



Jefferson Parish Government

5000121293 Two (2) Year Contract For A Supplementary Digital Book Service

Submittal date: November 16, 2017



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000121293 - TWO (2) YEAR CONTRACT FOR A SUPPLEMENTARY
DIGITAL BOOK**

Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

01-Nov-2017 10:46:49 AM



Bid Number 50-00121293

TWO (2) YEAR CONTRACT FOR A SUPPLEMENTARY DIGITAL BOOK SERVICE, WHICH IS TO COMPLEMENT AN EXISTING SERVICE, FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT

BID DUE: NOVEMBER 16, 2017 AT 2:00 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053**

**Buyer Name: Misty A. Camardelle
Buyer Email: mcamardelle@jeffparish.net
Buyer Phone: 504-364-2683**



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

Other Changes Continued:

- For all advertised sealed bids, written evidence of signature authority must be included with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must produce final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.

For more information, please call Jefferson Parish Purchasing at 504-364-2678.

TWO (2) YEAR CONTRACT FOR A DOWNLOADABLE BOOK SERVICE FOR A PUBLIC LIBRARY, TO COMPLEMENT AN EXISTING SERVICE

Jefferson Parish Library requires a digital content service that will host a discovery website, support and provide downloadable books that the library can purchase and/or license, to add to the library website.

The service must include easy-to-use apps and support many types of computers and portable devices.

The library requires an online catalog of downloadable books that the library can purchase and/or license at any time during the contract period, so the library can choose books based on patron interest, requests and needs.

Digital content must be public library oriented, downloadable books, including mainly popular fiction and non-fiction bestsellers, for all ages and reading interests. Titles must be from top publishers, including Hachette, Harper Collins, McMillian, Penguin Random House, Simon & Schuster, Bloomsbury, Disney, Harlequin, Perseus, and Scholastic as well as smaller publishers including Grove/Atlantic, Houghton Mifflin Harcourt, Kensington, NLA, Pottermore, Smashwords, Sourcebooks, and W.W. Norton.

Jefferson Parish Library is a public library serving a suburban population of approximately 436,523 (2016 census estimate), with sixteen (16) locations, including two (2) regional libraries and fourteen (14) branch libraries.

The service shall complement an existing digital content service to offer library an alternate method for providing downloadable books for a wide range of library patrons.

FOR LIBRARY PATRONS:

The bidder must provide a digital content service that includes hosting and supporting a discovery website and providing downloadable books that the library can purchase and/or license, to add to the website.

Yes

The bidder must provide free user applications (apps) that are easy to download and allow for reading and listening off line.

Yes

Apps must be easy for library patrons and staff to use, with clear and meaningful labels, and without redundant and confusing features.

Yes

The apps must provide full access to the catalog of titles and all functions of the service including discovery, checking out, returning, downloading, reading and listening to downloadable books.

Yes

The service must be compatible with most types of computers and portable devices including PCs and Apple computers, Apple devices such as iPhone and iPad, Android phones and tablets, Kindles, Nooks, Kobo and Windows devices.

Yes

User authentication must be stored in the apps so patrons won't have to re-authenticate to search for, check out, read or listen to a book.

Yes

A user must be permitted to create a personal and private account to keep track of titles that they have checked out, placed on hold, and may be interested in for later use.

Yes

A personal account must sync seamlessly across a user's devices and computers, including automatically and manually created bookmarks, allowing a user to read a book on multiple devices without losing their place.

Yes

The service must allow for automatic as well as early check-ins or returns.

Yes

The service must allow for hold or waiting lists with email and text message notification to the user when a title is available for them to check out.

Yes

Patrons must be able to discover, checkout, and download books via the library's ILS (Integrated Library System).

Yes

All features of the service must be accessible 24/7, in the library and remotely.

Yes

FOR LIBRARY STAFF

The entire service, including the library's content must reside on a server hosted by the bidder.

Yes

Hosting and maintenance of the service will be on a subscription basis while downloadable books can be purchased and licensed at any time during the life of the contract.

Yes

Bidder must offer one copy/one check out model as well as simultaneous use/pay use model.

Yes

The bidder must provide a library administration tool/website that allows staff to set library criteria for check outs, holds, recommendations, and other patron facing functions, purchase content, and access usage and purchase reports.

Yes

The library administration tool/website, including the bidder's catalog for choosing content, must be compatible with up to date versions of multiple internet browsers, including Chrome, Firefox and Explorer.

Yes

Digital content must be public library oriented, downloadable books, for library users of all ages.

Yes

The bidder must provide an online catalog of downloadable books that the library can purchase and/or license at any time during the contract period so the library can choose titles based on patron and community interests, requests, and needs.

Yes

The bidder also must offer simultaneous use/pay per use collections to help the library offer something for all library patrons, at all times.

Yes

The catalog must be updated continuously with new titles as they are published, and it must be searchable by keyword, title, author, subject, genre, age level, format, and publication date.

Yes

The catalog must include fiction bestsellers, new and backlist popular fiction and non-fiction, for adults, teens, and children, from top publishers, including Hachette, Harper Collins, McMillan, Penguin Random House, Simon & Schuster, Bloomsbury, Disney, Harlequin, Perseus, and Scholastic, as well as smaller publishers including Grove/Atlantic, Houghton Mifflin Harcourt, Kensington, NLA, Pottermore, Smashwords, Sourcebooks, and W.W. Norton.

