TAMPA BAY LIBRARY CONSORTIUM
REQUEST FOR PROPOSAL (RFP)

Contents

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The Tampa Bay Library Consortium (TBLC) is soliciting sealed proposals for the project below. The TBLC will accept proposals electronically **ON OR BEFORE FRIDAY, APRIL 28, 2017 AT 4:00 P.M. EASTERN STANDARD TIME**. All proposals not received prior to the date and time set forth above will not be accepted for consideration. TBLC is issuing a Request for Proposals rather than an Invitation to Bid because of the importance of factors in addition to price.

1. Introduction

The Tampa Bay Library Consortium (TBLC) is requesting proposals for vendors to provide content for Florida Library Webinars (FLW), a statewide continuing education program that offers web-based training to all staff working in Florida libraries. FLW intends to offer its participants access to 3-5 live webinars each week for a total of approximately 200 courses annually. All live webinars will be recorded and on-demand access to these recordings and video tutorials is available through the program.

The program is a collaboration between TBLC and the Florida Department of State's Division of Library and Information Services (Division) and the program is supported with annual grant funds administered by the Division.

TBLC anticipates selecting multiple vendors to provide for contracting through this request for proposals.

The contract entered into will include a provision that in the event funding is withdrawn and TBLC is not able to secure a new funding source the agreement will automatically be terminated and TBLC shall have no further liability to the vendor beyond those trainings for which commitments have been made prior to the termination date.

2. About TBLC and Florida Library Webinars

The Tampa Bay Library Consortium is a nonprofit multi-type library cooperative that assists and empowers over 100 libraries. All types of libraries – public, academic, school and specialized – are members. Since 1979, TBLC has worked with member libraries to provide better service to the residents of central Florida.

Florida Library Webinars (www.floridalibrarywebinars.org) provides free training for staff working in all Florida libraries. The training is focused on technology skills, customer service and other personal and professional development. Live training is available each week and recorded content is available on-demand.

FLW began on October 1, 2012 and has provided continuous service to Florida libraries since that time. During 2015-16 FLW offered 201 live sessions that were attended by 3,853 participants. In 2015-16 700+ webinar recordings were made available and were viewed 25,234 times.

Webinars offered are introductory level courses in library skills training, management skills, customer service, and technology. A full list of webinar titles offered in 2015-16 is included as Appendix A.

TBLC staff work with vendors to select course content and schedule webinars. Vendors host the live training events, including providing technical support for attendees and manage access to recordings for their content.

TBLC staff manages all registrations for live webinars, does all marketing and promotion of webinars and gathers and reports statistics on attendance.

3. Vendor Information

All vendors responding to this RFP must provide the information described below.

1. *Provide a corporate profile or section describing your company.*

2. *Provide a description of your company's experience with providing library training webinars.*

3. *Describe how programs will be planned, recorded and hosted.*

4. *Provide the names, addresses, and phone numbers of three references that we may contact regarding similar services you provide them.*

4. Program Requirements

All vendors responding to this RFP, must be able to satisfy the following program requirements:

1. Provide live webinars weekly or bi-weekly for 50 weeks per year (no webinars during two holiday weeks in December/January).

2. Manage all negotiations and relationships with presenters.

3. Webinars to be 45, 60, or 90 minutes in length.

4. Schedule live webinars at least 90 days prior to event date.

5. Collaborate with TBLC staff on identification of content for webinars. TBLC has final approval on all content.

6. Supply TBLC with program title, description, presenter's name and biography and login information for online classroom at least 90 days prior to event date.

7. Provide an online classroom for live webinars with a 95 seat capacity. Webinar hosting shall provide minimum standard webinar functionality.

8. Manage all presenters and technical support for live webinars.

9. Host recordings of all live content provided for on-demand viewing for a minimum of two (2) years following the live webinar.

