been awarded.

- Contractor Information/Electronic Signature Page – Web Based fillable Form
- Employment Information Form (DAS-45) – Web Based fillable Form
- Statement of Qualifications (DAS-14) – PDF Fillable Form
- Connecticut Economic Impact Form (DAS-46) – Web Based fillable Form
- Contract Exhibit B – Price Schedule (RFP-16)
- RFP Addendum (RFP-18) – if applicable

Additional forms such as those listed below must be reviewed carefully and accepted by the proposer prior to proposal submittal:

- Request for Proposal IT Contract (RFP-50IT)
- Exhibit C – Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitations Limitations

4. Insurance Accord Certificates

Contractors are responsible for maintaining their BizNet accounts with new and/or updated insurance information.

The following documentation will need to be uploaded to each company's BizNet account and evidencing that the State is an additional insured:

- (a) Certificate of Insurance (Accord Form)

- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation relating to the completion of the above-reference forms is available through the DAS Website under “DAS Business Friendly Initiatives” at the following website: <http://das.ct.gov/cr1.aspx?page=371>

Proposers are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the RFP. Please read ALL RFP documents carefully and provide all required information. Failure to do so may result in rejection of your proposal.

Overview

The State of Connecticut Department of Administrative Services (“DAS”) is issuing this Request for Proposal to solicit proposals for Web Based Content Providers on behalf of the Connecticut State Library (State Library).

This Request for Proposals (RFP) is for electronic resources to meet the information, research, and recreational needs of the academic, school, and public libraries in the state and their respective users by way of researchIT CT, the State Library Division of Library Development source for statewide online resources. All Proposers must understand that researchIT CT represents paid-for content as well as free resources (e.g. links to resources in Connecticut Digital Collections). For a complete list of databases and content currently available through researchIT CT see: <https://researchitct.org/resources-a-z/>.

Scope of Services

The State Library is seeking proposals from online Web-based content providers to meet the information needs of all academic, school, and public libraries and their users in Connecticut.

Publishers of online content, value added resellers, and third party vendors representing periodicals, journals, newspapers, digital collections, monographs, encyclopedias, directories, reference, audio, and video are all invited to submit proposals.

Products selected from this RFP process may result in a core collection of online information sources for academic, school, and public libraries and their users throughout the state of Connecticut, as well as individual information sources to meet the information needs of specific user types. Content must be hosted by the vendor.

Proposers not chosen for the statewide contract may be placed on the statewide electronic resources list for individual purchase locally by Connecticut libraries.

Proposers must provide information on how they will reimburse libraries that have pre-existing licenses to the applicable databases.

Instructions to Proposers

1. Proposal Schedule

RELEASE OF RFP:	Date:	March 1, 2019
RECEIPT OF QUESTIONS:	Date:	April 1, 2019
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	April 19, 2019 or sooner
RFP DUE DATE:	Date:	May 1, 2019 at 2:00 pm Eastern Time

2. Questions

Questions for the purpose of clarifying this RFP must be received no later than the date and time specified in Section 1, "Proposal Schedule" and must be directed to the Contract Specialist, Aimee Cunningham via email: aimee.cunningham@ct.gov.

3. Communications

During the period from your organization's receipt of this Request for Proposal, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to the Contract Specialist, Aimee Cunningham via email: aimee.cunningham@ct.gov.

4. Solicitation Submission

Solicitations shall be submitted online by the RFP due date and time only. Proposers shall upload their solicitation submission to their BizNet Account.

Description of Goods & Services Specifications and Additional Terms and Conditions

DESCRIPTION OF GOODS AND SERVICES:

The State Library is seeking resources for two different types of users:

1) Resources for ALL user types to include the following resource topic areas (listed alphabetically, not in priority order):

- Arts & entertainment
- Biography, business
- Consumer information
- Genealogy
- General information
- Health
- History
- Law

- Nature
- News
- Science
- sports & recreation
- travel

2) Resources for SPECIFIC user types

(a) Academic

- Academic Educational Resource(s): Proposers must offer comprehensive subject coverage and include full-text for subjects found in a typical academic curriculum.
- The Connecticut State Library prefers databases that include peer reviewed publications that meet the needs of the academic curriculum.
- The Connecticut State Library prefers that the following subject areas be included:
 - Medicine
 - Nursing
 - Psychology

(b) Pre-K-12 Education Resources Academic

- Proposers must include comprehensive coverage and full-text/full experience on those subjects that are part of the Connecticut educational curriculum. Resources should be able to be aligned to the Connecticut Common Core State Standards: <http://ctcorestandards.org/>. (See also <http://www.corestandards.org/>).
- Proposers must agree in writing to comply with the Connecticut Student Data Privacy Act ([Public Act No. 16-189](#)).
- The State Library prefers resources that include age-appropriate publications/information in Early Literacy (Including PreK-3 e-books and interactives that build reading skills), English Language Arts (including Reader’s Advisory for PreK-12), Social Sciences, Humanities, Science and Technology, Current Events/Social Issues, Mathematics, and Education for K-12.
- The State Library prefers resources that allow for limiting searches and/or content by reading levels.

