



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

**RFP No. 23-2500-2EMF**

DEPARTMENT OF FINANCE  
Oscar Knott, CPP, CPPO, VCO  
Purchasing Director

March 15, 2023  
Request for Proposal ("RFP")  
Library Materials and Services for Henrico County  
Public Schools

Your firm is invited to submit a proposal to provide library materials and services for Henrico County Public Schools in accordance with the enclosed Specifications and General Terms and Conditions. Pursuant to Section 2.2-4304 of the Code of Virginia, this procurement is a cooperative procurement being conducted on behalf of Henrico County and other public bodies.

Your firm's proposal submittal, **consisting of one (1) complete electronic copy and one (1) redacted electronic copy (if applicable) in a "pdf" format**, will be received no later than April 19, 2023 at 2:00 p.m. by submission through the Commonwealth of Virginia's electronic procurement platform [eVA](#).

Time is of the essence, and any offeror that attempts to submit a proposal after the appointed hour for submission, will be unable to, because eVA automatically closes the solicitation at the appointed time. The time of receipt shall be determined by the time clock in eVA. Offerors are responsible for ensuring that their proposals are submitted in eVA by the deadline indicated.

Nothing herein is intended to exclude any responsible offeror or in any way restrain or restrict competition. On the contrary, all responsible offerors are encouraged to submit proposals. The County of Henrico reserves the right to accept or reject any or all proposals submitted.

**Pursuant to Henrico County Code Section 16-43, the award will be made by the Purchasing Director .**

This RFP and any addenda are available on the County of Henrico website at: <http://henrico.us/finance/divisions/purchasing>, and on eVA at <https://eva.virginia.gov/>.

Should you have any questions concerning this RFP, please contact **Eileen Falcone at fal51@henrico.us** by no later than noon on **March 29, 2023**.

Very truly yours,

Eileen M. Falcone, CPPB  
Assistant Purchasing Division Director

**I. INTRODUCTION**

**A. Purpose**

The intent and purpose of this Request for Proposal (RFP), and the resulting annual contract(s), is to obtain the services of one or more qualified offerors, who are publishers of book jobbing businesses, to supply approximately 90% of book, non-print resources, and related ancillary services for 72 school libraries and the Instructional Materials Center of Henrico County Public Schools (HCPS). (Anticipating two new schools within the next five years.)

**B. Background**

Henrico County Public School (HCPS) libraries acquire materials in all formats for inclusion in their collections. HCPS has more than 52,000 students in grades PK-12. All 77 sites currently use the SIRSI Symphony Workflows library automation system, current version 3.6.2 (upgrading to 3.7.1). Materials are ordered, received, and cataloged by a centralized staff.

On average, HCPS libraries budget a total of approximately \$225,000 for library materials. This figure is submitted as an estimate and should not be interpreted as a guarantee of future requirements.

The previous RFP was awarded to one Offeror. Follett Learning was awarded the contract for library materials and services.

<b>Fiscal Year (July 1-June 30)</b>	<b>Number of Items Received</b>	<b>Annual Spend</b>	<b>Average Price per Book</b>
2021-2022	15,027	\$227,806	\$15.16
2020-2021	16,414	\$238,404	\$14.52
2019-2020	15,789	\$233,134	\$14.77

**II. SCOPE OF SERVICES**

**A. GENERAL REQUIREMENTS**

The Successful Offeror(s) shall be a firm that has provided products and services to public school divisions for no fewer than two (2) years. The Successful Offeror(s) shall provide materials and services to meet the following minimum specifications for the following item categories. Item categories are lettered to assist Offeror(s) in preparing their response with respect to each requirement.

**1. ITEM CATEGORIES**

**a. Hardback books:**

- i. Hardback books in a variety of bindings may be accepted, depending on availability, but school and library bindings are preferable and will be expected, unless out-of-print.
- ii. Hardback editions will make up the majority of orders. There will be no substitutions of paperback books or spiral bindings for hardback requests unless expressly stated.

- iii. These titles shall be available from a web-based catalog with assurance of 90% or better fulfillment and delivery within 35 business days of receipt of order.
  - iv. All bindings shall be guaranteed from defects for a minimum of one (1) year.
- b. Pre-bound books:
- i. Pre-bound books shall constitute two additional categories of books requested. The two categories of pre-binds shall be:
    - Hardcover bindings of new trade books and
    - Hardcover bindings of new paperbacks which have been pre-bound to ensure longer life.
  - ii. These titles shall be available from a print or web-based catalog with assurance of 90% or better fulfillment and delivery within 35 business days of receipt of order.
  - iii. All bindings shall have a lifetime warranty from any defects.
- c. Paperback books: Paperback books and paper “big books” (softbound books that measure 15” x 18” or larger) may be requested but should never serve as substitutes for hardback or pre-bound titles.
- d. Non-Print Resources: CDs, DVDs, Software, and Playaways/GoReaders may be ordered.

## B. SPECIFIC REQUIREMENTS

The Successful Offeror(s) will send Machine-Readable Cataloging (MARC) records for titles shipped in the order only. MARC records will not contain titles that were not shipped. Purchase orders from HCPS will be placed and filled by the Successful Offeror(s) according to the following specifications.

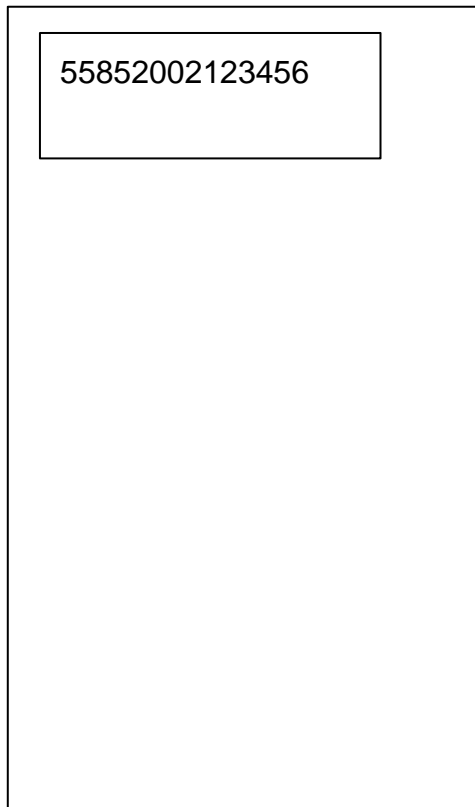
1. Library Automation System: SIRSI Symphony Workflows, current version 3.6.2 (upgrading to 3.7.1)
2. MARC record specifications:
  - a. Format: MARC21 is preferred but the USMARC MicroLIF protocol (post 1991 format) is acceptable.
  - b. Data files must strictly conform to MARC21. Data file name must be Marc.001 or Microlif.001.
  - c. Every MARC record will contain shelf list information, review sources, full annotation, complete subject headings, and added entries as specified in *Appendix 2*.
  - d. The preferred delivery method for bibliographic records is electronic. Transmission subject line should include the school’s name, purchase order number, and order name.
  - e. Electronic transmissions of bibliographic records should include title, author, call number, barcode number, book order number or ISBN, total number of bibliographic records, total number of items, and name of school.
  - f. Bibliographic records will NOT be supplied for items not shipped.

- g. A separate download is required for each purchase order and downloads will be identified in the subject line with school name, purchase order number, and order name.
  - h. Records will adhere to the latest cataloging code and MARC21 specifications.
  - i. All records must contain leaders coded according to MARC21 rules.
  - j. Records must contain 001s, which represent unique keys. All 001s must be prefixed by a 3-letter code, which is not currently in use by the Library of Congress (LC). The only exception to this will be LC source suppliers in which the vendor has duplicated the 010 and the 001.
  - k. All LC source records must contain the LC 010 field.
  - l. All records must contain fully coded 008 fields and 007 fields, where applicable. 008s for non-LC records should contain “d” in the source field.
  - m. No files that contain CIP or partial records will be accepted.
  - n. Records submitted must contain a 520 field.
  - o. Records submitted must contain the 505 table of contents where applicable.
  - p. Call numbers must be abridged Dewey and include three letter Cutters.
  - q. Bibliographic records will use Library of Congress Subject Headings for subject headings. LC Children’s headings are acceptable, but not as a substitute for LC headings. LC Children’s headings are to be used only when different from LCSH.
  - r. Bibliographic records will use Library of Congress genre/form terms in the 655 field where applicable.
  - s. Cataloging will adhere to “HCPS” Cataloging Specifications (Appendix 2) and will include a fully developed 949 field (holdings field) adhering to all specifications in *Appendix 2* of this request for proposal. These MARC records will successfully load into the SIRSI current version 3.6.2 (upgrading to 3.7.1) library automation system.
  - t. Bibliographic records for ALL orders will be sent to HCPS Library Services, not to the school. The electronic records must arrive on or before the day the ordered items arrive. Send bibliographic records by electronic download to:
    - Amanda Allgood, Information Specialist Cataloging and Technical Processes
    - HCPS, Library Services
    - [alallgood@henrico.k12.va.us](mailto:alallgood@henrico.k12.va.us)
3. MARC local holdings field specifications:
- a. Local holdings field should be 949.
  - b. 949 field should be formatted as described in *Appendix 2*.

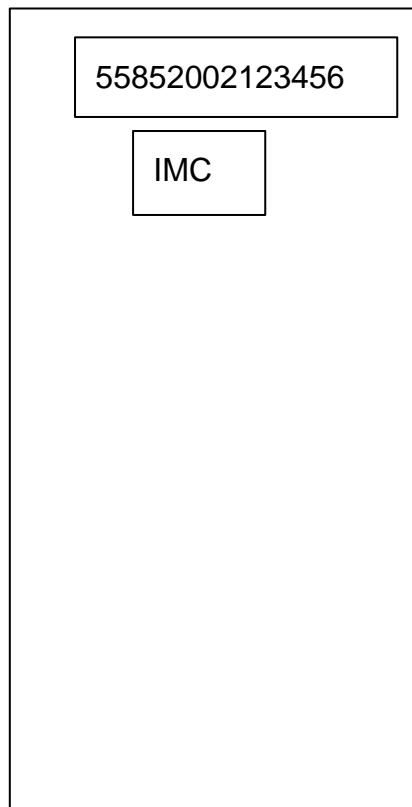
4. Barcode specifications:
  - a. Barcodes will adhere to the Code 39 symbology, with MOD 10 for the check digit.
  - b. Item barcodes are to start with the digit “5” followed by 5852 (system code) with the remaining nine digits forming the unique item number.
  - c. Barcodes should display the following information: Henrico County School Libraries, call number, title, and barcode number.
  - d. Barcode labels will be polyester and adhere to the following:
    - SIZE: 2 x 0.75
    - DENSITY: 9.4 cpi
    - ADHESIVE: 1.5 mil
    - VARIANCE: No more than 2%
  - e. Two identical barcodes, with label protectors, are to be attached to each item according to the HCPS processing specifications (see below).
5. Assignment of barcodes for each order:

Successful Offeror(s) must contact the Cataloging Librarian directly to be assigned a range of barcode numbers from which they are to sequentially assign numbers. Phone number: (804) 652-3743. Email: [alallgood@henrico.k12.va.us](mailto:alallgood@henrico.k12.va.us).
6. Processing specifications:
  - a. HCPS will purchase shelf-ready books and audiovisual materials.
  - b. Barcodes and spine labels should be affixed as shown in Example #1 and #2 (barcode labels) and Example #3 (spine label.) Apply first barcode and affix spine label to audiovisual materials as shown in example #1 and #3. Second barcode and property stamp should be unattached.

