

Request For Proposal To Obtain Automated Authorities Processing

A. General Information

[Description of the library, such as:]

The *[name]* library serves a student population of approximately *[number]* and has *[number]* volumes. Over *[number]* bib records are loaded into a *[system name]* system.

The Library has a Technical Service staff of *[number]* professionals and *[number]* paraprofessionals. Approximately *[number]* new bibliographic records are added to the database per year.

B. Work to be Performed

The Library seeks a vendor to provide backfile authority processing on the entire bibliographic database, a mechanism to keep the file current once the backfile process is completed, and ongoing authority control. Each component must be priced separately.

C. Submission of Proposal

Proposals may be submitted in the following formats: hard copy print and/or email not later than *[time, date, preferably three weeks out]*. Any proposal not received by the listed bid opening date and time will be rejected.

Email address for submission of electronic bids:
[Buyer's email address]

Street address for submission of printed bids:
[Full street address usable by a courier]

Any questions requiring clarification of bid submission should be directed to the Buyer *[give name of buyer, phone number, and e-mail]*. Technical questions can be directed to *[name of librarian]* of the Library via e-mail or fax *[supply e-mail address and fax number]*. All bidders will be copied via fax on the questions and the responses. The closing date for inquiries is five working days prior to bid opening.

Any conditions which the bidder wishes to stipulate other than those included in this RFP must be specifically stated in writing in the bidder's cover letter. If the bidder cannot accept a provision of the RFP, it must also state in the cover letter the RFP number of the unacceptable provision. All requested forms must be completed and submitted with the RFP response. Any supporting literature that the bidder wants to include should be placed in an appendix.

The response should include the numeration of all the specifications put forth in the RFP and should include the original wording.

D. Company History and References

Bidders must supply a brief history of the company and detail their experience with authority control, including personnel responsible for this work. At least three references of comparable size libraries **for projects completed in the last 3 years** must be supplied. Include current contact names and phone numbers. Names of libraries with the same automated system are preferred.

E. Timeline

Bidders should detail the workflow and timeline involved in the completion of this project.

F. Submission of Pricing

Bidders are requested to use the accompanying price form to list pricing. However, as an alternative, the pricing may be supplied as a separate page or pages, clearly labeled "Pricing: Backfile Processing" and "Pricing: Ongoing Authority Control", as part of the vendor's proposal. Line numbers and descriptions must correspond to the numbers and descriptions in the attached form.

All prices should be supplied including initial authority costs, ongoing costs, file transfer costs, testing, shipping & handling. List separately any additional charges to be considered besides the per bib record price.

G. Evaluation and Selection Criteria

The RFP will be evaluated and weighted according to the following criteria:

Understanding of mandatory project requirements and ability to meet them; feasibility of proposed schedule; proposed project approach and methodology: 40 maximum points

Ability to comply with highly desirable project requirements: 10 maximum points.

References; staff qualifications and experience: 15 maximum points

Price of product: 35 maximum points

H. Mandatory Specifications

1. Clean up MARC bibliographic records through correction of incorrect or obsolete MARC tags, filing indicators, and subfield codes.
2. Match personal, corporate, conference, uniform title, and series name headings (MARC tags 100, 110, 111, 130, 240, 400, 410, 411, 440, 700, 710, 711, 730, 800, 810, 811, 830, 840) against the most current Library of Congress Name Authority File and flip the headings to the established form.
3. Match Library of Congress subject headings (MARC tag 650, second indicator 0) against the most current LC Subject Authority file and flip the headings to the established form.

4. Match subject headings for personal names, corporate names, meeting names, uniform titles, and geographic names (600, 610, 611, 630, and 651, second indicator 0) against the appropriate LC file and flip the headings to the established form.
5. Match National Library of Medicine subject headings (MARC tag 650, second indicator 2) against the most current MeSH file and flip headings to established form. Indicate if there is an additional cost to process these headings.
6. Delete or correct obsolete subdivisions.

Example: \$x Addresses, essays, lectures

Should be deleted.

7. Expand commonly used abbreviations in name and subject headings, except when used as qualifiers, or when the abbreviation is in the authorized form of the heading.

Example: 651 _0 \$a Canada \$x Descr. & trav.

Should be expanded to:

651 _0 \$a Canada \$x Description and travel.

8. Correct errors in spelling, capitalization, punctuation, diacritics, and spacing in headings, wherever such change is indisputable.
9. Correct punctuation, subfielding and sequencing of elements in pre-AACR2 conference names to conform to current practice.
10. Delete subfield \$w from the following tags in all bibliographic records: 100, 110, 111, 130, 240, 400, 410, 411, 440, 600, 610, 611, 630, 650, 651, 69X, 700, 705, 710, 711, 714, 730, 800, 810, 811, and 830.
11. Delete relator subfield \$e from the following tags in all bibliographic records: 100, 110, 400, 410, 600, 610, 650, 700, 710, 720, 800, and 810.
12. Delete the following MARC tags: *[here the Library lists any unwanted MARC tags]*
13. Upgrade obsolete MARC tags to current practice. At a minimum the vendor must make the following changes:

243	to	240
261	to	260
262	to	260
301	to	300
305	to	300
705	to	700
715	to	710
840	to	830

14. Upgrade obsolete MARC subfields to current practice. At a minimum the vendor must make the following changes:

111 \$b	to	111 \$n
245 \$d	to	245 \$n
245 \$e	to	245 \$p

246 \$d	to	246 \$n
247 \$d	to	247 \$n
247 \$e	to	247 \$p
260 \$d	to	028 \$a
611 \$b	to	611 \$n
711 \$b	to	711 \$n
811 \$b	to	811 \$n

15. Retag uncontrolled fields (e.g. 690) as defined by the Library so that they may participate in authorities processing.
16. Normalize author, subject, and added title entries by supplying ending punctuation where appropriate.
17. Delete "The " from \$t in any controlled field and capitalize the first letter of the next word.