10. Provide closed captioning for all recordings.

11. Provide TBLC with links to access recordings of live webinars within one (1) week of live webinars.

12. Provide statistical report of number of attendees in live webinars within one (1) week following event.

13. Provide statistical reporting of monthly numbers of views of on-demand content on an ongoing basis.

5. Vendor Qualifications
Vendors must demonstrate the following qualifications:

1. Experience in providing high quality library training and continuing education webinars.

2. Current knowledge of library issues and trends and the challenges and opportunities facing libraries today.

3. Understanding of library continuing education and training needs.

4. Understanding of effective training methods and adult learning.

5. Knowledge of, and relationships with the people who provide library training and continuing education.

6. Knowledge of and experience with webinar platforms and video sharing platforms.

6. Price and Payment
The vendor shall provide pricing on a per webinar basis. Price shall be inclusive of the initial live webinar program and unlimited access to the archived recording of the program for a minimum of 2 years. TBLC anticipates contracting for 50 to 150 webinars with the chosen vendor(s), subject to TBLC's approval of the topics provided, with payment made upon completion of each live webinar.

7. Contract Term
The term shall be October 1, 2017 through September 30, 2020. However, the responsibility of vendor to maintain on-line access to archived webinars will continue for a minimum of 2 years following the final hosted live webinar event.

8. Inquiries for Clarification
Any questions regarding this RFP must be in writing directed to the e-mail address farmerb@tblc.org, no later than 5:00 p.m. (E.S.T.), Friday, April 21, 2017. All responses to prospective respondents will be posted at on the TBLC website as addenda to this RFP, no later than 5:00 p.m. (E.S.T.), Monday, April 24, 2017. No oral answers or interpretations will be provided. Only answers provided in written addenda will be binding.

All prospective respondents are hereby instructed not to contact staff members at TBLC individually other than the designated contact regarding this RFP or their replies prior to posting of a recommendation of

award. Any such contact may be cause for disqualification. Contact unrelated to this RFP process is permitted without restriction.

9. Rating Criteria and Process

A three-member committee composed of the Executive Director and TBLC staff will conduct an evaluation and ranking of the submittals based upon the following criteria:

Vendor Qualifications	10 points
Ability to Meet Requirements of RFP	50 points
Price	40 points

Up to three vendors may be selected, and presented to the Board of Directors for final ratification and authorization to enter into contract.

Note: TBLC retains the right to reject any proposal by a non-responsible or nonresponsive vendor, including the right to reject all proposals and re-solicit proposals for the project or elect not to proceed with the project. TBLC reserves the right to waive minor formalities in any proposal and to accept any proposal which it considers to the in the best interest of the TBLC.

10.   Tentative RFP Approval Timeline

The following dates provide the TBLC's intended schedule for approval, and TBLC will make a good faith effort to conform to this schedule. However, delays that do not extend approval beyond the Validity Period as defined herein shall not render the RFP void.

Date	Task
3/31/17	Request for Proposals Posted to TBLC website
3/31/17	RFP sent electronically to known vendors
3/31/17 – 4/21/17	Period for inquiries for clarification from vendors.
4/21/17	Responses to all inquiries posted to TBLC website
4/24/17	Vendor responses due to TBLC office by 5:00 p.m. ET
4/24/17	Responses publicly opened at 5:00 p.m. ET
4/28/17	RFP Staff Review meeting: preferred vendors identified
5/25/17	Contract approved by TBLC Board of Directors

11.   Submission Requirements

Vendors shall submit their proposal responses electronically to:

Beth Farmer
Tampa Bay Library Consortium
4042 Park Oaks Blvd., Suite 430
Tampa, FL 33610
(813) 622-8252 x 103
farmerb@tblc.org

12.   Submission Deadline

Vendors wishing to respond to this RFP must submit the completed package no later than 4 p.m. (E.S.T.) on Friday, April 28, 2017.
The failure to strictly meet this deadline or any application missing any element of the submission criteria will result in the submittal being rejected.

13.   Validity Period

Proposals are to be valid for TBLC's acceptance for a period of 90 days from the submittal deadline to allow adequate time for evaluation and selection. A proposal, if selected, shall remain valid for the life of the contract resulting from this selection process.