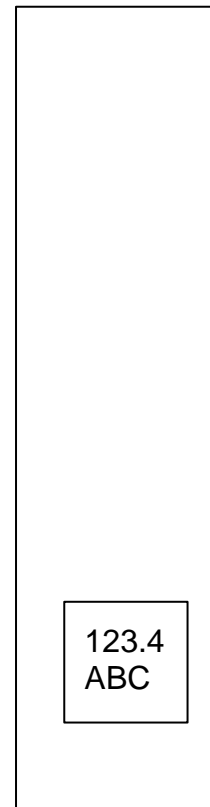
Example 1: Front of book



Example 2: Page facing inside of back cover



Example 3: Spine



- c. The first barcode should be placed horizontally, in the upper left corner of the front cover. A second barcode should be centered at the top of the page facing the inside of the back cover.
  - d. Each item should be property marked, centered at the top of the page, facing the inside of the back cover, no more than one inch under the second barcode.
  - e. Spine labels must contain a call number as specified in *Appendix 2* and be affixed 1.5 inches from the bottom of the label to the bottom of the book. No school name should appear on the spine label.
  - f. Mylar covers will be attached (taped) on books with dust jackets.
  - g. Provide audiovisual materials in appropriate reinforced cases.
7. Barcode and spine labels will be covered with plastic label protectors except on books with dust jackets. Mylar covers will be placed over dust jackets so no label protectors are needed. Shipping requirements:
- a. Shipments must be inside delivery only to the following address:

Acquisitions Assistant  
Henrico County Public Schools  
Library Services  
3820 Nine Mile Rd  
Henrico, VA 23223

- c. Each box must be clearly labeled with the following in plain sight on the outside of each shipping container: the district's purchase order number, the supplier's invoice number, and the invoice enclosure notification.
  - d. Each order should include a packing slip arranged in line-item order that matches the original order. Packing slip must show for each title the number of copies and title, and should also show author, publisher, unit list price, rate of discount, net unit price, and extended net amount, and book order number/ISBN (if available).
  - e. Fill, in one shipment, all copies of any one individual title ordered at the same time.
  - e. Fill, in one shipment, an order for a multi-volume set when all volumes were ordered at the same time, and all are in print.
8. Billing and invoicing requirements:
- a. Report items not available. An individual report should be furnished on each title ordered that is either temporarily or permanently unavailable from the publisher at the time the order is received.
  - b. Invoice each order separately. All invoices must be submitted and arranged in line-item order that matches the original order. Invoice must show for each title the number of copies, title, author, publisher, unit list price, rate of discount, net unit price, and extended net amount, and book order number/ISBN (if available).
  - c. Clearly print the purchase order number on all invoices.
  - d. Payment of invoice will be made when all discrepancies between items ordered, and items received have been corrected.
  - e. Invoices shall be mailed to the following address:  
Henrico County Public Schools  
P.O. Box 23120  
3820 Nine Mile Road  
Henrico, VA 23223-0420
9. Purchase Orders:
- a. The following set of instructions will be printed on all purchase orders being sent to the Successful Offeror(s) which are to be shipped to Library Services.

**SUPPLIER: ONE SHIPMENT ONLY – NO BACK ORDERS  
DO NOT EXCEED PURCHASE ORDER AMOUNT**

Henrico County Public Schools use the specifications listed in this document for MARC records and processing. The Successful Offeror(s) will keep these specifications on file and apply them to all orders. The following statement may be printed on purchase orders sent to the Successful Offeror(s) for processed library materials and MARC records:

**BARCODE, SPINE LABEL, AND MARC RECORD AS PER HENRICO COUNTY PUBLIC SCHOOL SPECIFICATIONS**

- b. Each MARC record electronic notification must be labeled with school name, purchase order number, and order name.
- c. Purchase order amount includes print and non-print materials, processing cost, MARC record download, and shipping charges (if applicable).

10. Service requirements:

- a. Confirmation of order (timeline):
  - i. The Successful Offeror(s) will provide an immediate, automatic email confirmation notice stating the order has been received.
  - ii. Only one shipment will be accepted to complete an order. There will be NO back orders unless specifically noted on the purchase order.
  - iii. Shipping of orders will be FOB destination. Only inside deliveries will be accepted.
- b. Conditions of Order Rejection:

Orders may be rejected in whole or in part and returned to the Successful Offeror(s) at the Successful Offeror's expense under the following conditions:

  - i. Books in an order that are defective, damaged, substituted editions or titles for those specified, or otherwise not in compliance with the original order request.
  - ii. Books that have been processed incorrectly may be returned for adjustments to the problem area (barcode, spine label) at the district's discretion.
  - iii. Unauthorized shipments for orders which were not confirmed or were received after the thirty-five (35) business day fulfillment window had expired or a second shipment on an order (where backorders are allowed).
- c. Return policy:

The Successful Offeror(s) shall agree to accept the return of books found by HCPS to be defective, damaged, or not as ordered. The Successful Offeror(s) will:

  - i. Issue credit statement within 10 days of notification and/or return of material in question,
  - ii. Supply prepaid mailing labels for returned items that result from their error,
  - iii. Ship replacement items immediately, not waiting for return of defective, damaged, or not as ordered.
- d. Current title availability:

The Successful Offeror(s) shall provide a complete online listing of titles available, updated at least semi-annually.



- e. Rush order service:  
The Successful Offeror(s) shall provide details of “rush” order service capabilities via phone, fax or online order submission to include all required elements of this request for proposal.
- f. Customer support:
  - i. The Successful Offeror(s) shall provide a toll-free customer service telephone number and an email address through which HCPS can receive assistance during normal business hours.
  - ii. The Successful Offeror(s) shall provide a local representative to address County specific issues.
- g. Any questions regarding processing should be directed to the Educational Specialist, Library Services (804-652-3700), and not individual school librarians.
- h. The Successful Offeror’s proposal should make all processing specifications known to his/her own processing department in order that they may adjust records for all schools in the district.

C. OPENING DAY COLLECTIONS - REQUIREMENTS FOR NEW SCHOOLS

1. The Successful Offeror(s) must be able to store the entire book order until the new school building is complete. This will apply without charge for a window of at least 180 days.
2. Bibliographic records for the order will be sent to HCPS Library Services electronically, not to the school. The records must arrive six working days before the day the ordered items arrive.
3. The Successful Offeror(s) will enclose a packing list for items in each box to expedite the check-in process.
4. The Successful Offeror(s) will assist with planning for the arrival of the opening day collection.
5. The Successful Offeror(s) will assist with on-site delivery and placement of opening day collection.
6. The Successful Offeror(s) must be able to provide a written guarantee of delivery date.
7. The Successful Offeror(s) will ship the opening day collection in one shipment in exact Dewey sequence within 30 days if necessary.

D. TELEMARKETING

Librarians are not authorized to respond to any telemarketing offers for special purchase or preview programs. All library material purchased for HCPS will be made through the Successful Offeror(s) who are approved through the library RFP or who are registered as a sole source provider. Please direct the appropriate party/division that all HCPS be removed from any telemarketing databases in use by your company.

E. SERVICE AMENITIES

The Successful Offeror(s) will supply the following:

1. Provide the name of a specific company representative for the HCPS' account to assist with adjustments or coordination of transactions.
2. Provide a representative to meet with librarians individually and/or in groups at the beginning of each school year and upon request to provide training for on-line ordering and to resolve any issues that may arise.
3. Provide a representative to assist with HCPS based projects including but not restricted to collection development and acquisitions.
4. Provide annual detail to HCPS (specifying final type: local/county) regarding the following transaction information with the Offeror: number of items shipped, total net dollars invoiced for product shipped, total list price dollars for product shipped, average net unit item price for product shipped, and average number of copies ordered per title.
5. Provide a web-based order development system with the capability to save, retrieve, and print orders linked to an individual user and password.
6. Provide a web-based order development system with user initiated collection analysis tools to all schools in the district at no charge, including book reviews, ability to search for items by series, item type, subject, Dewey, and reading level. It is preferred that said collection and analysis tools are able to be accessed and run at the discretion of HCPS personnel.
7. Provide a web-based order development system with collection development tools correlated to Virginia Standards of Learning. Internet editions of electronic ordering systems must allow for collection development, including the following searching parameters: keyword, reading level, interest level, review source, AR, Virginia SOL number (Grades K-8), number of pages, etc.
8. Offer free shipping and handling for all HCPS orders.
9. Offer free item processing for all HCPS orders.
10. Offer free cataloging (full MARC21) for 100% of all books and non-print materials, to be delivered electronically.
11. Price quotes in lists will be guaranteed for 60 days.
12. Successful Offeror(s) will not charge additional fees for books not normally carried in inventory, titles with little or no discounting, or those from small publishers.
13. Successful Offeror(s) can accept single purchase orders.
14. Successful Offeror(s) can and will confirm all orders with an immediate, automatic email confirmation notice stating that the order was received.

- F. **TRAINING:**  
The Successful Offeror shall provide training to HCPS personnel in the use of the web-based automated ordering system offered (if available) as described in the scope of services section of this document at no additional cost to HCPS.

**III. COUNTY RESPONSIBILITIES**

The County will designate an individual to act as the County’s representative with respect to the work to be performed under this contract. Such individual shall have the authority to transmit instructions, receive information, and interpret and define the County’s policies and decisions with respect to the contract.

**IV. ANTICIPATED PROCUREMENT SCHEDULE**

The following represents the timeline of the process currently anticipated by the County:

Request for Proposal Distributed	March 15, 2023
Questions Due	March 29, 2023; noon
Receive Written Proposals	April 19, 2023
Conduct Oral Interviews with Offerors	May 11, 2023
Negotiations Completed	May, 2023
Award Contract	May/June, 2023
[Installation/Services] Begin	June, 2023

**V. GENERAL CONTRACT TERMS AND CONDITIONS**

A. Annual Appropriations

The contract resulting from this procurement (“Contract”) shall be subject to annual appropriations by the Henrico County Board of Supervisors. Should the Board fail to appropriate funds for this Contract, the Contract shall be terminated when existing funds are exhausted. The Successful Offeror (“Successful Offeror” or “Contractor”) shall not be entitled to seek redress from the County or its elected officials, officers, agents, employees, or volunteers should the Board of Supervisors fail to make annual appropriations for the Contract.

B. Award of the Contract

1. The County reserves the right to reject any or all proposals and to waive any informalities.
2. The Successful Offeror must, within fifteen (15) calendar days after Contract documents are presented for signature, execute and deliver to the Purchasing office the Contract documents and any other forms or bonds required by the RFP.
3. The Contract resulting from this RFP is not assignable
4. Notice of award or intent to award may also appear on the Purchasing Office website: <http://henrico.us/finance/divisions/purchasing/>.

C. Collusion

By submitting a proposal in response to this Request for Proposal, each Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, Offeror or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. § 1 et seq.) or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

D. Compensation

The Successful Offeror must submit a complete itemized invoice for services that are performed under the Contract. The County shall pay the Successful Offeror for satisfactory compliance with the Contract within forty-five (45) business days after receipt of a proper invoice.

E. Controlling Law and Venue

The Contract will be made, entered into, and shall be performed in the County and shall be governed by the applicable laws of the Commonwealth of Virginia without regard to its conflicts of law principles. Any dispute arising out of the Contract, its interpretations, or its performance shall be litigated only in the Henrico County General District Court or the Circuit Court of the County of Henrico, Virginia.