Yes

Bidder must continuously seek out and add new publishers to their catalog.

Yes

The catalog must allow for quick and easy online ordering, with current titles added to the library's collection within 24 hours after ordering.

Yes

The bidder must provide collection development assistance including suggested titles, bestseller lists, new titles list, subject interest lists, award winners and read-a-like-lists.

Yes

The bidder must provide electronic order confirmations, order status updates, electronic invoices via email and online purchase history reports.

Yes

The bidder's service must be compatible with the library's integrated library system (ILS) for discovery, checking out items, library card authentication, and patron account synching.

Yes

The bidder and its platform must allow for content sharing programs between neighboring library systems.

Yes

Bidder must be able to integrate content from the library's previous downloadable book service, if needed.

Yes

SUPPORT

The bidder must provide assistance with all aspects of the service and include email and toll-free telephone support for library staff and help websites and webinars for library staff and patrons.

Yes

The bidder must update apps, websites and content formats, to be compatible with device and computer operating system updates, and new devices and computers, in a timely manner.

Yes

The bidder must support new digital book formats in a timely fashion.

Yes

The bidder must provide marketing support including reproducible book marks, posters, graphics for the library's website, templates for press releases and patron handouts, and a wide variety of customizable usage reports.

Yes

The two-year contract will take effect on January 13, 2018.

Yes

The annual service and/or hosting fee payment will be on a yearly basis. The library will pay the annual service and/or hosting fee once per year. Content added during the year will be paid for as ordered.

Yes

The annual service and/or access fee will be binding as quoted, and will become part of the final contract.

Yes

DATE: 11/01/2017
BID NO.: 50-00121293

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

BUYER: MCamardelle@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 11/16/2017 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

PROTESTS: Only those vendors that submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office which will then respond in writing as soon as possible.

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA – R.S. 38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.

10, 12, 13, 15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO No

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF January 31, 2018.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

NA

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable)

NA**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: Bibliotheca LLCADDRESS: 3169 Holcomb Bridge Road, Suite 200CITY, STATE: Norcross, GAZIP: 30071TELEPHONE: (877) 207-3127 ext. 121FAX: (877) 207-3129EMAIL ADDRESS: a.coalla@bibliotheca.com

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 0.00

AUTHORIZED

SIGNATURE: _____

Al Coalla

Printed Name

TITLE: President of Sales

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121293

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT FOR A SUPPLEMENTARY DIGITAL BOOK SERVICE WHICH IS TO COMPLEMENT AN EXSISTING SERVICE FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT		
1	2.00	YR	0010 - ANNUAL SERVICE AND/OR ACCESS FEES PER YEAR	\$0.00	\$0.00
2	2.00	YR	0020 - PER USE PLAN FEES PER YEAR	\$0.00	\$0.00
3	2.00	YR	0030 - ANNUAL MINIMUM CONTENT PURCHASES REQUIRED PER YEAR.	\$0.00	\$0.00
4	2.00	YR	0040 - CONTENT REBATE PER YEAR	*Please see below	
5	2.00	YR	0050 - DISCOUNT PER YEAR _____ %	\$0.00	\$0.00
6	2.00	YR	0060 - DIRECT TO PATRON SUPPORT SERVICE PER YEAR	\$0.00	\$0.00
<p>* Content Rebate Per Year: In addition to the discounted digital platform fee and \$0 required minimum purchase, bibliotheca will give Jefferson Parish money back after it meets certain dollar thresholds for content purchases.</p> <p>If Jefferson Parish purchases, inclusive of Pay-Per-Use transactions, \$150,000 of content (eBooks and eAudiobooks) during a calendar year, bibliotheca will provide a 3% rebate in the first quarter of the following calendar year.</p> <p>If Jefferson Parish purchases, inclusive of Pay-Per-Use transactions, \$175,000 of content (eBooks and eAudiobooks) during a calendar year, bibliotheca will provide a 4% rebate in the first quarter of the following calendar year.</p> <p>If Jefferson Parish purchases, inclusive of Pay-Per-Use transactions, \$200,000 of content (eBooks and eAudiobooks) during a calendar year, bibliotheca will provide a 5% rebate in the first quarter of the following calendar year.</p>					

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

BE IT KNOWN TO ALL, that I, Dr. Simon Plankenhorn acting on behalf of Bibliotheca-ITG, LLC a US Corporation, Bibliotheca LLC a US Corporation, Bibliotheca ITG, Inc. a Canadian Corporation (Companies), at 3169 Holcomb Bridge Rd, Suite 200, Norcross, in the County of Gwinnett located within the State of Georgia and whose zip code is 30071, do hereby designate, establish and appoint Joseph M Al Coalla, as Company's official allocated Attorney-in-Fact ("Agent") to perform on behalf and stead as of 1-December, 2012.

The appointed Agent to the Durable Power of Attorney, as stipulated within the aforementioned instrument, does not have the right to transfer nor convey any of the Principal's property, now owned or later acquired, to himself or herself, the Agent's family member or any associate without full and adequate consideration nor accept a gift of the Principal's property unless otherwise stipulated within this Durable Power of Attorney. In the event that the designated Agent should transfer any of the principal's Property to his/herself without precise detailed written authorization contained with the Durable Power of Attorney, the Agent could be prosecuted, to the fullest extent allowable by law, for fraud and/or embezzlement.