14.   Request to Withdraw Bid/Proposal

TBLC will grant a request to withdraw a bid if received in writing any time before the proposal opening.

15.   Fiscal Non-Funding Clause

In the event sufficient funds are not budgeted for a new fiscal period, TBLC shall notify the successful vendor of such an occurrence and the contract shall terminate on the last day of the current fiscal year without penalty or expense to TBLC.

16.   Public Records Law

The TBLC is subject to the Florida Public Records Law, F.S. 119. Accordingly all communications, proposals, documents or data received by TBLC are subject to public disclosure. Further, Florida law provides that private entities "acting on behalf" of a government agency are likewise subject to the requirements of F.S. 119. Vendor understands that if selected, vendor must allow public access to all public records made or received by vendor in conjunction with contract.

17.   Conflict of Interest

Any award made by the TBLC is subject to provisions of Chapter 112, Florida Statutes. All vendors must disclose with their bid, the name of any officer, director, or Manager who is also an employee of TBLC. Further, all vendors must disclose the name of any TBLC employee who owns directly or indirectly, an interest of five percent (5%) or more of the vendor's firm or any of its branches. Any concerns regarding this must be given to the Administrative Services Manager prior to proposal submittal for clarification and further direction.

18.   Protest Provisions

By submitting a proposal to TBLC, vendors agree to the process set forth in this section.

1.   Notice of Protest - Any person adversely affected by a proposal shall file a notice of protest in writing, within two (2) business days from the date on the notice of the decision or actual receipt of the decision, whichever is later. A formal written protest shall be filed within five (5) business days after the protesting party files the notice of protest. No time will be added to the above time limits for mail service.

2.   Formal Written Protest - The formal written protest shall state with particularity the facts and law upon which the protest is based. The formal written protest shall be printed or typewritten and contain:

a. The name and address of the person or firm filing the protest and an explanation of how they are adversely affected by the TBLC decision or intended decision;
b. Identification of the procurement matter at issue;
c. A statement of how and when the notice of TBLC decision or intended decision was received;
d. A statement of all issues of disputed material fact and, if there are none, a statement so indicating;
e. A concise statement of the ultimate facts alleged;
f. A statement of the applicable law, rule, statute, or other authority upon which the protest is based and which entitle the protestor to relief;
g. A specific demand for relief; and
h. Any other information material to the protest.

3.   Filing Notices of Protest and Formal Protests - All notices of protest and formal protests shall be filed with the TBLC Executive Director. A protest is not timely filed unless both the written notice of protest and the formal protest have been received by TBLC within the prescribed time limits. Failure to file a protest within the time prescribed by this Section shall constitute a waiver of all claims.

4.   Stay of Award - Upon receipt of a formal written protest which has been timely filed, the solicitation or contract award process shall be stayed until the subject of the protest is resolved by final agency action, unless the TBLC Executive Director sets forth in writing particular facts and circumstances which require the continuation of the solicitation process or the contract award process without delay in order to protect substantial interest of TBLC. Notice that a contract award has been stayed shall be given by U.S. Mail or hand delivery or courier service to all whom submitted qualified proposals. Upon receipt of a timely formal protest of a decision or intended decision to award or reject all proposals, notice shall be given by U.S. Mail or hand delivery or courier service to all vendors for that contract.

5.   Resolution of Formal Protest - Upon the written request of the protestor or on its own initiative, TBLC shall provide an opportunity for the protestor to meet with the Executive Director to resolve the protest by mutual agreement within seven (7) business days, excluding holidays, of receipt of a formal written protest. If the subject of a protest is not resolved by mutual agreement within seven (7) business days, excluding holidays, of receipt of the formal written protest, or a mutually agreed upon extension of time, the Executive Director shall certify in writing to the protestor that there was no resolution and provide the protestor with a copy of the certification.