F. Termination by County

1. The County may terminate the Contract for cause or for convenience.
2. Termination for Cause
  - a. If the Successful Offeror fails to perform the Contract, in whole or in part, the County shall give the Successful Offeror written notice of the default and the opportunity to cure it by a stated deadline.
  - b. If the Successful Offeror fails to cure its default by the deadline, then the County may terminate the contract, in whole or in part, by providing written notice of termination to the Successful Offeror. The notice of termination shall state the effective date of termination. A partial termination shall set forth the nature and scope of the termination.
  - c. Unless the notice of termination states otherwise, the Successful Offeror shall stop performing the Contract when it receives the notice of termination.
  - d. An equitable adjustment in the Contract price shall be made for unpaid services satisfactorily rendered and goods satisfactorily delivered before the date the Successful Offeror receives the notice of termination minus the County's cost to complete the Successful Offeror's work. The Successful Offeror shall not be entitled to payment for services rendered or goods delivered after the date the Successful Offeror receives the notice of termination or for reimbursement of any cost the Successful Offeror incurs after the date the Successful Offeror receives the notice of termination. If the County's cost to complete the Successful Offeror's work exceeds the unpaid balance due to the Successful Offeror, the County will not owe the Successful Offeror any money; instead, the Successful Offeror shall pay to the County the difference between the unpaid balance due and the County's cost to complete the work.
  - e. Unless the parties expressly agree in writing otherwise, the County may transmit notices of default and termination for cause by email, USPS First-Class Mail®, or

- courier or overnight delivery service. The Successful Offeror shall be deemed to be in receipt of any notice emailed on the day the County sends it. The Successful Offeror shall be deemed to be in receipt of any notice the County sends by USPS First-Class Mail® three business days after the date shown in the postmark. The Successful Offeror shall be deemed to be in receipt of any notice the County sends by courier or overnight delivery service on the date of delivery as confirmed by the courier or overnight delivery service.
- f. If the Successful Offeror receives two notices of default, the County shall not be obligated to give the Successful Offeror the opportunity to cure any subsequent defaults but may terminate the contract in accordance with this section.
    - g. If it is determined that the Successful Offeror knowingly made a false certification in violation of the Responsible Offeror Certification section of this RFP, the County may terminate the contract for cause. In terminating the contract for this cause, the County shall not be obligated to give the Successful Offeror the opportunity to cure.
  - h. If any act or omission of the Successful Offeror (including the Successful Offeror's employees, agents, subcontractors, and assigns) arising out of the performance of the contract causes any person to suffer bodily injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, then the County shall not be obligated to give the Successful Offeror the opportunity to cure its default but may terminate the contract in accordance with this section.
  - i. Any remedies this section affords to the County are non-exclusive, and the County may enforce any remedy available at law or in equity in connection with any default of the Successful Offeror. Termination of the Contract for cause does not relieve the Successful Offeror of liability for damages the County sustains because of the Successful Offeror's breach.
3. Termination for Convenience
- a. The County may terminate the Contract, in whole or in part, whenever the Purchasing Director determines that such termination is in the County's best interest.
  - b. The County must give the Successful Offeror written notice of a termination for convenience. The notice must specify the extent to which the Contract is terminated and the effective termination date. The effective termination date shall be at least seven calendar days after the date the County issues the notice of termination for convenience.
  - c. An equitable adjustment in the Contract price shall be made for unpaid services satisfactorily rendered and goods satisfactorily delivered before the date the Successful Offeror receives the notice of termination. The Successful Offeror shall not be entitled to payment for services rendered or goods delivered after the date the Successful Offeror receives the notice of termination, and the Successful Offeror shall not be entitled to payment for any costs it incurs after the date it receives the notice of termination.
  - d. Unless the County's notice specifies otherwise, the Successful Offeror must stop work on the date it receives the notice of termination.
  - e. Unless the parties expressly agree otherwise, the County may transmit notices of termination for convenience by email, USPS First-Class Mail®, or courier or overnight delivery service. The Successful Offeror shall be deemed to be in receipt of any notice emailed on the day the County sends it. The Successful Offeror shall be

deemed to be in receipt of any notice sent by USPS First-Class Mail® three business days after the date shown in the postmark. The Successful Offeror shall be deemed to be in receipt of any notice the County sends by courier or overnight delivery service on the date of delivery as confirmed by the courier or overnight delivery service.

G. Drug-Free Workplace to be Maintained by the Contractor (VA. Code §2.2-4312)

1. During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
2. For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

H. Employment Discrimination by Contractor Prohibited

1. Contractor certifies to the County of Henrico, Virginia that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, § 2.2-4343.1E). During the performance of this Contract, the Contractor agrees as follows (Va. Code § 2.2-4311):
  - a) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  - c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The Contractor will include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

I. Employment of Unauthorized Aliens Prohibited

As required by Virginia Code §2.2-4311.1, the Contractor does not, and shall not during the performance of this agreement, in the County of Henrico, Virginia knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

J. Ethics in Public Contracting

Contractor certifies that its proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with its proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

K. Antitrust

By entering into a contract, the Successful Offeror conveys, sells, assigns, and transfers to the County of Henrico, Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular services purchased or acquired by the County under the contract.

L. Testing and Inspection

The County reserves the right to conduct any test/inspection it may deem advisable to assure services conform to the specifications.

M. Assignment of Contract

A contract shall not be assignable by the Successful Offeror in whole or in part without the written consent of the County

N. Indemnification

The Successful Offeror agrees to indemnify, defend, and hold harmless the County (including Henrico County Public Schools), and the County's officers, agents, and employees ("Indemnified Parties") from any damages, liabilities, and costs, including attorneys' fees, arising from any claims, demands, actions, or proceedings made or brought against one or more of the Indemnified Parties by any person, including any employee of the Successful Offeror, related to the provision of any services, the failure to provide any services, or the use

of any services or materials furnished (or made available) by the Successful Offeror, provided that such liability is not attributable to the sole negligence of the County.

O. Insurance Requirements

The Successful Offeror shall maintain insurance to protect itself and the County and the County's elected officials, officers, agents, volunteers and employees from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from the provision of services under the Contract, whether such services are provided by the Successful Offeror or by any subcontractor or anyone directly employed by either of them. Such insurance shall conform to the Insurance Specifications. (**Attachment E**).

P. No Discrimination against Faith-Based Organizations

The County does not discriminate against faith-based organizations as that term is defined in Va. Code § 2.2-4343.1.

Q. Offeror's Performance

1. The Successful Offeror agrees and covenants that its agents and employees shall comply with all County, state and federal laws, rules and regulations applicable to the business to be conducted under the Contract.
2. The Successful Offeror shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.
3. The Successful Offeror shall cooperate with County officials in performing the Contract work so that interference with the County's normal operations will be minimalized.
4. The Successful Offeror shall be an independent contractor and shall not be an employee of the County.

R. Ownership of Deliverable and Related Products

1. The County shall have all rights, title, and interest in or to all specified or unspecified interim and final products, work plans, project reports and/or presentations, data, documentation, computer programs and/or applications, and documentation developed or generated during the completion of this project, including, without limitation, unlimited rights to use, duplicate, modify, or disclose any part thereof, in any manner and for any purpose, and the right to permit or prohibit any other person, including the Successful Offeror, from doing so. To the extent that the Successful Offeror may be deemed at any time to have any of the foregoing rights, the Successful Offeror agrees to irrevocably assign and does hereby irrevocably assign such rights to the County.
2. The Successful Offeror is expressly prohibited from receiving additional payments or profit from the items referred to in this paragraph, other than that which is provided for in the general terms and conditions of the Contract.
3. This shall not preclude Offerors from submitting proposals, which may include innovative ownership approaches, in the best interest of the County.

S. Record Retention and Audits

1. The Successful Offeror shall retain, during the performance of the Contract and for a period of five years from the completion of the Contract, all records pertaining to the



Successful Offeror's proposal and any Contract awarded pursuant to this Request for Proposal. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including the Successful Offeror's copies of periodic estimates for partial payment; ledgers, canceled checks; deposit slips; bank statements; journals; Contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the County on demand and without advance notice during the Successful Offeror's normal working hours.

2. County personnel may perform in-progress and post-audits of the Successful Offeror's records as a result of a Contract awarded pursuant to this Request for Proposals. Files would be available on demand and without notice during normal working hours.

T. Severability

Each paragraph and provision of the Contract is severable from the entire agreement and if any provision is declared invalid the remaining provisions shall nevertheless remain in effect.

U. Minority-, Woman-, Service Disabled Veteran-Owned, Small Businesses and Employment Services Organizations

It is the policy of the County to actively seek out and provide contracting opportunities to minority-, woman-, service disabled veteran-owned, small businesses and employment services organizations in procurement transactions made by the County.

The County strongly encourages all suppliers to respond to Invitations for Bids and Request for Proposals and supports the use of minority, woman-, service disabled veteran-owned, small businesses and employment services organizations for sub-contracting opportunities.

All formal solicitations are posted on the Commonwealth of Virginia eVA and the County's internet site at <http://henrico.us/finance/divisions/purchasing/> and may be viewed under the Bids and Proposals link. Construction related solicitations are located on eVA and County internet sites and on ProcureWare at <https://henrico.procureware.com/home>.

V. Subcontracts

No portion of the work shall be subcontracted without prior written consent of the County. In the event that the Successful Offeror desires to subcontract some part of the work specified in the contract, the Successful Offeror shall furnish the County the names, qualifications, and experience of the proposed subcontractors. The Successful Offeror shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the Contract.

W. Taxes

1. The Successful Offeror shall pay all County, state, and federal taxes required by law and resulting from the work or traceable thereto, under whatever name levied. Such taxes shall not be in addition to the Contract price between the County and the Successful Offeror because the taxes shall be solely an obligation of the Successful Offeror and not the County, the County shall be held harmless for same by the Successful Offeror.

2. The County is exempt from the payment of federal excise taxes and the payment of state sales and use tax on all tangible, personal property for its use or consumption. Tax exemption certificates will be furnished upon request.

X. Reserved

Y. County License Requirement

If a business is located in the County, it is unlawful to conduct or engage in the business without obtaining a business license. If your business is located in the County, include a copy of your current business license with your proposal submission. If your business is not located in the County, include a copy of your current business license with your proposal submission. If you have any questions, contact the Business Section, Department of Finance, County of Henrico, telephone (804) 501-4310.

Z. Environmental Management

The Successful Offeror must comply with all applicable federal, state, and local environmental regulations. The Successful Offeror is required to abide by the County's Environmental Policy Statement: [http://henrico.us/pdfs/risk/env\\_policy.pdf](http://henrico.us/pdfs/risk/env_policy.pdf) which emphasizes environmental compliance, pollution prevention, continual improvement, and conservation. Employees of the Successful Offeror must be properly trained and have any necessary certifications to carry out environmental responsibilities. The Successful Offeror must immediately communicate any environmental concerns or incidents to the assigned County Project Manager and the County Risk Manager.

AA. Safety

1. The Successful Offeror shall comply with and ensure that the Successful Offeror's personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for the industry. The provisions of all rules and regulations governing safety as adopted by the Safety and Health Codes Board of the Commonwealth of Virginia and issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia shall apply to all work under the Contract. The Successful Offeror shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified and performed by the Successful Offeror.
2. Each job site must have a supervisor who is competent, qualified, or authorized on the worksite, who is familiar with policies, regulations and standards applicable to the work being performed. The supervisor must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees or the public, and is capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Successful Offeror's personnel from the work site.
3. In the event the County determines any operations of the Successful Offeror to be hazardous, the Successful Offeror must immediately discontinue such operations

upon receipt of either written or oral notice by the County to discontinue such practice.

BB. Authorization to Transact Business in the Commonwealth

1. A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership or other business form must be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law.
2. An Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia must include in its proposal the identification number issued to it by the State Corporation Commission (Attachment C). Any Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law must include in its proposal a statement describing why the Offeror is not required to be so authorized.
3. An Offeror described in subsection 2 that fails to provide the required information shall not receive an award unless a written waiver is granted by the Purchasing Director, his designee, or the County Manager.
4. Any falsification or misrepresentation contained in the statement submitted by the Offeror pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for debarment by the County.
5. Any business entity described in subsection 1 that enters into a contract with a public body must not allow its existence to lapse or allow its certificate of authority or registration to transact business in the Commonwealth if so required by Title 13.1 or Title 50 of the Code of Virginia to be revoked or canceled at any time during the term of the contract.

CC. Payment Clauses Required by Va. Code §2.2-4354

Pursuant to Virginia Code § 2.2-4354:

1. The Successful Offeror shall take one of the two following actions within seven days after receipt of amounts paid to the Successful Offeror by the County for all or portions of the goods and/or services provided by a subcontractor: (a) pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under that contract; or (b) notify the County and subcontractor, in writing, of the Successful Offeror's intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
2. The Successful Offeror that is a proprietor, partnership, or corporation shall provide its federal employer identification number to the County. Pursuant to Virginia Code § 2.2-4354, the Successful Offeror who is an individual contractor shall provide his/her social security numbers to the County.
3. The Successful Offeror shall pay interest to its subcontractors on all amounts owed by the Successful Offeror that remain unpaid after seven days following receipt by the Successful Offeror of payment from the County for all or portions of goods and/or services performed by the subcontractors, except for amounts withheld as allowed in Subparagraph 1. above.

4. Unless otherwise provided under the terms of the Contract interest shall accrue at the rate of one percent per month.
5. The Successful Offeror shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
6. The Successful Offeror's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in Virginia Code § 2.2-4354 shall not be construed to be an obligation of the County. A Contract modification shall not be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

DD. Contract Period

1. The contract period shall be July 1, 2023 through June 30, 2024. Contract prices shall remain firm for the contract period.
2. The contract may be renewed for four (4) additional one-year periods upon the sole discretion of the County at a price not to exceed 3% above the previous year's prices unless written approval is given by the Purchasing Director.
3. The Successful Offeror shall give at least a 90 days' written notice to the County for any price increases and/or if it does not intend to renew the contract at any annual renewal.
4. The contract shall not exceed a maximum of five (5) years.