I do hereby revoke and/or rescind any "General Power of Attorney" signed by Company that was previously in effect.

THEREFORE, it is Company wish that Company Agent shall maintain full power and authority to act on Company behalf with respect to the following subjects:

Company Agent's powers shall include the authority to:

- The Agent shall have the power and authority to initiate, handle or manage any and all legal means deemed necessary on Company behalf to ensure the collection of any debt or money owed to Company or Company estate, as well as to resolve and/or reconcile any outstanding claim, despite whether the claim may be against Company or on Company behalf against an individual or entity.
- The Agent shall have the power and authority to right to initiate, establish and/or enter into any binding contracts that may be deemed necessary on Company behalf.
- The Agent shall have the power and authority to manage, maintain, administer and/or operate any business that may be under Company ownership and control.
- The Agent shall have the power and authority to either contract and/or employ any professional or business assistance deemed necessary and appropriate on Company behalf, including, but not limited to, the hiring of any accountant or bookkeeper, business administrator, attorney, and/or real estate professional.
- The Agent shall have the power and authority to prepare, or to have prepared, sign and file any and all necessary documents with the appropriate governmental organization or bureau, which may include, but is not limited to the following authorized items:



- Right to prepare, sign and file federal income, state, local tax returns or any other tax returns required by a governmental entity
- Right to obtain any necessary information or documents from any government bureau, and then to negotiate, concede and/or settle any matter with said government or bureau (including tax matters) on Company behalf.
- Right to prepare, or to have prepared, any application, convey information, and/or execute any other function rationally requested by any government organization or bureau with regards to any governmental benefits that would include, but not limited to, social security, medical or military benefits. In addition, the Agent may appoint someone to perform the function of "Payee" to receive Social Security payments and benefits on Company behalf.
- The Agent shall have the power and authority to perform on Company behalf with the intention of organizing, administering, allocating, dispensing and/or terminating digital assets, if any. Digital assets may include, but are not limited to, electronic assets stored on any of Company computers and electronic devices. Other online accounts may include social networking sites, email accounts, backup services, photographs and document sharing, domain names, financial and/or business accounts, websites, virtual property and/or blogs. Authorization extends to the right to access, download, backup, conversation of files, manage digital assets, clear or clean computer caches and/or delete files.

The Agent shall have complete authority to manage and conduct all Company affairs, as initiated above and to exercise all of Company legal rights and powers, including any and all rights and powers that Company may acquire in the future regarding the categories above.

THE AFOREMENTIONED Power of Attorney shall become effective immediately following the signing of this instrument on the date indicated. This instrument shall not be affected should I become disabled or be deemed mentally incompetent, except as may otherwise be provided or stipulated herein or by applicable state statute. This Power of Attorney shall remain in effect until Company demise or is revoked by Company through written notification to Company Agent.

Dated 12-October, 2015.



(Principal Signature - Dr. Simon Plankenhorn Acting On Behalf of Bibliotheca-ITG, LLC a US Corporation, Bibliotheca LLC a US Corporation, Bibliotheca ITG, Inc. a Canadian Corporation)

(Agent Signature - Joseph M Al Coalla)

(Signature of Witness #1 - Alison Nolan)

(Signature of Witness #2 - Rachel Schildgen)

STATE OF GEORGIA,

COUNTY OF GWINNETT

On 9-October, 2015 the aforementioned parties appeared before Company, a Notary Public, in an for the above state and county, and is known to Company or provided photo identification and that such individuals executed the foregoing instrument, and being duly sworn, such individuals acknowledged that s/he executed said instrument for the purpose therein contained of his/her free will and voluntary act.


(SIGNATURE NOTARY PUBLIC)

Company Commission expires: _____

**R A SCHILDGEN
NOTARY PUBLIC
DEKALB COUNTY, GEORGIA
MY COMMISSION EXPIRES 10-30-18**

WITNESS VERIFICATION

Dr. Simon Plankenhorn Acting On Behalf of Bibliotheca-ITG, LLC a US Corporation, Bibliotheca LLC a US Corporation, Bibliotheca ITG, Inc. a Canadian Corporation, on the abovementioned date, acknowledges and declared that s/he appointed Joseph M Al Coalla, in our presence, to be his/her Power of Attorney. We, the below listed witnesses, in his/her presence and at his/her request, and in the presence of each other, verify and confirm to the same and hereby sign our names as attesting witnesses.



(Signature of Witness #1)

Alison Nolan
3169 Holcomb Bridge Rd, Suite 200
Norcross, Georgia 30071
678-336-7980



(Signature of Witness #2)

Rachel Schildgen
3169 Holcomb Bridge Rd, Suite 200
Norcross, Georgia 30071
678-336-7980

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF Minnesota

PARISH/COUNTY OF Washington

BEFORE ME, the undersigned authority, personally came and appeared: Al Coalla
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized President of Sales of Bibliotheca LLC (Entity),
the party who submitted a bid in response to Bid Number 5000121293, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B X _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.



Signature of Affiant

Al Coalla

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 13 DAY OF November, 2017.



