Request For Proposal
To Cleanup and Upgrade Bibliographic Databases

A.   General Information

[Description of the library(s) or school district, such as:]

The *[name]* library or school district serves a population of approximately *[number]* and has *[number]* volumes or records. Approximately *[number]* bibliographic records are loaded into a *[system name]* system.

The origin of the records is *[vendors, original input, cataloging agencies]*. Processing is done *[at a central location]* or *[by each library individually]*. A total of *[number]* libraries will be participating in database cleanup.

The library or school district 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 or district seeks a vendor to provide Database Cleanup and Upgrade of Records to include Authority Processing for the library's bibliographic database, and *[if required]* a mechanism to keep the file current once the project is completed (ongoing authority control). *[If required]* the library also has a file of *[number]* records requiring authorities processing only. *[If required]* the library requires record enrichment and deduplication of the database. Each component must be priced separately.

C.   Submission of Proposal

Bidders are requested to submit one original and *[number]* copies of their proposals by *[date, preferably three weeks out]*. Any proposal not received by the listed bid opening date and time will be rejected. Any questions requiring clarification of bid submission should be directed to *[give name, phone number, and e-mail]*. Technical questions can be directed to *[name]* 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 *[number]* 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 enumeration 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 Database Processing, MARC Record Upgrade, and Authority Control, including personnel responsible for this work. At least three references of comparable size libraries must be supplied. Include current contact names and phone numbers. Names of libraries with the same automated system are preferred.

## E.	Sample Data and Timeline

A representative sample of our data is being sent to all vendors to assess the length of time the project will take.

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" as part of the vendor's proposal. Line numbers and descriptions must correspond to the numbers and descriptions in the attached pricing form.

Pricing should include all charges such as record loading charges, profiling fees, all processing costs, file transfer costs, testing, shipping & handling. List separately any additional charges to be considered.

## 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 requirements: 10 maximum points.

References; staff qualifications and experience: 15 maximum points

Price of product: 35 maximum points

## H.	Mandatory Requirements

1.	A profile shall be established with the vendor prior to performing the database processing. The profile shall allow the library to give vendor specific instructions. Records will be provided from each site *[if multiple libraries are included]*.

2.	Vendor will upgrade brief and/or non-MARC records by matching records to, and replacing with, full MARC records from authoritative databases.

3. The match programs should use the following criteria

    LCCN + words from the title

    ISBN + words from the title

    ISSN + words from the title

    If more than one record matches, publisher is checked.

    Title words + First word of the author's name + Publisher word(s) + Date of Publication (exact)

    Title words + First word of the author's name + Publisher word(s) + Date of Publication (can vary by 5 years either direction)

4. Local data should be transferred from the input records to the upgraded records.

5. Build local holdings tags (e.g., call number, barcode number, location) and output records in the format appropriate for the library's system.

6. Retain the following specified fields: *[List MARC tags, for example, MARC tag 035, local control number, or MARC tag 526 containing the phrase "Accelerated Reader".]*

7. Non-matches should be processed with the following global changes or special processing to correct inconsistent cataloging *[List required global changes.]*

8. A printed list of non-matches is *[required / optional].*

9. All records, including non-matches, should be put through authorities processing, to include the following:

    Match all name, series, uniform title, and name/title headings against the LC Name authority file.

    Match all bib subject headings against the LC Subject Heading authority file [*or Sears, or MeSH, if library prefers].*

    If the bib heading is matched to an authorized heading in the authority file, then tagging, indicators, subfielding, internal punctuation, spacing, and capitalization should be corrected to the authorized form.

    Clean up MARC bibliographic records through correction of incorrect or obsolete MARC tags, filing indicators, and subfield codes.

    Delete or correct obsolete subdivisions, expand commonly used abbreviations in name and subject headings, and normalize author, subject, and added title entries by supplying ending punctuation where appropriate.

    Supply brackets in 245 $h for medium. Where only one bracket exists, insert the other one.