EE. Non-Exclusive Contract

Nothing in this Request for Proposal constitutes an offer or promise to purchase any goods or services exclusively from the Successful Offeror. The County reserves the right to purchase goods and services similar to, or the same as, the goods and services that are subject to this Request for Proposal from other sources.

FF. Occupational Safety & Health Policy Statement

The Successful Offeror must comply with all applicable federal, state, and local occupational safety and health standards. The Successful Offeror is required to abide by the County's Occupational Safety & Health Policy Statement: [https://henrico.us/pdfs/risk/h\\_safety\\_policy.pdf](https://henrico.us/pdfs/risk/h_safety_policy.pdf) which emphasizes maintaining a safe and healthy work environment for all employees, volunteers, and contractors who access County property and locations. The Successful Offeror must be properly trained and have any necessary certifications to carry out occupational safety and health policy responsibilities. The Successful Offeror must immediately communicate any concerns or incidents to the assigned County Project Manager and the County Risk Manager.

GG. Tobacco – Free Requirement

County Public Schools (“HCPS”) has a tobacco-free policy on school property. Therefore, the use or display of tobacco products by the Contractor, its suppliers and/or subcontractors on school property is strictly prohibited at all times, including days and/or hours when school is not in session. This includes, but is not limited to, outdoor areas of school properties and personal or business vehicles present on school property.

“Tobacco products” include any lit or unlit cigarette (including candy cigarettes), cigar, pipe, smokeless tobacco, dip, chew, and snuff in any form. This includes electronic cigarettes, cigarette packages, smokeless tobacco containers, lighters, and any other items containing or reasonably resembling tobacco, tobacco product images and tobacco company logos, such as key chains, t-shirts, ash trays, and coffee mugs.

“School property” includes land, buildings, facilities, and vehicles owned or rented by HCPS. School property includes parking lots, playgrounds and recreational areas.

HH. Direct Contact with Students Certification

Pursuant to Va. Code § 22.1-296.1, as a condition of awarding a contract for the provision of services that require the contractor or employees of the contractor to have direct contact with students on school property during regular school hours or during school-sponsored activities, the contractor shall provide certification of whether any individual who will provide such services has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02; any offense involving the sexual molestation, physical or sexual abuse, or rape of a child; or any crime of moral turpitude.

Any individual making a materially false statement regarding any such offense is guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction is grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

**The County cannot award a contract to an Offeror that does not complete the Attachment F as part of their submission.**

II. Conduct

1. Fraternalization between supplier and teachers or students is strictly prohibited.
2. Use, consumption, and/or possession of any controlled substance, substances considered to be illegal, and alcohol are strictly prohibited on school grounds.
3. Cigarette smoking is prohibited on school grounds.
4. Use of vulgar, suggestive or abusive language or gestures is strictly prohibited on school grounds.
5. Use of radios/stereos or other noise producing equipment shall not be used. No weapons of any kind are allowed on school grounds.

JJ. Service Accessibility

Pursuant to the award of the contract and as soon as practicable but not later than September 1, 2019, the Successful Offeror shall confirm that all online content and/or web-based functionality provided is accessible to individuals with disabilities except where doing so would impose a fundamental alteration or undue burden. Accessibility will be measured according to the W3C's Web Content Accessibility Guidelines (WCAO) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 techniques for web content, which are incorporated by reference.

KK. Cooperative Procurement

This procurement is being conducted by the County in accordance with the provisions of Section 2.2-4304 of the Code of Virginia. Except for contracts for architectural and engineering services, if agreed to by the contractor, other public bodies may utilize this Contract. The Contractor shall deal directly with any public body it authorizes to use the Contract. The County, its officials, and its employees are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public body, and in no event shall the County, its officials, or its employees be responsible for any costs, damages or injury resulting to any party from another public body's cooperative use of a County contract. The County assumes no responsibility for any notification of the availability of the Contract for use by other public bodies, but the Contractor may conduct such notification.

VI. PROPOSAL SUBMISSION REQUIREMENTS

- A. The Purchasing Division will not accept oral proposals, nor proposals received by telephone, FAX machine, email or hard copy submissions. Proposals will only be accepted through eVA.
- B. All erasures, interpolations, and other changes in the proposal shall be signed or initialed by the Offeror.
- C. The Proposal Signature Sheet (**Attachment A**) must accompany any proposal(s) submitted and be signed by an authorized representative of the Offeror. If the Offeror is a firm or corporation, the Offeror must print the name and title of the individual executing the proposal. All information requested should be submitted. Failure to submit all information requested may result in the Purchasing Division requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.
- D. Reserved.
- E. The time proposals are received shall be determined by the time clock in eVA. Offerors are responsible for ensuring that their proposals are submitted in eVA by the deadline indicated.
- F. By submitting a proposal in response to this Request for Proposal, the Offeror represents it has read and understands the Scope of Services and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the Contract work.
- G. The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its proposal or to the Contract.
- H. Subject to the limitations of Va. Code § 2.2-4342(F), trade secrets or proprietary information submitted by an Offeror in connection with this procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials,

and must identify the data or other materials to be protected and state the reasons why protection is necessary (Va. Code § 2.2-4342(F)). **(Attachment D)**

- I. A proposal may be modified or withdrawn by the Offeror any time prior to the time and date set for the receipt of proposals. The Offeror shall follow the process in eVA. No proposal can be withdrawn after the time set for the receipt of proposals and for one-hundred twenty (120) days thereafter.
- J. The County welcomes comments regarding how the proposal documents and scope of services may be improved. **Offerors requesting clarification, interpretation of, or improvements to the Request for Proposal’s general terms, conditions, and scope of services shall submit technical questions concerning the Request for Proposal no later than noon on March 29, 2023 in writing.** Any changes to this Request for Proposals shall be in the form of a written addendum issued by the Purchasing Division and it shall be signed by the Purchasing Director or a duly authorized representative. **Each Offeror is responsible for determining that it has received all addenda issued by the Purchasing Division before submitting a proposal.**
- K. All proposals received on time shall be accepted for consideration. Proposals shall be open to public inspection only after award of the Contract.
- L. Responsible Offeror Certification
  - a. “Responsible offeror” means a person who has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability that will assure good faith performance, and who has been prequalified, if required.
  - b. In determining whether an Offeror is responsible, the County will consider whether the Offeror has defaulted on any government contract in the last five years; whether any government has terminated a contract with the Offeror for cause in the last five years; and whether Offeror or any of its officers, directors, partners, or owners is currently barred from participating in any procurements by any federal, state, or local government agency.
  - c. As part of its proposal, Offeror must certify that it has not defaulted on any government contract in the last five years or must explain any such default in reasonable detail. The County may deem any such explanation of default insufficient if it does not include contact information for the government on whose contract Offeror defaulted.
  - d. As part of its submission, Offeror must certify that no government has terminated a contract with the Offeror for cause in the last five years or must explain any such termination for cause in reasonable detail. The County may deem any such explanation of termination for cause insufficient if it does not include contact information for the government that terminated a contract with the Offeror for cause.
  - e. As part of its submission, Offeror must certify that neither it nor any of its officers, directors, partners, or owners is currently barred from participating in any procurements by any federal, state, or local government body. If Offeror cannot make such certification, Offeror must explain any ban in reasonable detail. The County may deem any such explanation insufficient if it does not include contact information for the public body that barred Offeror or Offeror’s officer, director, partner, or owner from participating in any procurement on any federal, state, or local government body’s contract.

- f. If the Offeror fails to submit certifications or explanations in accordance with this section, the Purchasing Division may require prompt submission of missing information and/or give a lowered evaluation of the proposal.
- g. The Offeror must notify the County immediately if the Offeror discovers that its certification was erroneous when submitted or has become erroneous.
- h. The fact that an Offeror defaulted on a government contract in the last five years; the fact that a government terminated a contract with the Offeror for cause in the past five years; or the fact that Offeror or any of its officers, directors, partners, or owners has been barred from bidding on contracts by any federal, state, or local government body will not necessarily result in the County deeming the Offeror nonresponsible.
- i. If it is later determined that the Successful Offeror knowingly made a false certification, the County may terminate the contract for cause.

**VII. EVALUATION (SAMPLE MATERIALS) SUBMISSION REQUIREMENTS**

- A. Offerors shall submit samples as requested in Appendix 3 that are being offered. The Purchasing Division will accept samples no later than the due date of the RFP. Samples shall be delivered to the physical address of the County of Henrico, Purchasing Division, 8600 Staples Mill Road, Henrico, VA 23228.
- B. DO NOT INCLUDE YOUR PROPOSAL WITH YOUR SAMPLES. PROPOSALS ARE TO BE SUBMITTED AS PER SEC. VI.A.
- C. All packages containing samples shall be delivered in a sealed box and the outside of the box shall be marked with the number and title of the RFP and the offeror's name.
- D. All samples must be labeled with the title and number of RFP and the offeror's name.
- E. Failure to provide samples by the time specified, may result in the rejection of an offeror's proposal.
- F. Samples will remain in the possession of the County until a contract is finalized.
- G. Upon contract award finalization, offerors will be notified and responsible for the pick-up/return freight of the sample units. If return arrangements are not confirmed within seven calendar days after notification from the Purchasing Division that the evaluation units are available for return, the Purchasing Division reserves the right to dispose of the sample materials.

**VIII. PROPOSAL RESPONSE FORMAT**

- A. Offerors shall submit a written proposal that present the Offeror's qualifications and understanding of the work to be performed. Offerors must address each evaluation criterion and be specific in presenting their qualifications. The proposal should provide all the information considered pertinent to the Offeror's qualifications for this project.



B. The Offeror should include in its proposal the following:

1. Table of Contents

All pages are to be numbered.

2. Tab 1 – Introduction and Signed Forms

In this tab, the following items should be provided:

- a. Cover Letter – On company letterhead, signed by a person with the corporate authority to enter into contracts in the amount of the proposal.
- b. Proposal Signature Sheet – **Attachment A**
- c. Business Classification Form – **Attachment B**
- d. Virginia State Corporation Commission Registration Information – **Attachment C**
- e. Proprietary/Confidential Information – **Attachment D**
- f. **Direct Contact with Students – Attachment F**

3. Tab 2 – Statement of the Scope.

In this tab, Offerors, in concise terms, shall state their understanding of the Scope of Services requested by this RFP in Section II.

4. Tab 3 – Experience and Qualifications

In this tab, Offerors should demonstrate the Offeror's and their staff's qualifications and experience in providing services as requested in this Request for Proposal. Offerors should submit all resumes of key staff that will be providing services for this Request for Proposal. This information shall include their length of time with your firm. At a minimum, proposals should contain information on their firm's experience with proposed library automation, number of years in business, experience in PreK-12 market, experience with installing/implementing a project of this size in a Prek-12 environment, and the number of employees proposed for the ongoing maintenance of the proposed solution. Offerors shall provide evidence of financial stability. Offerors may be required to submit letters of bank references, letters of credit, and validated year-end financial statements, or other evidence of corporate strength.

Sub-consultants – Information on any sub-consultants that is necessary to provide the services required. Provide name, experience, address, telephone number and qualifications. (If Applicable)

5. Tab 4 – Implementation and Service Approach

In this tab, Offerors shall provide the following information:

- a. Provide evidence that the Offeror has capability to supply up to twenty-five (25) copies of most book titles without back ordering for Grades PreK-12. Indicate the number of titles and volumes suitable for PreK-12 students available as of the bid date. Please provide this information between numbers for fiction and nonfiction. Indicate what percentage of your business is to school libraries.
- b. Provide a list of publishers represented OR a list of publishers that are not represented by the Offeror and evidence that the Offeror is a prime jobber, dealing directly with the publishers.