Notary Public

Katie JH Westfall

Printed Name of Notary

31065316

Notary/Bar Roll Number

My commission expires January 31, 2020.

STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the advertised bid. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE**☒ WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

2) BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.



Jefferson Parish Government

5000121293 Two (2) Year Contract For A Supplementary Digital Book Service

Submittal date: November 16, 2017

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Confidentiality and limited use. The content of this proposal is strictly confidential and is not to be passed to, or transferred by any means, in whole or in part, to any third party without the express and prior written authority of bibliotheca.

Accuracy of RFP and warranties. The information contained in this document represents bibliotheca's current view of the planned eBook and eAudiobook deployment. The digital lending industry is particularly dynamic, and bibliotheca's proposal must constantly be updated to reflect changing market conditions, technologies, and standards. This document must not be interpreted as a commitment on the part of bibliotheca, and bibliotheca cannot guarantee the accuracy of any information contained in this report after the date of its publication.

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November 14, 2017

Misty Camardelle, Buyer
Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053

Re: 5000121293 Two (2) Year Contract For A Supplementary Digital Book

Dear Ms. Camaradelle:

The cloudLibrary team at bibliotheca appreciates the opportunity to continue providing our stand-out digital platform to the Jefferson Parish Public Library. As your proven partner in digital content, cloudLibrary will provide a first-rate digital collection, increase eBook circulation, save money and free up staff time.

The bibliotheca cloudLibrary™ offers an easy-to-use digital content solution that will help you maximize user rates, enhance patron service and greatly increase digital circulation. In addition, cloudLibrary is the **only digital lending app to offer pay-per-use and content for purchase in the same app.**

Currently, Jefferson Parish is sharing digital content with other libraries via the cloudLibrary solution. It is cloudLinked with its neighboring library systems: New Orleans Public Library and St. Tammany Parish Public Library. This is a win-win solution that ensures patrons have access to a variety of titles at any given time.

As libraries across the world know, the cloudLibrary™ is easy to use and requires minimal library staff assistance. And, it's easy to set up and maintain our system. Our commitment to excellence ensures your libraries' staff members, patrons and communities receive the best products and services in the library industry. The following are just a few of the many benefits to choosing bibliotheca as your digital content partner:



Connect. Provide a connection between the library and its patrons, wherever they happen to be, and expand its reach and role within the community.



Engage. Encourage patron interaction with the library that drives participation and enhances its overall importance.



Evolve. Empower libraries to reinvent their offering and encourage lifelong learning today and well into the future.

We look forward to building on our partnership with the Jefferson Parish for all its current and future digital content needs. If you have any questions, please contact me.

Sincerely,



Brett Ward
Business Development Manager (cloudLibrary)
b.ward@bibliothecca.com | +1-877-207-3127 Ext. 319

Proposed Solution

Our experience is outlined below. In addition, please see the following pages for our proposed digital content offering.

We help libraries blend physical and digital collections.



Encourage patron discovery



Increase digital usage



Meet strategic project goals

Why choose cloudLibrary™?

Extremely simple sign-up and sign-in process

- | No separate account required
- | Apply ILS rules for digital borrowing
- | No private data is held on our systems about your patrons

Deliver an outstanding user experience

- | One-click checkout and download
- | Reviews & ratings increase content discovery
- | Extensive device support

Achieve more circulation from your digital titles

- | Our in-house collection development team ensures your content is relevant to your community
- | Genuine US, Canadian, or Spanish editions, written in the language of origin
- | Content is promoted extensively to the right patrons

The ultimate eContent and events hub for your community

- | Virtual library card is always on your phone
- | Event integration drive digital user to your physical library
- | Synchronized updates deliver latest event details
- | Create custom announcements with message center

Cost-effective way to expand your collection

- | Pay-per-Use model allows libraries to offer a seamless experience to their patrons while better managing all digital content.
- | Patron access to ever-expanding digital catalogs outside your current collection
- | Access to additional eBook and eAudiobook titles patrons desire, without long hold times
- | Greatly expand existing collection without upfront collection development costs
- | Library pays nominal fee per title checkout



cloudLibrary™ by bibliotheca

How much more could you do with cloudLibrary™? Our eBook and eAudiobook solution, cloudLibrary™, is designed specifically to meet the evolving needs of public libraries. With tools to increase awareness of library programs, cloudLibrary™ does much more than circulate digital content.



Print and Digital Integration.

We provide one-stop access for your patrons to discover both print and digital content directly at the selfCheck™ kiosk in your library.



Simplified Checkout.

Anyone using the cloudLibrary™ app can instantly download digital content with one simple click.



Local Selections and Customization.

Give your patrons exactly what they want by customizing your Featured Shelves content.