    Change double dash (--) in subject headings to subfield $x.

    Correct form subdivision $x to $v where appropriate.

10. Output MARC authority records appropriate for headings in the library's database (deduplicated file of authority records).

11. File*[s]* of bibliographic *[and authorities]* records should be output via *[FTP / CD-ROM].*

12. The successful bidder shall process a test file including all specifications for the project. Test will be completed to the library's satisfaction before commencing the full project.

I. Highly Desirable Requirements

MARC record enrichment.

Enrich the MARC records by adding one or all of the following to bibliographic records: Fiction/Biography enhancements, Summaries, or Table of Contents data. The enhancements must be added as a permanent part of the bibliographic record, to remain the library's database.

Deduplication.

Merge the holdings tags from each site through "textual deduplication" using the Title Statement, Main Entry, Publisher, and Date. Compare bibliographic records to determine duplicate records, and retain a single unique record containing the holdings information from all original records.

J. Other Requirements [if needed by the library]

In addition to the Database Cleanup and Record Upgrade of the brief or non-MARC records, the following sevices are also required.

Authorities processing *(another file of records, in addition to those requiring Brief Record Upgrade)*

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 against the most current Library of Congress Name Authority file and flip the headings to the established form.

3. Match subject headings against the most current LC Subject Authority file *[or Sears, or MeSH]* and flip the headings to the established form.

4. Delete or correct obsolete subdivisions. Example: $x Addresses, essays, lectures, should be deleted.

5. 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 & travel.

6. Correct errors in spelling, capitalization, punctuation, diacritics, and spacing in headings, wherever such change is indisputable.

7. Correct punctuation, subfielding and sequencing of elements in pre-AACR2 conference names to conform to current practice.

8. Retag uncontrolled fields (e.g. 690) as defined by the Library so that they may participate in authorities processing.

9. Normalize author, subject, and added title entries by supplying ending punctuation where appropriate.

10. Supply brackets in 245 $h for medium. Where only one bracket exists, insert the other one.

11.   Correct form subdivision $x to $v where appropriate.

12.   Combine the authority file resulting from the Brief Record Upgrade processing with the authority file from the processing of the additional file of bib records. Supply one file of deduplicated authority records from the LC authority files for all matched headings in both bib databases.

13.   Provide a report listing unmatched headings after authorities processing. Indicate any cost, and format of the report.

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.   Offer 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.   Provide a mechanism for providing new authority records available since initial authorities processing was completed. Indicate cost.

K. Pricing: Brief Record Upgrade

Vendor Name:_____

Task	Quantity	Unit Price	Extension
1. Account establishment			
2. Test file generation			
3. Loading bib records			
4. Brief Record Upgrade setup			
5. Brief Record Upgrade processing (match records against LC database)			
6. A/V Access® records			
7. marc4media® records			
8. Manipulate/create holding fields			
9. List of records not upgraded			
10. LC name authorities processing			
11. LC *[or Sears or MeSH]* subject authorities processing			
12. Matching authority records			
13. Output media			
14. MARC Record Enrichment			
15. Deduplication			
16. Special processing (give details in RFP)			
Any additional costs:			
TOTAL COST FOR BRIEF RECORD UPGRADE PROCESSING			

L.   *Pricing: Authority Control for additional file*

Vendor Name:_____

Task	Quantity	Unit Price	Extension
1. Account establishment			
2. Loading bib recs			
3. LC name authorities processing			
4. LC *[or Sears or MeSH]* subject authorities processing			
5. Matching authority records			
6. Deletion of unwanted fields and subfields			
7. Genre heading processing			
8. Report of unmatched headings			
9. Report of multiple authorized forms			
10. Output media			
11. MARC record enrichment			
12. Deduplication			
13. Special processing (give details in RFP)			
Any Additional Costs:			
TOTAL COST FOR BACKFILE AUTHORITIES PROCESSING			