- c. Offeror shall provide evidence of ability to fill orders by reporting the number of book titles, number of volumes, and number of publishers represented in the book stock maintained.
- d. Provide a concise description of how price of services shall be calculated and indicate the percentage of discount from list price on **ATTACHMENT H** for the following categories:
- Book categories:
    - Adult and Juvenile Trade
    - Adult and Juvenile Publishers Library Binding
    - Adult and Juvenile Quality and Mass Market
    - Paperbacks
    - Juvenile Pre-Binds
    - Short Discount Publications
  - Non-print: DVDs, audio books, sound books, software, and kits.
- e. Provide a sample confirmation for the items listed on the test order in **Appendix 1**. Confirmation should indicate the following for each item:
- Whether the item is currently available from the Offeror
  - Edition (binding) available
  - Item price
  - Any service charges, listed separately
  - Estimated ship date
- f. Provide sample MARC records in a downloadable file for titles listed in **Appendix 3**. This file will be loaded into SIRSI as a means of evaluating cataloging quality and Offeror's ability to comply with "Henrico County Public Schools" specifications as detailed in **Appendix 2**.
- g. List and describe any other unique services your company offers.
- h. Offeror(s) may choose to submit a proposal for *only one or more* of the materials categories listed below, but **must** be able to **supply all** requested services regarding cataloging, electronic data, processing, shipping, billing, invoicing, and service as outlined in the **Scope of Services** sections of this document:
- Library materials and services
  - Pre-binds
  - Paperbacks
  - Academic materials and services (university/college level)
  - Opening Day Collection services
  - Non-print materials and services
- i. Offerors must clearly and prominently designate within the proposal whether their submission is for full categories and services or for only one or more specific categories and service(s).

- j. Offerors should provide a link to their web based ordering system or provide screen shots for evaluation purposes.
6. Tab 5 - Required Submission Information  
 In this tab Offerors are required to provide the following information for evaluation purposes.
    - a. **Appendix 1** – Sample Order
      - i. Appendix 2 – Describes cataloging specifications to apply with this part of the response.
    - b. **Appendix 3** – Electronic submission of sample titles and ISBNs (as a file or USB drive, viewable without importing them to the catalog)
    - c. **Attachment H** – Schedule of Categories - Publisher Marketing Proposals – Proposals directly from publishers are welcomed. Please indicate on the discount page any special quantity pricing for books with your response.
    - d. **Attachment I** – Sole Source (if applicable)- In the event an Offeror is the sole provider for books/media published under your imprint or is the only official provider of certain titles published under another imprint, complete and submit a Sole Source.
  
  7. Tab 6 – Reference  
 In this tab, Offerors shall provide record of past performance and service reference will be required of each Offeror. The Offeror must supply the names of at least three public school divisions similar in size to HCPS who have a currently active account with the Offeror and who have maintained an active account status for at least two years, as well as the names of the personnel within these divisions who are familiar with the quality of service provided by the Offeror. **ATTACHMENT C** is provided for this purpose.
  
  8. Tab 7 – Pricing / Cost Proposal  
 Offerors shall provide pricing for the “sample order”, **Appendix 1**, for evaluation purposes. Offerors shall list on a separate page under this tab any additional fees, charges, subscription etc. that HCPS would be required to pay annually for the services requested of this RFP. These fees will also be considered during evaluation.
  
  9. (if needed) Tab 8 – Exceptions  
 In this tab, Offerors shall list any exceptions taken to the Scope of Services and General Terms and Conditions of this Request for Proposals. The County intends to make the RFP and the Successful Offeror’s proposal a part of the contract between the parties, so Offerors should list any exceptions for purposes of negotiating the contract.
  
  10. (if needed) Tab 9 – Assumptions  
 In this tab, offerors shall list any assumptions made when responding to this Request for Proposals.
  
  11. (if needed) Tab 10 – Appendices  
 Optional for Offerors who wish to submit additional material that will clarify their response.

**IX. PROPOSAL EVALUATION / SELECTION PROCESS**

A. Selection of the Successful Offeror will be based upon submission of proposals meeting the selection criteria. The minimum selection criteria will include:

Evaluation Criteria	Weight
<p><b>Criterion #1 – Functional Requirements</b> <i>(In accordance with Sec. VIII, Items (3), (B6) and (B9) this criterion considers the extent to which the Offeror’s proposal satisfies the services requested by the RFP and clearly demonstrates the work to be performed as specified in Sec.II)</i></p>	35
<p><b>Criterion 2 –Qualifications and Experience</b> <i>(In accordance with Section VIII, Item (B4) and (B7), this criterion considers the Offeror’s qualifications, experience, resumes and references of the overall Offeror and staff assigned relative to the services solicited by this RFP as specified in Section II.)</i></p>	25
<p><b>Criterion 3 - Service Approach and Implementation</b> <i>(In accordance with Section VIII, Item (B5), this criterion considers the Offeror’s service approach and implementation as requested by this RFP as specified in Section II.)</i></p>	20
<p><b>Price</b> <i>(In accordance with Section VIII, Item (B8), this criterion considers the Offeror’s pricing for completing the services requested by this RFP as specified in Section II.)</i></p>	15
<p><b>Quality of Proposal Submission / Oral Presentations</b> <i>(This criterion considers the overall quality of the Offeror’s proposal submitted and any oral presentations required.)</i></p>	5
Total	100

B. For goods, nonprofessional services, and insurance, selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. In the case of a proposal for information technology, as defined in Va. Code § 2.2-2006, the County shall not require an Offeror to state in a proposal any exception to any liability provisions contained in the Request for Proposal. Negotiations shall then be conducted with each of the Offerors so selected. The Offeror shall state any exception to any liability provisions contained in the Request for Proposal in writing at the beginning of negotiations, and such exceptions shall be considered during negotiation. Price shall be considered, but need not be the sole or primary determining factor. After negotiations have been conducted with each Offeror so selected, the County shall select the Offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that Offeror. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The County reserves the rights to award this contract to multiple Offerors.

**ATTACHMENT A  
PROPOSAL SIGNATURE SHEET**

My signature certifies that the proposal as submitted complies with all requirements specified in this Request for Proposal (“RFP”) No. **23-2500-2EMF Library Materials and Services for Henrico County Public Schools**.

My signature also certifies that by submitting a proposal in response to this RFP, the Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

LEGAL NAME OF OFFEROR (DO <u>NOT</u> USE TRADE NAME):
ADDRESS:
FEDERAL ID NO:
SIGNATURE:
NAME OF PERSON SIGNING (PRINT):
TITLE:
TELEPHONE:
FAX:
EMAIL ADDRESS:
DATE:

# ATTACHMENT B BUSINESS CATEGORY CLASSIFICATION FORM

Company Legal Name: \_\_\_\_\_

This form completed by: Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE SPECIFY YOUR **BUSINESS CATEGORY** BY CHECKING THE APPROPRIATE BOX(ES) BELOW.

(Check all that apply.)

- SMALL BUSINESS
- WOMEN-OWNED BUSINESS
- MINORITY-OWNED BUSINESS
- SERVICE-DISABLED VETERAN
- EMPLOYMENT SERVICES ORGANIZATION
- NON-SWaM (Not Small, Women-owned or Minority-owned)

**SUPPLIER REGISTRATION** – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia’s electronic procurement portal, <http://eva.virginia.gov>.

eVA Registered?  Yes  No

If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification number and expiration date.  
\_\_\_\_\_ NUMBER \_\_\_\_\_ DATE

### DEFINITIONS

For the purpose of determining the appropriate business category, the following definitions apply:

**"Small business"** means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

**"Women-owned business"** means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

**"Minority-owned business"** means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

**"Minority individual"** means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

**"Service disabled veteran business"** means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

**"Service disabled veteran"** means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

**"Employment services organization"** means an organization that provides community-based employment services to individuals with disabilities that is an approved Commission on Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department of Aging and Rehabilitative Services.

**ATTACHMENT C**  
**Virginia State Corporation Commission (SCC)**  
**Registration Information**

**The Offeror:**

is a corporation or other business entity with the following SCC identification number:

\_\_\_\_\_ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Bidder's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned Bidder's current contracts with Virginia and describes why those contracts do not constitute the transaction of business in Virginia within the meaning of §13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids:

**ATTACHMENT D**  
**PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION**

NAME OF OFFEROR: \_\_\_\_\_

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Va. Code § 2.2-4342(F) in writing, either before or at the time the data or other materials are submitted. The Offeror must specifically identify the data or materials to be protected including the section(s) of the proposal in which it is contained and the pages numbers, and state the reasons why protection is necessary. A summary of trade secrets and proprietary information submitted shall be submitted on this form. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. Va. Code § 2.2-4342(F) prohibits an Offeror from classifying an entire proposal, any portion of a proposal that does not contain trade secrets or proprietary information, line item prices, or total proposal prices as proprietary or trade secrets. If, after being given reasonable time, the Offeror refuses to withdraw such classification(s), the proposal will be rejected.

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE



**ATTACHMENT E  
COUNTY OF HENRICO  
INSURANCE SPECIFICATIONS**

**The following insurance coverages and limits are required in order to provide goods, services, construction, professional and non-professional services to Henrico County general government agencies and Henrico County Public Schools. These requirements are specific to this procurement and may or may not be the same for future requests.**

**Please be sure and review the Additional Requirements Section**

The Successful Bidder/Offeror shall carry Public Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Bidder/Offeror, and shall deliver a Certificate of Insurance from carriers licensed to do business in the Commonwealth of Virginia and that is representative of the insurance policies. The Certificate shall show that the policy has been endorsed to add the County of Henrico and Henrico County Public Schools named as an additional insured for the Commercial General Liability coverage. ***The certificate must not show in the description of operations section that it is issued specific to any bid, job, or contract.*** The coverage shall be provided by a carrier(s) rated not less than “A-” with a financial rating of at least VII by A.M. Best or a rating acceptable to the County. In addition, the Successful Bidder/Offeror shall agree to give the County a minimum of 30 days prior notice of any cancellation or material reduction in coverage.

**Workers’ Compensation**

Statutory Virginia Limits

Employers’ Liability Insurance - \$100,000 for each Accident by employee  
\$100,000 for each Disease by employee  
\$500,000 policy limit by Disease

**Commercial General Liability**

\$1,000,000 each occurrence including contractual liability for specified agreement  
\$2,000,000 General Aggregate (other than Products/Completed Operations)  
\$2,000,000 General Liability-Products/Completed Operations  
\$1,000,000 Personal and Advertising injury  
\$ 100,000 Fire Damage Legal Liability

**Business Automobile Liability** – including owned, non-owned and hired car coverage

Combined Single Limit - \$1,000,000 each accident

**Umbrella Liability**

\$2,000,000 Per Occurrence and in the aggregate

## Additional Requirements

In addition to the requirements above, the Successful Bidder/Offeror shall thoroughly review the scope of work that is included and if any of the following are included in the services that will be provided, the following additional insurance will be required, if required:

- Professional Liability - \$2,000,000 Per Occurrence (or limit in accordance with Statute for Medical Professional)**  
Required if the Scope includes providing advice or consultation including but not limited to; lawyers, bankers, physicians, programming, design (including construction design), architects & engineers and others who require extensive education and/or licensing to perform their duties.
- Cyber Liability - \$2,000,000 Per Occurrence**  
Required if the Scope includes the collection and electronic transmittal of Personal Health Insurance (PHI), or any other demographic data on individuals including but not limited to Name, Address, Social Security Numbers or any other sort of personally identifying information.
- Abuse and Molestation Coverage - \$1,000,000 Per Occurrence**  
Required if the scope of work includes the offering of professional or non-professional services to any child or student where one on one contact or consultation is to be provided.
- Pollution Liability - \$1,000,000 Per Occurrence**  
Required if the scope of work involves the use (other than in a motor vehicle) or removal of a substance or energy introduced into the environment that potentially has an undesired effect or affects the usefulness of a resource. These include, but are not limited to Asbestos, PCB's, Lead, Mold, and Fuels.
- Explosion, Collapse & Underground Coverage (XCU)**  
Required of a Contractor in limits equal to the General Liability Limit when the Scope includes any operations involving Blasting, any work underground level including but not limited to wires, conduit, pipes, mains, sewers, tanks, tunnels, or any excavation, drilling, or similar work.
- Builders Risk Coverage**  
Required if the scope of work includes the ground up construction of a structure. Limit of insurance shall be 100% of the completed value of the structure. For projects for the renovation of an existing structure, The County shall insure the Builder's Risk with the Contractor being responsible for the first \$10,000 of any claim.
- Other as Specified Below**

**NOTE 1:** The commercial general liability insurance shall include contractual liability. The contract documents include an indemnification provision(s). The County makes no representation or warranty as to how the Bidder/Offeror's insurance coverage responds or does not respond. Insurance coverages that are unresponsive to the indemnification provision(s) do not limit the Bidder/Offeror's responsibilities outlined in the contract documents.

**NOTE 2:** The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Business Automobile Liability and Commercial General Liability, the total amount of coverage can be accomplished through any combination of primary and excess/umbrella insurance. This insurance shall apply as primary insurance and non-contributory with respect to any other insurance or self-insurance programs afforded the County of Henrico and Henrico County Public Schools. This policy shall be endorsed to be primary with respect to the additional insured.