6.   The protestor may contest the TBLC decision in a court of competent jurisdiction in Hillsborough County.

APPENDIX A

Florida Library Webinar Schedule 2015-16

Date	Workshop Title
10/1/15	Customer Complaints: Better than Gold
10/5/15	The User-Centered Online Library
10/6/15	Helping Customers (and Staff) Who Have Little Technology Literacy
10/7/15	Evernote For Library Staff: What is Evernote and How You Can Make It Work for You
10/8/15	The Rhythm is Going to Get You: Using Music in Library Programs for Children
10/13/15	Local Authors 101 - How to Find Them, Host Them, and Keep Them Happy
10/13/15	Engaging the Community More Fully in the Library - Creating Collaborative Partnerships in the Community
10/14/15	Revisiting the Classics: Social Media and Top Apps
10/15/15	Using Digital Literacy Trends with Young Adults
10/15/15	Creating Advocacy Events for Your Library
10/19/15	Dig In and Cache Out
10/20/15	The Adult Programming Struggle: Time For a New Direction
10/20/15	Crowdsourcing Teen Programming
10/21/15	Learn the Basics of Computer Code And Work Smarter
10/22/15	A Marketing Team of Everyone: Modern Advocacy Through Social Applications for Public Libraries
10/27/15	Appreciative Inquiry as a Philosophy and Practice
10/28/15	Social Analytics
10/29/15	Nonfiction Matters 2: Outstanding Informational Books of 2015 from Preschool to Middle Grades
11/2/15	The Springshare Model – Putting UX into Customer Service
11/3/15	Best Practices in Organizing and Running Computer Training Sessions
11/4/15	Crafting Library Websites with Design Triggers
11/5/15	Engaging Learners: Connected Learning for Library Staff and Library Users
11/10/15	Beyond MakerSpaces - intergrating 3d printing into the curriculum
11/10/15	The Patron Loyalty Program: Inviting Incentives to Engage Library Patrons
11/12/15	Visually Communicating Information: A Taste of Infographics for Librarians
11/12/15	Best Websites and Online Resources for Children: Home Help Made Easy
11/17/15	How to Create New Revenue Streams for Your Library
11/18/16	Thinking "Inside" the Box: Integrating Threshold Concepts with Activity Kits to Engage Students
11/18/15	Picture Perfect: Transforming the Library Tour with Instagram
11/19/15	Where to Find Free Online Clip Art and Photo's
11/19/15	Stop, Collaborate, & Listen: Tools for Solo Librarians
11/19/15	Library Grant Writing 101
11/24/15	Reasons to Be Thankful for Your Sometimes Thankless Work
11/25/15	3D Design and Printing
12/1/15	Awareness in Customer Service: 20+ Phrases You Shouldn't Be Using in Your Conversations
12/2/15	Getting Started with Podcasting
12/2/15	Press Record and Show What You Learned
12/3/15	Brain Health: A Use-It-Or-Lose-It Strategy
12/8/15	Advising Readers of Young Adult Literature: An Interactive Webinar Program

