



**SOUTHEAST MISSOURI**  
STATE UNIVERSITY · 1873

**REQUEST FOR PROPOSAL 5872**  
**AMENDMENT #1**

**DELIVERY INSTRUCTIONS**

For USPS/FedEx/UPS, etc.

Bids must be mailed to:  
Purchasing Department  
Southeast Missouri State University  
One University Plaza, Mail Stop 3280  
Cape Girardeau, MO 63701

OR delivered by bidder to:  
Purchasing Department  
Academic Hall Room 200F  
Normal Avenue  
Cape Girardeau, MO 63701

**TITLE:** LIBRARY SYSTEM  
**DATE:** SEPTEMBER 1, 2017  
**BUYER:** RANDYN A. MILLER  
BUYER  
**EMAIL:** ramiller@semo.edu  
**PHONE:** (573) 651-2588

**BID MUST BE RECEIVED NO LATER THAN:**

**DATE:** SEPTEMBER 18, 2017  
**TIME:** 3:30 P.M.

The notice of award is made subject to availability and appropriation of funds, and the selection of the lowest and best bidder is made in accordance with all applicable public procurement laws.

**MUST BE SIGNED TO BE VALID**

The bidder hereby agrees to furnish items and/or services, at the firm, fixed prices quoted, pursuant to all requirements and specifications contained herein, upon either the receipt of an authorized purchase order from the Purchasing Department or when this document is countersigned by the Purchasing Department as a binding contract, and further agrees that the language of this document shall govern in the event of a conflict with his or her bid.

AUTHORIZED SIGNATURE		PRINTED NAME/TITLE	
COMPANY NAME			CURRENT DATE
MAILING ADDRESS			TELEPHONE NUMBER/EXT.
CITY	STATE	ZIP CODE	
CONTACT PERSON	CONTACT PERSON EMAIL ADDRESS		FACSIMILE NUMBER
DELIVERY DATE: _____ DAYS ARO, FOB DESTINATION		PROMPT PAYMENT TERMS: _____% _____ DAYS NET _____ DAYS	
NOTICE OF AWARD (SOUTHEAST MISSOURI STATE UNIVERSITY USE ONLY)			
AUTHORIZED SIGNATURE FOR SOUTHEAST MISSOURI STATE UNIVERSITY			DATE

**SOUTHEAST MISSOURI STATE UNIVERSITY  
LIBRARY SYSTEM  
REQUEST FOR PROPOSAL 5872**

**AMENDMENT 1**

The offeror is hereby notified that Request for Proposal 5872 is clarified as follows:

1. Additional Kent Library Holdings Data

1.1 Total number of bibliographic titles (including e-books)

**Kent Library has 356,029 bibliographic records and 198,866 eBooks for 554,895 bibliographic titles.**

1.2 Total number of unique (deduplicated) e-journal titles

**Kent Library has 1,745 eJournal records in the current bibliographic database. Through publisher packages, database subscriptions and open access we have access to another 80,000 titles that we hope to manage through a library management system and have title and article discovery through the use interface.**

2. Additional Digital Asset Information

2.1 Total number of digital objects

- **CONTENTdm – 9079 items**
- **Graduation with distinction papers – 44 files**
- **ArchivesSpace finding aids – 778**

2.2 Size of the digital collection? (in MBs)

- **CONTENTdm – 57,240 MB (Files autogenerated by CONTENTdm Project Client in a lower than archival quality format that is about 1/4 to 1/3 the size of the original.)**
- **Graduation with distinction papers – 107 MB**
- **ArchivesSpace finding aids – unknown file size / primarily text documents**

3. Total number of individuals who will require login access to the system (including part time staff and student workers)?

**Kent Library has 35 full/part time staff members and 55-60 student employees.**

4. Total number of end users and patrons (that is, FTEs) who need access to library online services

**University students (Fall 2016) FTE = 9,174  
University faculty and staff = 1,187 / FTE is 1,176**

5. Clarification of Migration of Acquisition Data, Requirement 3.55

**Kent Library would like to migrate up to three years acquisitions data pertaining to ongoing purchases such as subscriptions, licenses and standing orders. Migration of acquisitions data for any one time purchases is not planned.**

6. Additional information pertaining to the CURRENT library system environment

**Southeast Missouri State University currently shares a single, hosted instance of Sierra with the two community colleges. This instance is managed and administered by the MOBIUS consortium. Currently the three libraries share a single bibliographic database. In this instance the three libraries share all the ILS component databases, including patrons. The RFP is for Kent Library only. Kent Library's bibliographic records will be extracted from the shared database and migrate to a standalone system. There is no discussion about or with the community colleges for continuing sharing a library management system.**

7. RFP closing date and time remain the same.

8. All other terms and conditions of Request for Proposal 5872 remain the same.

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**If you have any questions regarding these changes, please contact the Purchasing Department at 573-651-2202.**

***To acknowledge receipt of this amendment, the offeror should complete, sign, and return such with the bid response.***