**NOTE 3:** Title 65.2 of the Code of Virginia requires every employer who regularly employs three or more full-time or part-time employees to purchase and maintain workers' compensation insurance. If you do not purchase a workers' compensation policy, a signed statement is required documenting that you are in compliance with Title 65.2 of the Code of Virginia.

**NOTE 4:** The Certificate Holder Box shall read as follows:  
*County of Henrico*  
*Risk Management*  
*PO Box 90775*  
*Henrico, VA 23273*

**ATTACHMENT F**  
**DIRECT CONTACT WITH STUDENTS**

Name of Offeror: \_\_\_\_\_

Pursuant to Va. Code § 22.1-296.1, as a condition of awarding a contract for the provision of services that require the contractor or employees of the contractor to have direct contact with students on school property during regular school hours or during school-sponsored activities, the contractor shall provide certification of whether any individual who will provide such services has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02; any offense involving the sexual molestation, physical or sexual abuse, or rape of a child; or any crime of moral turpitude.

Any individual making a materially false statement regarding any such offense is guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction is grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

**As part of this submission, I certify the following:**

- None of the individuals who will be providing services that require direct contact with students on school property during regular school hours or during school-sponsored activities have been convicted of a violent felony set forth in the definition of “barrier crime” in Va. Code § 19.2-392.02(A); an offense involving the sexual molestation, physical or sexual abuse, or rape of a child;**

**And (select one of the following)**

- None of the individuals who will be providing services that require direct contact with students on school property during regular school hours or during school-sponsored activities have been convicted of any felony or any crime of moral turpitude.**

**or**

- One or more individuals who will be providing services that require direct contact with students on school property during regular school hours or during school-sponsored activities has been convicted of a felony or crime of moral turpitude that is not set forth in the definition of “barrier crime” in Va. Code § 19.2-392.02(A) and does not involve the sexual molestation, physical or sexual abuse, or rape of a child. (In the case of a felony conviction meeting these criteria, the contractor must submit evidence that the Governor has restored the individual’s civil rights.).**

\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Printed Name of Authorized Representative*

\_\_\_\_\_  
*Printed Name of Vendor*  
*(if different than Representative)*



## ATTACHMENT G SAMPLE CONTRACT

### [Non-Professional *or* Professional] Services Contract Contract No. [#]

This [Non-Professional *or* Professional Services] Contract (this “Contract”) entered into this [#] day of [month] 20[##], by [Offeror’s Name] (the “Contractor”) and the [County of Henrico, Virginia *or* County School Board of Henrico County, Virginia] ([the “County” *or* “HCPS”).

**WHEREAS** [the County *or* HCPS] has awarded the Contractor this Contract pursuant to Request for Proposals No. [#], as modified by [list addenda with dates separated by commas] (the “Request for Proposals”), for [subject matter of the RFP].

**WITNESSETH** that the Contractor and [the County *or* HCPS], in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF CONTRACT:** The Contractor shall provide the services to the [the County *or* HCPS] as set forth in the Contract Documents.

**COMPENSATION:** The compensation [the County *or* HCPS] will pay to the Contractor under this Contract shall be [insert information, referenced document, matrix, etc.].

*[If contract is an annual contract, utilize Contract Term, if contract is a spot purchase utilize Service Schedule]*

**CONTRACT TERM:** The Contract term shall be for a period of [number] year[s] beginning [date] and ending [date]. [The County *or* HCPS] may renew the Contract for up to [number] [number]-year terms giving 30 days’ written notice before the end of the term unless Contractor has given [the County *or* HCPS] written notice that it does not wish to renew at least 180 days before the end of the term.

*{or}*

**SERVICE SCHEDULE:** Services shall be performed in accordance with the [referenced document within the proposal/BAFO].

**CONTRACT DOCUMENTS:** This Contract hereby incorporates by reference the documents listed below (the “Contract Documents”) which shall control in the following descending order:

1. This [Non-Professional *or* Professional] Services Contract between [the County *or* HCPS] and Contractor.
2. The General Contract Terms and Conditions included in the Request for Proposals.
3. The Negotiated Modifications (Exhibit [letter]).
4. Contractor’s Best and Final Offer dated [date] (Exhibit [letter]).
5. Contractor’s Original Proposal dated [date] (Exhibit [letter]).
6. The Scope of Services included in the Request for Proposals.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.

[Contractor Name]

[Address]

[City, State, Zip]

[County of Henrico, Virginia *or* County School Board of Henrico County, Virginia]

[P.O. Box 90775 *or* 406 Dabbs House Road]

[Henrico, VA 23273-0775 *or* 23223]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
[Purchasing Director *or* County Manager *or* Superintendent]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ATTACHMENT H**  
**SCHEDULE OF CATEGORIES**  
**RFP 18-1571-1EMF**

I. AVAILABILITY – Please specify which of the following materials categories your firm supplies:

<b>Materials Category</b>	<b>Supplier of these Materials</b>	<b>Total Unique Items in Stock</b>
Elementary print materials		
Secondary print materials		
Academic print materials (university/college level)		
Non-print materials		
Pre-binds		
Paperbacks		
Children's paperbacks		
YA paperbacks		
Adult paperbacks		
Opening day collection services		

II. PRINT MATERIALS:

	<b>Print Materials</b>	<b>Discounts for Firm Orders</b>
A.	Adult Titles (Fiction & Non-Fiction)	
	Hardcover Editions	%
	Publisher's Library Editions	%
	Mass Market Paperback Editions	%
B.	Juvenile Titles (Fiction & Non-Fiction)	
	Trade Hardcover Bindings	%
	Publisher's Library Editions	%
	Juvenile Reinforced Bindings	%
	Pre-Bound Books:	
	Paperbacks	%
	Trade	%
	Quality Paperback Editions	%
	Mass Market Paperback Editions	%
C.	Short Discount Publications: Text, technical, medical, small presses, university presses, etc. (Discount must be commensurate with the discount from the publisher.)	%
D.	Cataloged and Processed Books – or – Component Parts (include total support detail and brochures for these services):	
D. 1	Machine-Readable Cataloging Price per record	\$
	Otherwise (Explain)	\$
D. 2	Processing: Completely Processed Books	\$
	Processed Books <b>without</b> Mylar jacket	\$
	Cataloged and Processed Books <b>with</b> Mylar Jacket	\$
	Completed Processed	\$

**ATTACHMENT H (continued)**  
**SCHEDULE OF CATEGORIES**

III. NON-PRINT MATERIALS:

	<b>Non-Print Materials</b>	<b>Discounts for Firm Orders</b>
A.	CDs	%
B.	DVDs	%
C.	Kits	%
D.	Cataloged and Processed Non-print Items – or – Component Parts (include total support detail and brochures for these services):	
E. 1	Machine-Readable Cataloging Price per record	\$
E. 2	Processing: Completely processed non-print item	\$
	Otherwise (explain)	\$
	Completed Processed	\$
	Otherwise (explain)	\$
	Additional charges	\$

IV. DELIVERY – INSIDE DELIVERY REQUIRED.

A.	Prepaid FOB – Destination	___ Yes or ___ No
B.	Point of Shipment	___ Yes or ___ No
C.	Indicate mode of shipment (e.g. UPS, FEDEX)	
D.	DVDs	___ Yes or ___ No
E.	Kits	___ Yes or ___ No
F.	CDs	___ Yes or ___ No

V. ITEM AVAILABILITY:

How many unique items are available for purchase through your database?

\_\_\_\_\_



## ATTACHMENT I

### REGISTRATION AS SOLE SOURCE PROVIDER

**This letter should be completed only by companies with exclusive rights that do not market their books through other vendors.**

To facilitate orders to your company, we ask that you attach a letter stating the fact that books and/or other materials bearing your imprint items offered solely through your company with another's imprint are to be considered sole source items. If books are available through jobbers (such as Follett, Mackin, Baker & Taylor, etc.), then you should not indicate that they are sole source. If only particular items are considered sole source, then attach a list. If all items in your catalog are sole source, please so indicate.

In the event that only a portion of your items are sole source, please complete the rest of this Request for Proposal for the remaining catalog items.

Please address (BUT DO NOT MAIL) your letter to:

Rebecca Hardin  
Education Specialist, Library Services  
Henrico County Public Schools  
3820 Nine Mile Rd  
Henrico, VA 23223

**Include the letter with your proposal submission when it is returned to the Purchasing Department.**

## APPENDIX 1

### Henrico County Public Schools Test Order

Data below is a sample order for use in preparing a demo confirmation by the Offeror.  
Please submit a detailed invoice as the demo confirmation

Please indicate for each of the following titles if they are currently available, the edition (hardback or paperback), item price, any service charges (listed separately), and estimated ship date. Bindings may be substituted.

1. *The Baby-sitters Club #13, Mary Anne's Bad Luck Mystery: A Graphic Novel* / Ann M. Martin ; [art] by Cynthia Yuan Cheng with color by Braden Lamb and Hank Jones, Graphix, an imprint of Scholastic, 2023, 9781338616118
2. *Two Degrees* / Alan Gratz, Scholastic Press, 2022, 9780702323249
3. *Freak out!: animals beyond your wildest imagination* / Ginjer L. Clarke, Grosset & Dunlap, 2012, 9780448443089
4. *Becoming : adapted for young readers* / Michelle Obama, Delacorte Press, 2021, 9780593303757
5. *Insignificant events in the life of a cactus* / Dusti Bowling, Sterling Children's Books, 2017, 9781454923459
6. *The magic school bus. The complete series* (8 DVDs) New Video Group, 2012, 767685272510
7. *Escape from Mr. Lemoncello's library* / Chris Grabenstein (Playaway device, unabridged), Findaway World, LLC, 2020, 9781467622172
8. *Guinness world records 2023*. Guinness World Records Limited, 2022, 9781913484200
9. *Make this! : building, thinking, and tinkering projects for the amazing maker in you* / Ella Schwartz ; photographs by Matthew Rakola, National Geographic / Scholastic, 2019, 9781426333248
10. *Merriam-Webster's Spanish-English dictionary*, Merriam-Webster, Incorporated, 2021, 9780877792987
11. *Jabari tries* / Gaia Cornwall, Candlewick Press, 2020, 9781536207163
12. *Sports heroes (Black Stories Matter)*, J.P. Miller, Crabtree Publishing Company, 2021, 9781427128102
13. *Who was Cesar Chavez?* / Dana Meachen Rau, Penguin Workshop, 2017, 9781101995600
14. *How long 'til black future month?* / N.K. Jemisin, Orbit, 2018, 9780316491341
15. *Draw a comic!* / JP Coover, First Second, 2019, 9781250152121
16. *Love in the Library* / Tokuda-Hall, Maggie, Candlewick Press, 2022 9781536204308
17. *Student world atlas* / consultant/writer, Martha B. Sharma ; map director, Debbie Gibbons, National Geographic Partners LLC, 2019, 9781426334795
18. *Spill Zone. 1* / Scott Westerfeld, Alex Puvilland, First Second, 2017, 9781596439368
19. *American Indian culture : from counting coup to wampum* (2 volume set), Bruce E. Johansen, editor, 2015, 9781440828737
20. *The lion, the witch, and the wardrobe* / C.S. Lewis (large print edition), Thorndike Press, 2017, 9781410499257
21. *Stamped : el racismo, el antirracismo y tú* / Jason Reynolds, Primera edición., Vintage Español , 2021, 9781644731086
22. *The Breadwinner* (DVD), [Widescreen format], Universal Studios, 2018, UPC 191329051573
23. *Teaching gifted kids in today's classroom : strategies and techniques every teacher can use* / Susan Winebrenner M.S. ; with contributing author Dina Brulles Ph. D., Updated fourth edition, Free Spirit Publishing, 2018, 9781631983726
24. *Tiny terrors! : the world's scariest small creatures* / Ginjer L. Clarke, Penguin Young Readers, 2022, 9780593383971
25. *Shadows at Jamestown* / Steven K. Smith, MyBoys3 Press, 2017, 9781947881006

**APPENDIX 2**  
**Description of Henrico County Public Schools**  
**CATALOGING SPECIFICATIONS**  
**Please apply these specifications to the response on Appendix 3.**