12/8/15	Staff Competencies: From Expectation to Excellence
12/9/15	Web Writing with the User in Mind
12/10/15	Social Media Etiquette
12/10/15	Looking at the Glass Half-Empty: Using Your Negative Emotions to Fuel Success
12/15/15	Networking for Success
12/16/15	Holiday Special: Technology of 2015 and What's Ahead.
12/17/15	Bridging the Generation Gap
1/5/16	Setting Ground Rules that Lead to More Productivity in Your Meetings and Brainstorming
1/6/15	Building a Library Website in WordPress
1/7/16	Am I Doing It Right? The Accidental Library Marketer
1/11/16	Census Business Builder & Survey of Business Owners
1/12/16	Workplace Behavior in a Digital Age: Watch Your Behavior (because everyone else can too!)
1/13/15	Technologies and Innovation Worth Watching in 2016
1/13/16	Practical Implications for Building Library Service Tutorials
1/14/16	Breaking Bad Organizational Customer Service Habits
1/19/16	Copyright in the Digital Age
1/20/15	Introduction to Web Security in Libraries
1/21/16	Collaborative Grant-Seeking for Librarians
1/25/16	2014 American Community Survey Data Releases
1/26/16	Practical Considerations for Successfully Obtaining Library Grants
1/26/16	Role Playing and How We Learn
1/27/15	Oh No, Not Another Survey; Building Extraordinary Teams And Improving Process
1/27/16	Video/Audio Reference Consultation with Google Hangout
1/28/16	Understanding Yourself as a Leader
2/2/16	10 Poor Work Habits to Eliminate to Improve Your Work Life
2/3/16	Anticipatory Design
2/4/16	Bibliotherapy: Young Adult Fiction and Teens in Crisis
2/9/16	Consumer Financial Protection Bureau: Partnering with Libraries to Financially Empower Patrons
2/9/16	Exploring the World of Arduino
2/10/16	Mastering Meetings: What's Important – Before, During, and After
2/11/16	Pinterest for Libraries
2/16/16	An Innovative Tool for Enhancing Student Engagement (FlipQuiz)
2/16/16	Extending Our Collaborative Partnerships with Community Members Face to Face & Online
2/16/16	READiscover [Florida/Your State Here]: Enhance Your Summer Reading Program with a Regional Flavor
2/17/16	FanFiction: Writing an Alternative Fictional Universe
2/18/16	OCLC Competencies: Informing Work Plans and Performance Appraisal
2/23/16	Re-Humanizing the Manager to Employee Relationship
2/24/16	Maker Bootcamp
2/25/16	"Easy" Fundraising: Gain Community Support, Promote the Library, and Boost Your Budget
3/1/16	Healthcare Online Resources 2016
3/2/16	Tips and Tricks to Better Tech Instruction
3/3/16	Roles and Responsibilities of Boards and Board Members
3/8/16	Dealing With Potentially Dangerous Library Customers
3/9/16	Mastering Meetings: Using the Magic of Brainstorming

3/9/16	Introduction to Photography for the Web
3/10/16	Best Children's Books of 2015
3/15/16	The 2016 Horizon Report (Higher Education Edition), Technology, and Learning: What's in It for Libraries
3/16/16	Apps to Know: Business
3/17/16	Preparing for Disaster
3/22/16	SCORE: The Untapped Small Business Resource in Your Community
3/22/16	iPad Scavenger Hunts
3/22/16	Teaching Leadership from Within: Formalizing Leadership Training within Your Organization
3/23/16	How to Modernize Your Signage with Digital Screens
3/24/16	Both Sides of Organizational Change: The Manager of Change and the Employee Coping With It
3/29/16	Finding, Downloading, and Editing Digital Photos for FREE!
3/29/16	Automating with the Internet of Things
3/30/16	Mastering Meetings: How an Agenda Leads to Success
3/31/16	Special Program for Library Paraprofessionals!
4/5/16	Moving the Mountain: Hold Your Team Accountable for Values Based Decisions
4/6/16	Mastering Meetings: Why They Don't Work and What You Can Do About It
4/7/16	Building the Non-Profit Board Cycle
4/12/16	Reader's Advisory Mysteries Solved: How Sisters in Crime Can Help
4/13/16	Mastering Meetings: Tips and Techniques to Ensure Success
4/13/16	Measuring Success: Using Analytics and Advertising to Take Your Library's Social Media Presence to the Next Level
4/14/16	Giving and Receiving: The Nuts and Bolts of Moving from "Networking" to "Building Sustainable Relationships"
4/19/16	Entrepreneurial Online Resources 2016
4/20/16	Free and Cheap Usability Testing Tools
4/21/16	Best Practices for Teaching Public Computer Classes
4/26/16	Is It Time to Change the Displays Again? Try the Magic of Merchandising!
4/26/16	Helping Your Patrons Tell Their Life Story
4/27/16	HTTPS
4/28/16	Adult Programming for the Non-Programmer
5/3/16	What's in Your Presentation Toolbox? Tools for Effective Communication: You & Your Message
5/4/16	Future of WordPress
5/5/16	Incorporating Search Engine Optimization (SEO) Strategies in Your Library
5/5/16	Playing With the Flipped Classroom Model
5/9/16	Apps in Motion - Get in the Game, Read!
5/10/16	Sharing Your Library's Stories of Impact
5/11/16	Making Online Accessibility Easy and Part of Your Work
5/12/16	The Most Persuasive Words In The English Language – And How to Use Them
5/16/16	Advancing Accessibility with Mobile
5/17/16	Best of the 2016 Public Library Association Conference (Find Out What You Missed)
5/18/16	Girls Who Code
5/19/16	Tech Time Tips: Using Technology to Better Manage Your Time
5/24/16	Strategic Professional Development and Networking
5/25/16	From The Ground UP – Growing Healthy Eaters