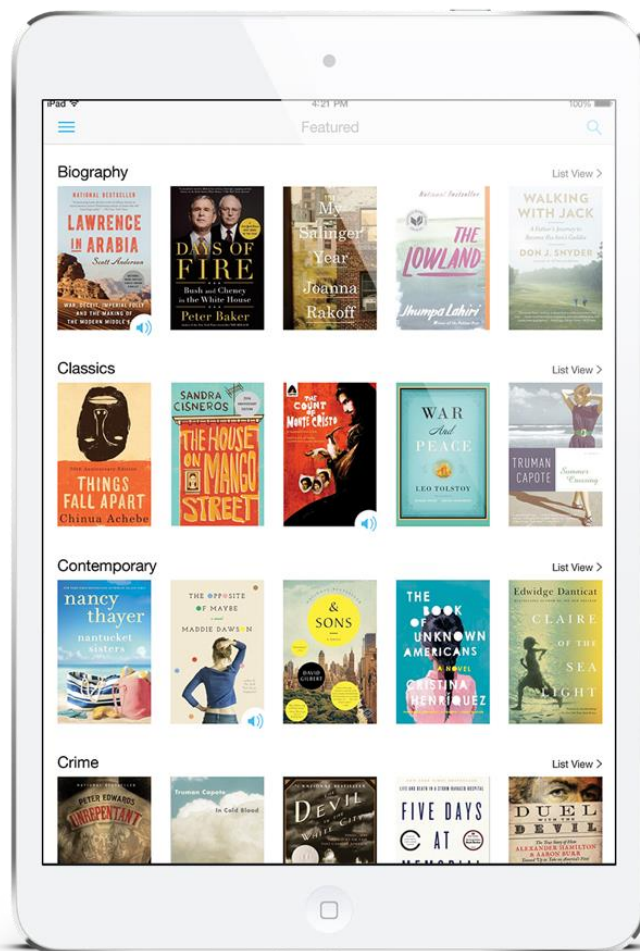
Keep Your Place.

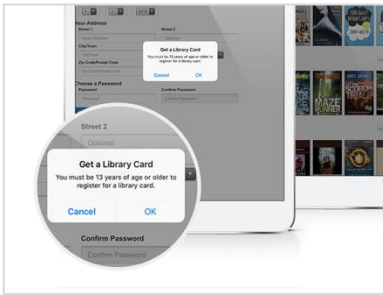
If your patrons use multiple devices to read eBooks, our unique "bookmark" feature keeps track of the last page of your patron's read.



Simple Fee Structure.

Our platform fees are the most cost-effective in the industry. No hidden fees or long-term, binding contracts that other vendors offer.





Digital patron registration
easily sign up new users
from anywhere



Virtual library card
app becomes convenient
self-service user card



iOS kiosk mode
flexible way to bring your
collection to your community



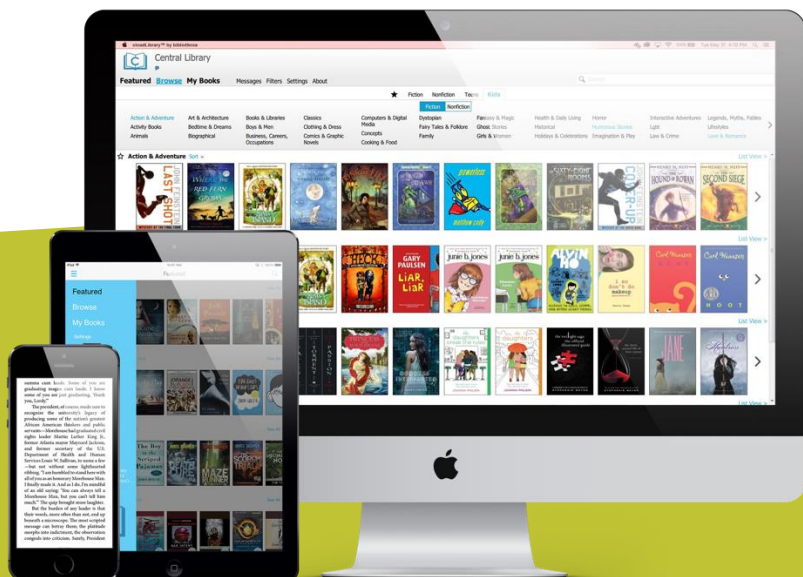
Events integration
promote in-library events to users,
driving more participation



Twitter integration
link your account to keep patrons
informed with little effort



Pay-per-use
maximize your budget with
flexible payment models





Content Acquisition Tool (CAT)

Library staff manage your cloudLibrary™ from one spot: CAT. CAT is available via a web browser: <http://www.cat.yourcloudlibrary.com/>.

With CAT, staff can:

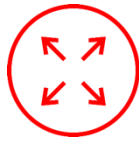
- | Track and manage holds and existing titles
- | Save your favorite ways to search the catalog
- | Create multiple carts and patron accounts
- | Pull usage reports, purchase history, top circulating items, holds, and wishlists



cloudLink

Currently, Jefferson Parish is sharing digital content via the cloudLibrary solution. It is cloudLinked with its neighboring library systems: New Orleans Public Library and St. Tammany Parish Public Library.

With cloudLink, library consortia build and manage multiple private eBook and eAudiobook collections with ease and flexibility. Libraries can join or create a consortium by individually purchasing their own cloudLibrary™ platform or connecting them with cloudLink.



Library titles to share

Choose specific titles to share within the consortium



Restricted titles

Deny access with restricted titles for local patrons only



Consortium titles

Patrons easily access consortium-wide titles

With cloudLink, your library is in control.