Proposal Requirements

1. Contract Period

The State intends that this contract shall be in effect for a period of 3 three years.

DAS, in its sole discretion, may extend this Contract for additional terms beyond the original term, prior to Termination or expiration, one or more times for a combined total period not to exceed the complete length of the original term.

2. Stability of Proposed Prices

Any price offerings from proposers must be valid for a period of 90 days from the due date of the proposals.

3. Amendment or Cancellation of the RFP

DAS reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.

4. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

5. Proposer Presentation of Supporting Evidence

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

6. Proposer Demonstration of Proposed Services and or Products

At the discretion of DAS, proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by DAS and without cost to the State.

7. Proof of Concept/Trial Assessment

Proposers may be asked to submit their proposed resources for a 30 day trial assessment by members of the researchIT CT eResource Advisory Task Force. Proposers should be prepared to furnish a user name and password to access their resources for this purpose.

8. Erroneous Awards

DAS reserves the right to correct inaccurate awards.

9. Proposal Expenses

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by DAS.

10. Ownership of Proposals

All proposals shall become the sole property of the State and will not be returned.

11. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the contract.

12. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award.

Selection Criteria

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP Document, will be considered as part of the Selection process and are listed in order of relative importance.

1. Applicable Content

- (a) Resources for all user types
- (b) Resources for specific user types
- (c) Overall service offering

2. Business Information and Account Management

- (a) Proposers relevant qualifications and skills
- (b) Three examples of projects which demonstrate Proposers experience and expertise in performing the services outlined in this Request for Proposals.
- (c) Compliance with 1) the American Institute of Certified Public Accountants, Statements on Auditing Standards (SAS) No. 70 (Service Organizations) audit, and 2) Federal Single Audit (2CFR Part 200)

3. Value

- (a) Attachment 3 - Proposers cost proposals must cover the entire period of the initial contract and allowable renewal periods.

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all RFPs in whole or in part, and waive minor irregularities and omissions if the best interest of the state will be served.

Submittal Requirements

1. Applicable Content

- (a) Ability to provide service to *specific* users
- (b) Ability to provide service for *all* users
- (c) Response to Scope of Work responsive document (Attachment 2)

2. Business Information:

- (a) Business Overview – Proposers should describe their qualifications and skills to be used to provide the services requesting throughout this RFP.
- (b) Provide three examples of projects which demonstrate Proposers experience and expertise in performing the services outlined in this Request for Proposals.

- (b) Past 2 years financial statements

Should proposers wish this information to be considered confidential, proposers should mark this information as "Confidential". This information will not be made viewable to the public and will only be reviewed by the evaluation committee.)

- (c) Insurance Certificate(s)

- (d) Three (3) Client References: please provide the following information for each reference
Name of company, Contact name, Telephone number, and Description of work provided

Should proposers wish this information to be considered confidential, this information should be placed in a sealed envelope marked "Confidential", this information will not be made viewable to the public and will only be reviewed by the evaluation committee.

3. Value

- (a) Form RFP-16 Exhibit B Price Schedule

Attachment 1 - Sample Contract

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The State will pursue negotiations with the proposer whose proposal scores highest. If, for whatever reason, DAS and the initial proposer fail to reach consensus on the issues relative to a contract, then DAS may commence contract negotiations with other proposers. DAS may decide at any time to suspend the current RFP process and start the RFP process again.

Attachment 1 to this RFP is a draft contract and it is included in this RFP for informational purposes only in order to show some contract provisions that the State of Connecticut requires. It is not intended to, and will not, be the specific contract that the State and the successful vendor(s) will sign. After DAS selects a vendor, DAS will deliver a draft contract to the vendor for consideration and negotiation. The contract that DAS and the successful vendor will sign may vary from Attachment 1. The contract may include a liquidated damages clause at the discretion of the State.