5/26/16	Dealing with the Passive Aggressive Behaviors at Work and Home
5/31/16	The Art of Saying No to the Patron
6/1/16	The Digital Library Landscape: What's out There and How You can use it (for photographs, video, text & more)
6/7/16	Organize Your Life with Mobile Apps
6/8/16	Online Bookmarking
6/9/16	Ways to Spot (and Hopefully Keep) an Exceptional Employee
6/14/16	Leading Functional Work Teams (While Avoiding the Dysfunction)
6/14/16	TLDR (Too long, didn't read): how to write effectively for web sites and mobile
6/15/16	Makerspaces: Forming Strategic Partnerships & Creative Culture
6/21/16	The Thinking Person's Guide to Stress Management
6/22/16	WordPress Plugin Favorites
6/23/16	Leading Organizational Change (Easier Said Than Done)
6/28/16	The Times They Are A-Changing: Using LinkedIn for Recruitment
6/29/16	Redefining Educational Technology in Your Library
6/30/16	Understanding and Managing Teen Behavior in Libraries
7/6/16	How to Run an Awesome After-school Makers Club
7/6/16	Ten Habits That Will Make Your Life a Little More Peaceful Each Day
7/7/16	Managing the Little Voice in Your Head
7/12/16	Improving Employee Communication - Exchanging Information Effectively
7/13/16	Best Online Reference Sites
7/14/16	Best of the 2016 American Library Association Conference (Find Out What You Missed)
7/15/16	Pokemon Go: Library Programming on the Go (pop-up webinar)
7/19/16	Topic-Based Reference Skills - Education
7/19/19	Understanding Yourself as a Follower
7/20/16	Put the Internet of Things to Work for You Using IFTTT, Amazon Echo, and Other Tools
7/20/16	Spice Up your Story Time with Pura Belpre' Award Winners!
7/21/16	Author Events: Keeping the Author and the Audience Happy
7/25/16	So You Have to Write a Strategic Plan: Why Not Make It Interesting?
7/26/16	Engaging Employees in the Library
7/26/16	How Do I? The New Reference Question
7/27/16	Disaster Recovery: Creating a Disaster Recovery Plan for your website and Online Resources
7/28/16	Venture Club and other Entrepreneurial Programs for Youth
7/28/16	Academic Librarians and Personal Branding: Providing Meaningful Outreach through Social Media
7/28/16	Trends in Customer Service and Customer Service Training You Need to Know About
8/2/16	Engaging Sports Fans at Your Library
8/3/16	MailChimp
8/3/16	Work/Life Balance: The How and the Why - Why Bother? I'll Never Get My Life Balanced!
8/4/16	The Fundamentals of Project Management
8/9/16	Be Aware, Be Prepared: Making a Safety Plan for Your Library
8/10/16	Supporting Small Biz: Digital Tools for Startups
8/11/16	Dealing with Difficult Teens From The Public Service Desk
8/16/16	Do You Have Compassion Fatigue
8/17/16	Creating Library Programs That Work: Maker Programs for All Ages