- | Flexible and customizable to fit individual library needs
- | Maintain a private collection and share simultaneously
- | Unique sharing benefits that other vendors cannot provide
- | Seamless access to all consortium and individual library titles all in one app
- | Complete control of restricted and shared titles
- | Prioritize your titles for your patrons and share unused titles easily



Pay-per-Use Model

A cost-effective way to expand your collection. The bibliotheca pay-per-use model provides ever-expanding digital catalog titles for your patrons. We are the only vendor to offer an ownership content and pay-per-use model in the same lending platform. This model provides patrons with the extended eBook and eAudiobook content they desire.

- | **Only digital lending app to offer pay-per-use and content for purchase in the same app.**
- | Cost-effective way to bring a large amount of content to all library patrons at all times.
- | Provides thousands of digital titles outside your purchased core collection.
- | Greatly expand existing collection without upfront collection development costs.
- | Allows libraries to offer a seamless experience to their patrons while better managing all digital content.
- | Library pays nominal fee per title checkout.





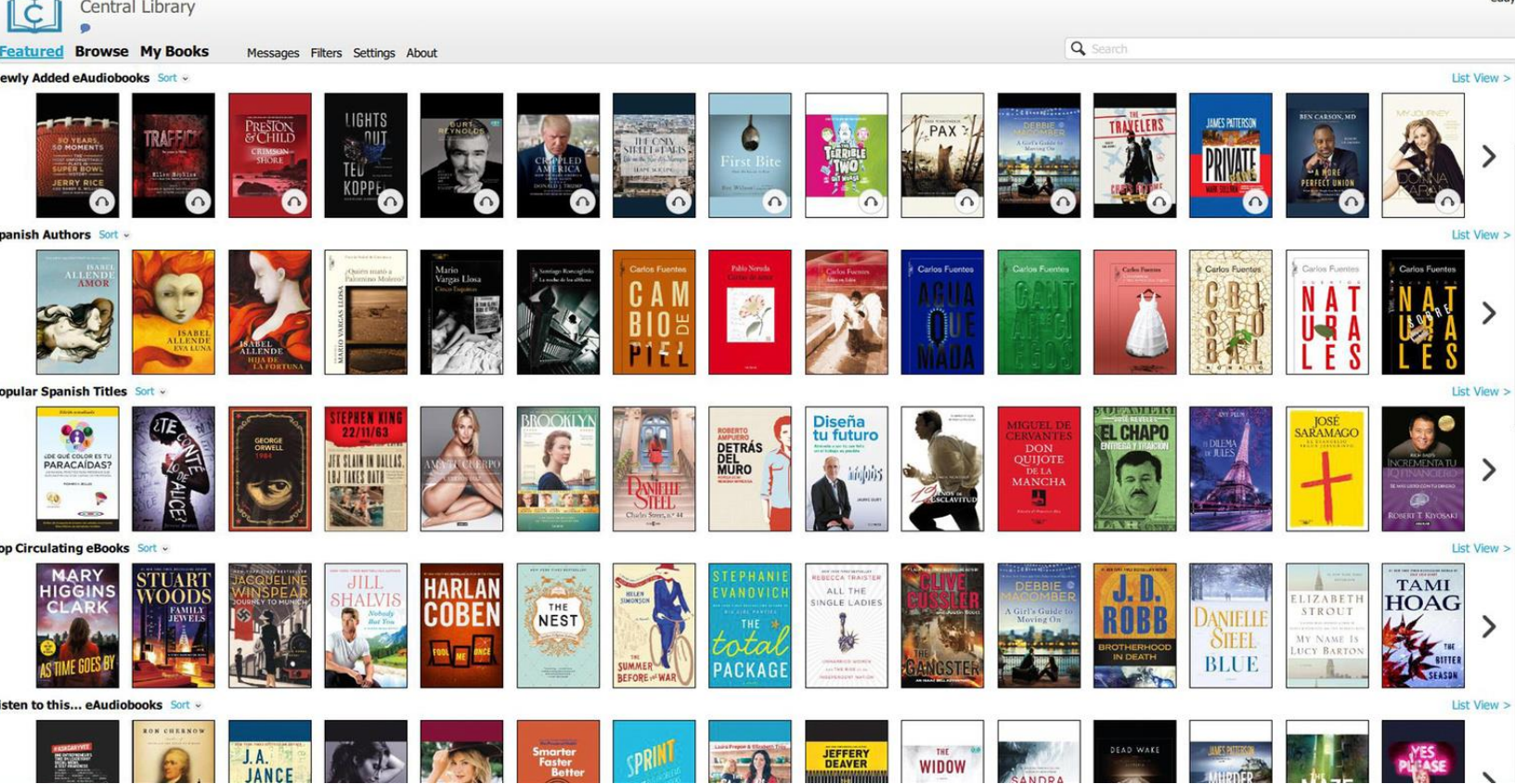
iOS kiosk license

Create your own kiosk. By providing a unique iOS license for a standard iPad, libraries can choose from hundreds of iPad kiosks on the market that meet and match their specific needs.

Sign-up new users. Placing our kiosks within the community, libraries can rely on the cloudLibrary™ digital patron registration feature to encourage new users to sign-up and start downloading immediately.

Promote events within app. Drive event and program participation by using cloudLibrary™ as a prominent, accessible marketing tool that integrates with many calendar applications.