**Cataloging**

1. All materials must be cataloged according to current RDA rules, implementing LC-PCC Policy Statements as applicable. When describing a manifestation or item, include as a minimum all the Core Elements listed below as well as any additional elements that are required in a particular case to differentiate the manifestation or item from one or more other manifestations or items bearing similar identifying information:

Title

*Title proper*

Statement of responsibility

*Statement of responsibility relating to title proper (if more than one, only the first recorded is required)*

Edition statement

*Designation of edition*

*Designation of a named revision of an edition*

Production statement

*Date of production (for a resource in an unpublished form)*

Publication statement

*Place of publication (if more than one, only the first recorded is required)*

*Publisher's name (if more than one, only the first recorded is required)*

*Date of publication*

Distribution statement

*Place of distribution (for a published resource, if place of publication not identified; if more than one, only the first recorded is required)*

*Distributor's name (for a published resource, if publisher not identified; if more than one, only the first recorded is required)*

*Date of distribution (for a published resource, if date of publication not identified)*

Manufacture statement

*Date of manufacture (for a published resource, if neither date of publication, date of distribution, nor copyright date identified)*

*Place of manufacture (for a published resource, if neither place of publication nor place of distribution identified; if more than one, only the first recorded is required)*

*Manufacturer's name (for a published resource, if neither publisher nor distributor identified; if more than one, only the first recorded is required)*

Copyright date

*Copyright date (if neither date of publication nor date of distribution identified)*

**APPENDIX 2 (continued)**  
**Description of Henrico County Public Schools**  
**CATALOGING SPECIFICATIONS**  
**Please apply these specifications to the response on Appendix 3.**

Series statement

*Title proper of series*  
*Numbering within series*  
*Title proper of subseries*  
*Numbering within subseries*

Identifier for the manifestation

*Identifier for the manifestation (if more than one, prefer an internationally recognized identifier if applicable)*

Content type

*Content type*

Media type

*Media type*

Carrier type

*Carrier type*

Extent

*Extent (only if the resource is complete or if the total extent is known)*

2. All bibliographic records must adhere to full MARC 21 and ISBD specifications, including:
  - a. Leaders coded according to MARC 21 standards
  - b. 001s which represent unique keys. All 001s must be prefixed by a 3-letter code, which is not currently in use by LC. The only exception to this will be LC source suppliers in which the supplier has duplicated the 010 and the 001
  - c. All LC source records must contain the LC 010 field
  - d. Fully coded 008 fields. 008s for non-LC records should contain "d" in the source field
  - e. Fully coded 007 fields, as applicable

Title proper = Parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility. - Edition statement / first statement of responsibility relating to the edition. - First place of publication : first publisher, date of publication. - Extent of item : other physical details ; dimension. - Content type - Media type - Carrier type - (Title proper of series ; numbering within the series. Title of sub series ; numbering within subseries) - Notes - Standard number

3. MARC records should contain an 092 local call number field with the HCPS call number included. Other call number fields may be in the record, but are not a substitute for the 092.
4. HCPS does not use 856 tags.
5. MARC records should contain only one set of ISBNs, reflecting the correct ISBN for the item in hand. The correct ISBN and binding information should be the only data in the 020 field; remove price, punctuation, etc.

6. Records should contain one 264 for publication information. A second 264 second indicator 4 may be added for the copyright date only if the copyright date and publication date differ. If a copyright date is used for the publication date, only one 264 should be included.
7. All series titles are to be entered into the records, either traced or untraced as applicable
8. At least 85% of records submitted must contain a 520 field.
9. Records must contain a 505 table of contents where applicable (story collection, collective biographies, and nonfiction books).

## Local notes

## Subject Headings

1. HCPS utilizes the latest edition of *Library of Congress Subject Headings*.
2. All MARC records must have valid subject headings.
3. LC Children's headings are acceptable, but not as a substitute for LC headings. LC Children's headings are to be used only when different from LCSH.
4. HCPS does not use the following subdivisions in subject headings:
  - Juvenile
  - Juvenile -- Instruction and study
  - Juvenile drama
  - Juvenile fiction
  - Juvenile films
  - Juvenile humor
  - Juvenile literature
  - Juvenile poetry
  - Juvenile software
  - Juvenile sound recordings
6. Add LC genre headings (lcgft) as appropriate to fiction titles

## Personal/Corporate Name Entries

1. All personal/corporate name entries must be checked for validation using the Library of Congress Authority File
2. HCPS does not use relationship designators
3. Relationship designators should be stripped from 1xx/7xx headings

**APPENDIX 2 (continued)**

**Description of Henrico County Public Schools  
CATALOGING SPECIFICATIONS**

**Please apply these specifications to the response on Appendix 3.**

<b>LABEL</b>	<b>TAG</b>	<b>IND</b>	<b>CONTENTS</b>
Key	001		ocn820451573
Data source	003		OCoLC
Date/time	005		20121206102405.0
LCCN	010		2012120624
Cataloging source	040		PLJ  d eng  e rda  c PLJ (this is an example, source code will vary)
ISBN-13	020		9780983048619 (hardcover)
ISBN-10	020		0983048614 (hardcover)
Invalid ISBN	020		z 978098304861
Local system #	035		(OCoLC)820451573
Dewey class number	082	04	[E]  2 23
Local Dewey class number	092		123 ABC
Local holdings	049		PLJA
Main entry – personal name	100	1	Gaither, Gloria.
Title	245	10	Cardinal courage /  c Gloria Gaither ; illustrations by Christy Boyer.
Edition statement	250		First edition.
Publication statement	264	1	[Alexandria, IN] :  b Gaither Music Company,  c 2011.
Physical description	300		79 pages :  b color illustrations,  c 21 x 29 cm
Content type	336		text  2 rdacontent
Media type	337		unmediated  2 rdamedia

Carrier type	338		volume  2 rdacARRIER
Summary	520		Cardinals Sandy and Red choose a delightful location to build their nest...only to discover that they have selected a spot right in front of the kitchen window of a family of two grandparents and four grandchildren. At first Sandy is distraught and worries about the safety of her babies, but she slowly she comes to trust that the human family means them no harm
Subject heading	650	0	Cardinals (Birds)  v Fiction.
Subject heading	650	0	Birds  v Fiction.
Subject heading	650	0	Human-animal relationships  v Fiction.
Subject heading	650	0	Grandparents  v Fiction.
Subject heading	650	0	Grandparent and child  v Fiction.
Added entry – personal name	700	1	Boyer, Christy.

**APPENDIX 2 (continued)**  
**Description of Henrico County Public Schools**  
**CATALOGING SPECIFICATIONS**  
*Please apply these specifications to the response on Appendix 3*

**Call Numbers**

1. HCPS uses the latest edition of *Abridged Dewey* for all non-fiction call numbers.
2. Class books written in a foreign language with their language (400's).
3. Do not use 920 for collective biographies. Use COLL. BIO.
4. Cutter numbers will be the first three letters of the main entry (author's surname/corporate name/title, as appropriate). The following illustrate prescribed Cutters for unusual instances:

<b>Main entry</b>	<b>Cutter as</b>
Dr.	DOC
De Paola	DEP
De La Mare	DEL
Lo	LO
I am a bear	IAM
200 years	TWO
1980's	NIN

5. The following subjects shall always be classified as given:

All Walt Disney under DIS	
Thesaurus	423
Dinosaurs	567.9
Insects	595.7
Snakes	597.96
Reptiles	597.9
Birds	598
Foods of the world	641.59
Stamp collecting	769.56
Coin collecting	737.4
Musical comedies	782.14
Baseball	796.357
Football	796.332
Basketball	796.323
Soccer	796.334
Native Americans	To be classed under the geographic area for the specific tribe

6. Call number formatting is as follows:

All Cutter letters must be upper case

<b>Fiction</b>	No prefix, just the Cutter for the main entry (first three letters of author's surname/corporate name/title)
<b>Easy</b>	<b>E +</b> Cutter for the main entry (first three letters of author's surname/corporate name/title, fiction only) - e.g. E ABC
<b>Non-fiction</b>	<b>Dewey +</b> Cutter for the main entry (first three letters of author's surname/corporate name/title) - e.g. 123.45 ABC
<b>Graphic Novel</b>	<b>GN +</b> call number + Cutter for the main entry (first three letters of author's surname/corporate name/title) - e.g. GN ABC (fiction), GN 123.45 ABC (nonfiction), GN BIO. LIN (biography), etc.
<b>Story Collection</b>	<b>STORY COLL. +</b> Cutter for the main entry (first three letters of



**APPENDIX 2 (continued)**  
**Description of Henrico County Public Schools**  
**CATALOGING SPECIFICATIONS**

**Please apply these specifications to the response on Appendix 3**

<b>Biography</b>	author's surname/corporate name/title) - e.g. STORY COLL. ABC <b>BIO.</b> + first 3 letters of the Biographee's surname - e.g. BIO. LIN for a biography about Abraham Lincoln
<b>Collective Biography</b>	<b>COLL. BIO.</b> + Cutter for the main entry (first three letters of author's surname/corporate name/title) - e.g. COLL. BIO. ABC
<b>Reference</b>	<b>REF.</b> + Dewey + Cutter for the main entry (first three letters of author's surname/corporate name/title) - e.g. REF. 123.45 ABC
<b>Professional</b>	<b>PROF.</b> + Cutter for the main entry (first three letters of author's surname/corporate name/title) - e.g. PROF. 123.45 ABC
<b>Audio-Book on CD</b>	<b>TB CD</b> + call number + Cutter for the main entry (first three letters of author's surname/corporate name/title) - e.g. TB CD ABC (fiction), TB CD 123 ABC (nonfiction), TB CD BIO. LIN (biography)
<b>Audio-Book digital</b>	<b>TB DIG</b> + call number + Cutter for the main entry (first three letters of author's surname/corporate name/title) - e.g. TB DIG ABC (fiction), TB DIG 123 ABC (nonfiction), TB DIG BIO. LIN (biography)
<b>CD (music)</b>	<b>CD</b> + call number - e.g. CD 782.412 ABC
<b>DVD</b>	<b>Fiction/Motion pictures/Television programs</b> <b>DVD</b> + Cutter (first three letters of title) - e.g. DVD ABC <b>Non-fiction</b> <b>DVD</b> + call number + Cutter for the title - e.g. DVD 123.45 (nonfiction), DVD BIO. LIN (non-fiction biographical film), etc.
<b>Kit</b>	<b>KIT</b> + call number + Cutter for the main entry (first three letters of author's surname/corporate name/title) - e.g. KIT 123.45 ABC (nonfiction), KIT ABC (fiction)
<b>Sound Book</b>	<b>SOUND BOOK</b> + call number + Cutter for the main entry (first three letters of author's surname/corporate name/title) - e.g. SOUND BOOK E ABC (easy), SOUND BOOK ABC (fiction), SOUND BOOK 123.45 ABC (nonfiction)

**NOTE-** HCPS has two Spanish-immersion schools whose Spanish-language collections are interfiled with all other books. ONLY these two schools (Holladay and Holladay Extended) use a special call number prefix for these materials.

<b>Spanish-language materials</b> Holladay and Holladay extended ONLY	<b>ESP</b> + call number + Cutter for the main entry (first three letters of author's surname/corporate name/title) - e.g. ESP ABC (fiction), ESP E ABC (easy), ESP 123.45 ABC (non-fiction), ESP BIO. ABC (biography), etc.
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**APPENDIX 2 (continued)**  
**Description of Henrico County Public Schools**  
**CATALOGING SPECIFICATIONS**  
**Please apply these specifications to the response on Appendix 3**

**949 Holdings**

1. HCPS enters holdings information into the 949 tag and utilizes the following subfields:
  - |a Call number, including prefix code when applicable (included in Appendix 2, p.48-49)
  - |v Volume, part or supplement number
  - |i Barcode number
  - |h School code (included in Appendix 2, p. 53-54)
  - |t Item type (included in Appendix 2, p. 51)
  - |l Location (included in Appendix 2, p. 51)
  - |z Item category 2 (included in Appendix 2, p. 51)
  - |x Item category 1, default is County (Local or Other when requested)
  
2. 949 TAG List
  - a. Format for County orders (see table on next page)

**APPENDIX 2 (continued)**  
**Description of Henrico County Public Schools**  
**CATALOGING SPECIFICATIONS**  
*Please apply these specifications to the response on Appendix 3*

<b>CALL NUMBER PREFIX</b>	<b> t ITEM TYPE</b>	<b> l LOCATION</b>	<b> z ITEM CATEGORY 2*</b>
(Fiction)	BOOK	ON-SHELF	FICTION
(Non-fiction)	BOOK	ON-SHELF	NONFICTION
BIO.	BOOK	ON-SHELF	BIOGRAPHY
COLL. BIO.	BOOK	ON-SHELF	COLLBIO
E	BOOK	ON-SHELF	EASY
GN	BOOK	ON-SHELF	GRAPH-NOVL
PROF.	PROF-BOOK	ON-SHELF	
REF.	REFERENCE	REFERENCE	
STORY COLL.	BOOK	ON-SHELF	STORYCOLL
CASSETTE	CASSETTE	ON-SHELF	
TB CD	AUDIO-BOOK	ON-SHELF	
TB DIG	AUDIO-BOOK	ON-SHELF	
CD	CD	ON-SHELF	
CD-ROM	SOFTWARE	ON-SHELF	
DVD	DVD	ON-SHELF	
KIT	KIT	ON-SHELF	
SOUND BOOK	SOUND-BOOK	ON-SHELF	
ESP Spanish-Immersion schools only (HOLL, HOLE)	BOOK	ON-SHELF	Based on type of book (Fiction, Nonfiction, Easy, etc.)