Example: 700 1_ \$a Thurber, James, \$d 1894-1961. \$t The catbird seat

Should be corrected to:

700 1_ \$a Thurber, James, \$d 1894-1961. \$t Catbird seat.

18. Supply brackets in 245 \$h for medium. Where only one bracket exists, insert the other one.
19. Reorder indirect local subdivisions to the city level.

Example: 651 _0 \$a San Antonio (Tex.) \$x Fountains.

Should be corrected to:

650 _0 \$a Fountains \$z Texas \$z San Antonio.

20. Correct improperly formed direct geographic subdivisions to the correct indirect form.

Example 650 _0 \$a Painting \$z Venice

Should be corrected to:

650 _0 \$a Painting \$z Italy \$z Venice.

21. Correct form subdivision \$x to \$v where appropriate.
22. Supply authority records for all matched headings from the LC and NLM authority files. Supply only authority records from the LCSH, LCNA and MeSH authority files. "Provisional" records are not acceptable. If vendor cannot limit output of authority records to authoritative sources, it must be so stated.
23. Matching LC authority records should be separated by name and subjects. Indicate if there are additional costs to separate the records.
24. Provide a statistical report of the work done.
25. Provide a report listing unmatched headings after authorities processing. Indicate any cost, and format of the report.
26. Provide a report listing headings that split match two or more authorized headings. Indicate any cost, and format of the report.
27. All records are to be sent and delivered via FTP.

- ### ***I. Highly Desirable Requirements***

7. Examine 245 \$h GMD for presence of “computer file” and “interactive multimedia” and change to “electronic resource.”
8. Add Table of Contents data to bibliographic records. Indicate any additional cost.
9. Add Reading Notes (Lexile and Accelerated Reader) to bibliographic records. Indicate any additional cost.

J. Ongoing Authority Control

1. Provide a mechanism for ongoing update of authority records. Indicate how often obsolete authority records will be replaced, and how records will be supplied. Indicate costs and any other options.
2. Provide a mechanism for ongoing update of newly created bibliographic records. Explain how this service relates to the ongoing update of authority records. Indicate costs and any other options.

3. Highly desirable: Provide a mechanism for providing new authority records available since backfile processing was completed. Indicate cost.
4. Highly desirable. Provide an extra 4XX with the previously authorized heading if lacking in the LC record, as part of replacement authority record notification, to facilitate automatic updating.

Example:

**New LC authority record: 100 0 \$a Johnson, Lady Bird,
\$d 1912-2007**

In this example, the new LC authority contains the corrected entry for Lady Bird Johnson, but does not include a 400 that would link it to the library's old authority record.

Auth record in your database: 100 0 \$a Johnson, Lady Bird, \$d 1912-

As part of ongoing maintenance, the authority record should contain an extra 4XX.

**New LC authority record 100 0 \$a Johnson, Lady Bird,
\$d 1912-2007**

With added 4xx 400 10 \$a Johnson, Lady Bird, \$d 1912-

When the record is loaded in the library's local system, the local system will be better able to identify the obsolete bib heading and update it without manual procedures.

K. Pricing: Backfile Processing

Vendor Name: _____

Task	Quantity	Unit Price	Extension
1. Account establishment			
2. Test file generation			
3. Loading bib recs			
4. Deletion of unwanted fields and subfields			
5. LC Authorities Processing			
6. MeSH Authorities Processing			
7. 490 Field Processing			
8. Genre Heading Processing			
9. Matching Authority Records			
10. Addition of Table of Contents			
11. Addition of Lexile data			
12. Addition of Accelerated Reader data			
13. Report of Unmatched Headings			
14. Report of Multiple Authorized Forms			
15. Output of Bib Records via FTP			
16. Output of Authority Records via FTP			
Any Additional Costs:			
TOTAL COST FOR BACKFILE PROCESSING			

L. Pricing: Ongoing Authority Control

Vendor Name: _____

Task	Quantity	Unit Price	Extension
1. Account establishment			
2. Loading bib recs			
3. LC Authorities Processing			
4. Matching Authority Records			
5. Notification of changes to authority records already received			
6. Notification of new authority records which have become available			
7. MeSH Authorities Processing			
8. 490 Field Processing			
9. Genre Heading Processing			
10. Addition of Table of Contents			
17. Addition of Lexile data			
18. Addition of Accelerated Reader data			
11. Report of Unmatched Headings			
12. Report of Multiple Authorized Forms			
13. Output of Bib Records via FTP			
14. Output of Authority Records via FTP			
15. Annual replacement of MeSH Authority File			
Any Additional Costs:			
TOTAL COST FOR ONGOING AUTHORITY CONTROL FOR FIRST YEAR			