Collection Development

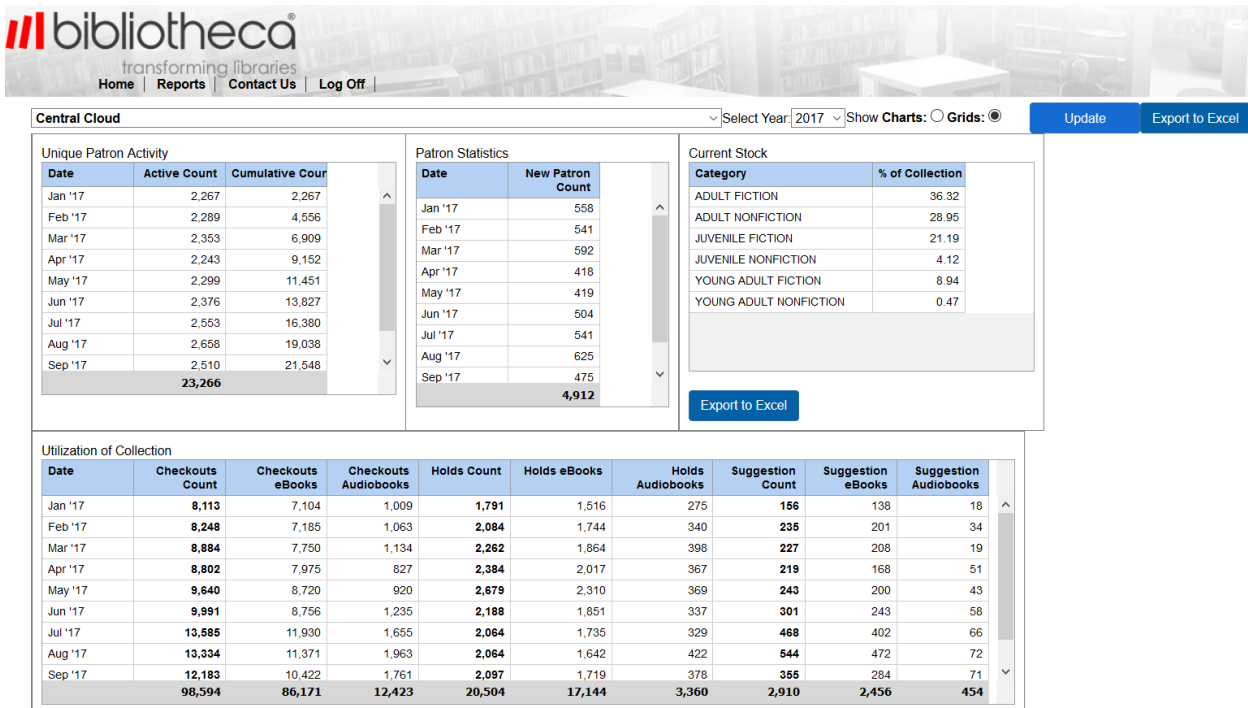
cloudLibrary™ offers **custom strategies to build and maintain a successful collection**. Lead by Collection Management expert Heather McCormack – an industry leader in creating first-rate digital lending collections – our team's dedication to the art of continuous collection development will keep it focused on your community needs.

- Get started with our opening-day collection, proven to please readers
- Receive regular digital newsletters with the most important new titles
- Find creative suggestions of backlist titles to maximize your budget
- Utilize prebuilt shelves for easy purchase or receive personalized shelf suggestions
- Free collection development assistance from one of our staff librarians
- Customized carts delivered automatically to your buying tool for quick selection

Reporting

Reports can be customized using the handy drop-down menus for start and end date, publisher, content provider, library, checkouts remaining, etc., for a number of different reports.

Library staff can access circulation statistics for the cloudLibrary™ with the Content Acquisition Tool (CAT). Statistical data often requested by cloudLibrary™ customers includes patron activity, patron statistics, utilization of collection and a snapshot of current utilization. Information can be viewed in either Chart or Grid format. The default view is Chart format. To change to Grid format, select the Grids radio button.



Central Cloud | Select Year: 2017 | Show Charts: ☐ Charts ☒ Grids | [Update](#) | [Export to Excel](#)

Unique Patron Activity

Date	Active Count	Cumulative Count
Jan '17	2,267	2,267
Feb '17	2,289	4,556
Mar '17	2,353	6,909
Apr '17	2,243	9,152
May '17	2,299	11,451
Jun '17	2,376	13,827
Jul '17	2,553	16,380
Aug '17	2,658	19,038
Sep '17	2,510	21,548
Total	23,266	

Patron Statistics

Date	New Patron Count
Jan '17	558
Feb '17	541
Mar '17	592
Apr '17	418
May '17	419
Jun '17	504
Jul '17	541
Aug '17	625
Sep '17	475
Total	4,912