**\*Use Item Category 2 FICTION for fiction books. Use Item Category 2 NONFICTION for books with a Dewey number (does not include reference, professional, videos, dvd, etc.)**

**APPENDIX 2 (continued)**  
**Description of Henrico County Public Schools**  
**CATALOGING SPECIFICATIONS**  
**Please apply these specifications to the response for Appendix 3.**

Call number example without prefix:

949 |a ABC |i 55852006474464 |h POCA |t BOOK || ON-SHELF |x COUNTY |z FICTION  
949 |a123.45 ABC |i 55852006474464 |h POCA |t BOOK || ON-SHELF |x COUNTY |z NONFICTION

Call number example with prefix:

949 |a BIO. ABC |i 55852006474464 |h POCA |t BOOK || ON-SHELF |x COUNTY |z BIOGRAPHY  
949 |a COLL. BIO. ABC |i 55852006474464 |h POCA |t BOOK || ON-SHELF |x COUNTY |z COLLBIO  
949 |a E ABC |i 55852006474464 |h POCA |t BOOK || ON-SHELF |x COUNTY |z EASY  
949 |a GN 975 ABC |i 55852006474464 |h POCA |t BOOK || ON-SHELF |x COUNTY |z GRAPH-NOVL  
949 |a PROF. ABC |i 55852006474464 |h POCA |t BOOK || ON-SHELF |x COUNTY |t PROF-BOOK  
949 |a REF. 975 VIR |i 55852006474464 |h ROLF |t REFERENCE || REFERENCE |x COUNTY  
949 |a STORY COLL. ABC |i 55852006474464 |h POCA |t BOOK || ON-SHELF |x COUNTY |z STORYCOLL  
949 |a TB CD 123 ABC |i 55852006474464 |h POCA |t AUDIO-BOOK || ON-SHELF |x COUNTY  
949 |a TB CASS ABC |i 55852006474464 |h POCA |t AUDIO-BOOK || ON-SHELF |x COUNTY  
949 |a TB DIG ABC |i 55852006474464 |h POCA |t AUDIO-BOOK || ON-SHELF |x COUNTY  
949 |a CD ABC |i 55852006474464 |h POCA |t CD || ON-SHELF |x COUNTY  
949 |a DVD 123 ABC |i 55852006474464 |h POCA |t DVD || ON-SHELF |x COUNTY  
949 |a KIT ABC |i 55852006474464 |h POCA |t KIT || ON-SHELF |x COUNTY  
949 |a SOUND BOOK ABC |i 55852006474464 |h POCA |t SOUND-BOOK || ON-SHELF |x COUNTY  
949 |a CD-ROM 123 ABC |i 55852006474464 |h POCA |t SOFTWARE || ON-SHELF |x COUNTY

Example of multivolume

949 |a REF. 975 VIR |v V.1 |i 55852006474464 |h ROLF |t REFERENCE || REFERENCE |x COUNTY  
949 |a STORY COLL. ABC |v V.1 |i 55852006474464 |h POCA |t BOOK || ON-SHELF |x COUNTY  
|z STORYCOLL

Format for Local orders (as requested in special note)

For Local orders add to the above-specified format the delimiter |x LOCAL, e.g

949 |a ABC |i 55852006474464 |h POCA |t BOOK || ON-SHELF |x LOCAL |z FICTION  
949 |a123.45 ABC |i 55852006474464 |h POCA |t BOOK || ON-SHELF |x LOCAL |z NONFICTION  
949 |a BIO. ABC |i 55852006474464 |h POCA |t BOOK || ON-SHELF |x LOCAL |z BIOGRAPHY  
949 |a TB DIG ABC |i 55852006474464 |h POCA |t BOOK || ON-SHELF |t AUDIO-BOOK |x LOCAL

Format for OTHER funds (as requested in special note)

949 |a ABC |i 55852006474464 |h POCA |t BOOK || ON-SHELF |x OTHER |z FICTION  
949 |a123.45 ABC |i 55852006474464 |h POCA |t BOOK || ON-SHELF |x OTHER |z NONFICTION  
949 |a BIO. ABC |i 55852006474464 |h POCA |t BOOK || ON-SHELF |x OTHER |z BIOGRAPHY  
949 |a TB DIG ABC |i 55852006474464 |h POCA |t AUDIO-BOOK || ON-SHELF |x OTHER

**APPENDIX 2 (continued)**  
**Description of Henrico County Public Schools**  
**CATALOGING SPECIFICATIONS**  
*Please apply these specifications to the response on Appendix 3.*

3. School Codes

Four-letter holding codes to be inserted into |h of the 949:

**ELEMENTARY SCHOOLS**

ADAMS ELEMENTARY SCHOOL	ADAM
ARTHUR ASHE ELEMENTARY SCHOOL	ASHE
BAKER ELEMENTARY SCHOOL	BAKE
CARVER ELEMENTARY SCHOOL	CARV
CHAMBERLAYNE ELEMENTARY SCHOOL	CHAM
COLONIAL TRAIL ELEMENTARY SCHOOL	CTES
CRESTVIEW ELEMENTARY SCHOOL	CRST
DAVIS ELEMENTARY SCHOOL	DAVS
DONAHOE ELEMENTARY SCHOOL	DONA
DUMBARTON ELEMENTARY SCHOOL	DUMB
ECHO LAKE ELEMENTARY SCHOOL	ECHO
FAIR OAKS ELEMENTARY SCHOOL	FOAK
GAYTON ELEMENTARY SCHOOL	GAYT
GLEN ALLEN ELEMENTARY SCHOOL	GLAL
GLEN LEA ELEMENTARY SCHOOL	GLEA
GREENWOOD ELEMENTARY SCHOOL	GREE
HARVIE ELEMENTARY SCHOOL	HARV
HIGHLAND SPRINGS ELEMENTARY SCHOOL	HSEL
HOLLADAY ELEMENTARY SCHOOL	HOLL
HOLLADAY EXTENDED ELEMENTARY SCHOOL	HOLE
JOHNSON ELEMENTARY SCHOOL	JOHN
KAECHHELE ELEMENTARY SCHOOL	KAEC
LABURNUM ELEMENTARY SCHOOL	LABU
LAKESIDE ELEMENTARY SCHOOL	LAKE
LONGAN ELEMENTARY SCHOOL	LGAN
LONGDALE ELEMENTARY SCHOOL	LDAL
MAYBEURY ELEMENTARY SCHOOL	MAYB
MEHFOUD ELEMENTARY SCHOOL	MEHF
MONTROSE ELEMENTARY SCHOOL	MONT
NUCKOLS FARM ELEMENTARY SCHOOL	NUCK
PEMBERTON ELEMENTARY SCHOOL	PEMB
PINCHBECK ELEMENTARY SCHOOL	PINC
RATCLIFFE ELEMENTARY SCHOOL	RATC
RIDGE ELEMENTARY SCHOOL	RIDG
RIVER'S EDGE ELEMENTARY SCHOOL	RIVE
SANDSTON ELEMENTARY SCHOOL	SAND
SEVEN PINES ELEMENTARY SCHOOL	SEVE
SHADY GROVE ELEMENTARY SCHOOL	SHAD
SHORT PUMP ELEMENTARY SCHOOL	SHEL
SKIPWITH ELEMENTARY SCHOOL	SKIP
SPRINGFIELD PARK ELEMENTARY SCHOOL	SPRI
THREE CHOPT ELEMENTARY SCHOOL	THRE
TREVVETT ELEMENTARY SCHOOL	TREV
TUCKAHOE ELEMENTARY SCHOOL	TKEL

**APPENDIX 2 (continued)**  
**Description of Henrico County Public Schools**  
**CATALOGING SPECIFICATIONS**

**Please apply these specifications to the response on Appendix 3**

TWIN HICKORY ELEMENTARY SCHOOL	TWIN
VARINA ELEMENTARY SCHOOL	VREL
WARD ELEMENTARY SCHOOL	WARD
<b>MIDDLE SCHOOLS</b>	
BROOKLAND MIDDLE SCHOOL	BRKL
ELKO MIDDLE SCHOOL	ELKO
FAIRFIELD MIDDLE SCHOOL	FFMS
HOLMAN MIDDLE SCHOOL	HOLM
HUNGARY CREEK MIDDLE SCHOOL	HCMS
MOODY MIDDLE SCHOOL	MOOD
OAK AVENUE COMPLEX	OAVC
POCAHONTAS MIDDLE SCHOOL	POCA
QUIOCCASIN MIDDLE SCHOOL	QUIO
ROLFE MIDDLE SCHOOL	ROLF
SHORT PUMP MIDDLE SCHOOL	SPMS
TUCKAHOE MIDDLE SCHOOL	TKMS
WILDER MIDDLE SCHOOL	WILD
<b>HIGH SCHOOLS</b>	
DEEP RUN HIGH SCHOOL	DRHS
FREEMAN HIGH SCHOOL	FREE
GLEN ALLEN HIGH SCHOOL	GAHS
GODWIN HIGH SCHOOL	GODW
HENRICO HIGH SCHOOL	HENR
HERMITAGE HIGH SCHOOL	HERM
HIGHLAND SPRINGS HIGH SCHOOL	HSHS
TUCKER HIGH SCHOOL	TKHS
VARINA HIGH SCHOOL	VRHS
THE ACADEMY AT VIRGINIA RANDOLPH	VARA
<b>OTHER</b>	
CENTRAL PROFESSIONAL COLLECTION	CENP
INSTRUCTIONAL MATERIALS CENTER	IMC

### APPENDIX 3

#### Description of Henrico County Public Schools Sample Titles with ISBN's

For this demo file, please provide for each item a fully cataloged record, in full MARC21, and following HCPS cataloging specifications in Appendix 2. All copies should be assigned to the IMC in |h of the 949 tag. Include sample barcode labels and hard copy samples for all submissions. Alternate editions of the same title and format are acceptable.

<u>ISBN</u>	<u>Title</u>
9781987162301	Child of the dream : a memoir of 1963 (AUDIOBOOK)
031398272137	The glass castle. (DVD)
9781624061547	Two truths and a lie : forces of nature (BOOK/NONFICTION)
9780593353295	She persisted in science : brilliant women who made a difference (BOOK/COLL. BIO.)
9781338752472	Bessie the motorcycle queen (BOOK/BIOGRAPHY)
9780063029149	The weight of blood (BOOK/FICTION)
9781642656053	Representative American speeches, 2019-2020. (REF. BOOK)
9780325132341	Teaching writing in small groups (BOOK/PROF.)
9781368072243	An Elephant & Piggie. Biggie!, Volume 5 (BOOK/STORY COLL.)
9780195128789	50 events that shaped African American history : an encyclopedia of the American mosaic (BOOK/REF. MULTIVOLUME WORK)
9781773213750	Salma the Syrian chef (BOOK/EASY)
9781338766912	I survived the attack of the grizzlies, 1967 (GRAPHIC NOVEL)
9781338601183	Agallas (GRAPHIC NOVEL, Spanish)

Barcode Range: Use barcodes starting with 55852016361501

**\*\* In addition to the above titles, the offeror(s) shall provide 25 MARC records representing Newbery and Caldecott titles, including a representation of various formats.**