Current Stock

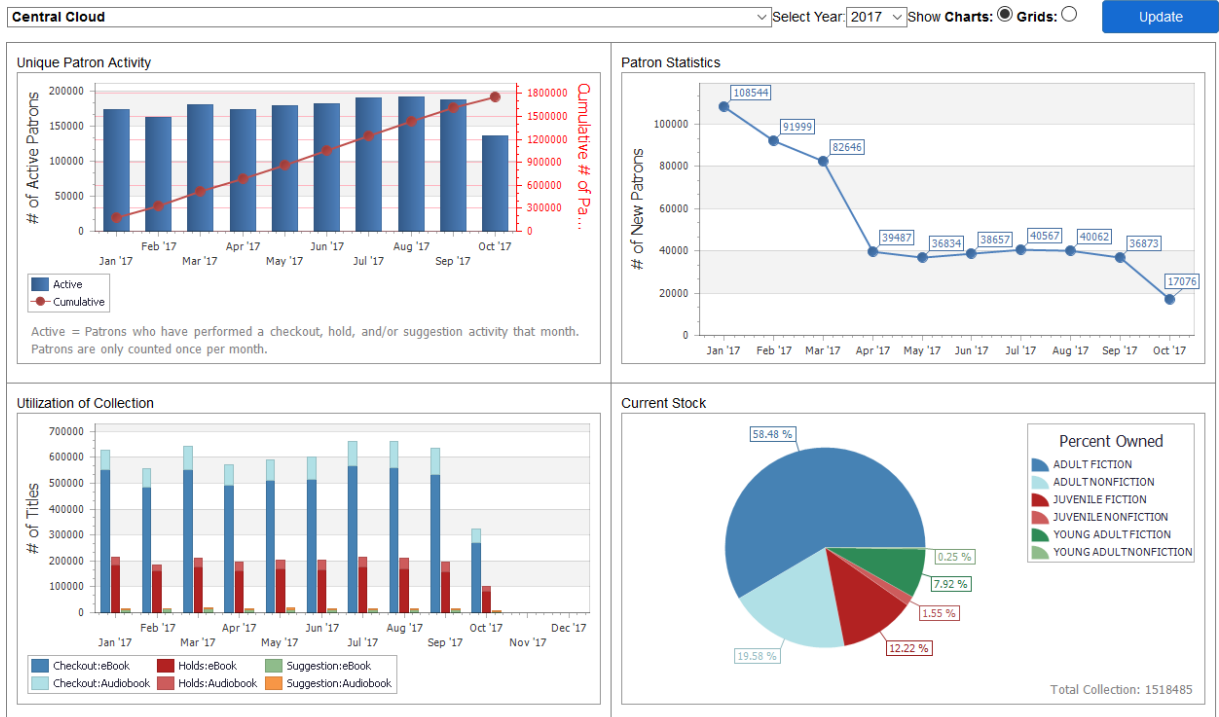
Category	% of Collection
ADULT FICTION	36.32
ADULT NONFICTION	28.95
JUVENILE FICTION	21.19
JUVENILE NONFICTION	4.12
YOUNG ADULT FICTION	8.94
YOUNG ADULT NONFICTION	0.47

[Export to Excel](#)

Utilization of Collection

Date	Checkouts Count	Checkouts eBooks	Checkouts Audiobooks	Holds Count	Holds eBooks	Holds Audiobooks	Suggestion Count	Suggestion eBooks	Suggestion Audiobooks
Jan '17	8,113	7,104	1,009	1,791	1,516	275	156	138	18
Feb '17	8,248	7,185	1,063	2,084	1,744	340	235	201	34
Mar '17	8,884	7,750	1,134	2,262	1,864	398	227	208	19
Apr '17	8,802	7,975	827	2,384	2,017	367	219	168	51
May '17	9,840	8,720	920	2,679	2,310	369	243	200	43
Jun '17	9,991	8,756	1,235	2,188	1,851	337	301	243	58
Jul '17	13,585	11,930	1,655	2,064	1,735	329	468	402	66
Aug '17	13,334	11,371	1,963	2,064	1,642	422	544	472	72
Sep '17	12,183	10,422	1,761	2,097	1,719	378	355	284	71
Total	98,594	86,171	12,423	20,504	17,144	3,360	2,910	2,456	454

Above: Home page view showing overview of circulation statistics in grid format.



Above: Home page view showing overview of circulation statistics in chart format.

Training

We provide your library team with a dedicated product manager to lead your cloudLibrary™ implementation. To support your installation, we offer multiple training options to best suit your needs. There is no limit on the number of attendees.

Training options include training guides, videos, live webinars, in-person training, etc. All training on the cloudLibrary™ will include program set up, administrative and security features, report creation, normal use, reporting features, statistical features, and technical support process.

We provide a variety of training resources for our customers including live web-based training/tutorials, end-user documentation, tip-sheets and more. Recorded training video sessions are available on the cloudLibrary™ SharePoint site that can be viewed at any time. All support and training is covered under your annual Platform Fee agreement.

Support

Our cloudLibrary™ support team knows the ins and outs of our digital library solution, and is specifically trained to offer dedicated support, such as:

- | **Support Team Hotline:** your staff calls our support hotline and chooses cloudLibrary™
- | **Support Team Email:** a dedicated email to handle all cloudLibrary™ support cases
- | **Customer Service Team:** provides billing and general support questions
- | **Software Support Team:** Dedicated cloudLibrary™ developers that assist with library tools issues, technical questions, patron app issues, and patron authentication
- | **Collection Development Team:** provides assistance with building and growing your library's eBook and eAudiobook collections
- | **Training and Deployment Team:** leads and provides support with deployment, training, and launch promotions
- | **Patron Support:** Patrons can get the answers to their questions on the cloudLibrary™ website: www.yourcloudlibrary.com

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