8/15/16	Why Not GIF if to Students?: Using Pop Culture and Graphic Image Files to Explain the Research Process
8/18/16	Resources for educators and homeschoolers
8/18/16	Creating a Culture of Leadership in Your Library
8/23/16	Using word clouds in collection development
8/23/16	Graphic Novels: An Introduction for Patrons of All Ages
8/24/16	What's up with XML?...and why you should care
8/24/16	NEFE Tools: Engaging Your Community in Financial Education
8/25/16	Encore Career Search Strategies: Helping Your Patrons Find Their Way to Meaningful Work
8/25/16	Legal Resources For The Public
8/30/16	Free Comic Book Day: A How-To
8/31/16	What's New and Exciting in Library Makerspaces
9/6/16	Work/Life Balance: The How and the Why - Understanding Who I Am (New Date)
9/7/16	Making Web Services Accessible for Everyone
9/7/16	Choosing Optimism For Success: Putting Positive Psychology to Work for You! (New Date)
9/7/16	Work/Life Balance: The How and the Why - Adding Energy to the Balance Equation
9/8/16	Teaching Professionalism to Your Employees
9/13/16	Inspire Your Community with an Innovation Lab
9/14/16	How to Use Snapchat in Your Library to Promote Young Adult Collection and Events
9/14/16	Work/Life Balance: The How and the Why - Calculating My "Passion Index"
9/14/16	Resources for research with elementary/middle school kids
9/15/16	Partnering with the Federal Trade Commission to Protect Your Patrons
9/20/16	The Four Stages of Project Management
9/21/16	Creating Your Own Mobile App
9/21/16	Finding Information For Simple Reports & Project Boards
9/21/16	Work/Life Balance: The How and the Why - Vital vs. Urgent and Why It Matters
9/22/16	Library of Congress: Historical and Educational Resources at Your Fingertips
9/22/16	How to…NOT Get a Job at Your Library: Handling Rejection with Professionalism in Order to Succeed in the Future
9/23/16	Evidence Based Practices for Librarians
9/26/16	Florida and Puerto Rico Digital Newspaper Project - New Date
9/27/16	Reasons Why You May Not Want to Connect to Free Public WIFI
9/28/16	Work/Life Balance: The How and the Why - 23 Tips To Get Me There!
9/28/16	Working with Media in WordPress

VENDOR RESPONSE FORM

Vendor should complete this form and attach it to the front of the full proposal response. A checkmark or other written response is required for each statement below. This form will serve as a cover sheet, signed acknowledgement, and quick reference to the full vendor response. Each of the specification categories should be addressed in detail in that full response, and further explanation of responses on this form may also take place there.

Name of Company: _____

Name of Person Completing Form: _____

Contact Information: _____

_____

_____

1. *Vendor Information*

	Yes	No
Provide a corporate profile or section describing your company.		
Provide a description of your company's experience with providing library training webinars.		
Describe how programs will be planned, recorded and hosted.		
Provide certification of insurance and liability.		
Provide the names, addresses, and phone numbers of three references that we may contact regarding similar services you provide them.		

2. *Program Requirements*

	Yes	No
Provide live webinars weekly or bi-weekly for 50 weeks per year (no webinars during two holiday weeks in December/January).		
Manage all negotiations and relationships with presenters.		
Webinars will be 45, 60 or 90 minutes in length.		
Schedule live webinars at least 90 days prior to event date.		
Supply TBLC with program title, description, presenter's name and biography and login information for online classroom at least 90 days prior to event date.		
Host recordings of all live content provided <u>for on-demand viewing</u> for a minimum of 2 years following the live webinar.		
Provide closed captioning for all recordings.		
Provide TBLC with links to access recordings of live webinars within one week of live webinars.		
Provide statistical report of number of attendees in live webinars within one week of live webinar.		

	Yes	No
Provide statistical reporting of monthly numbers of views of on-demand content on an ongoing basis.		
Collaborate with TBLC staff on identification of content for webinars. TBLC has final approval on all content.		

3. *Vendor Qualifications*

	Yes	No
Demonstrates current knowledge of the challenges and opportunities facing libraries today.		
Demonstrates understanding of the library continuing education and training needs.		
Demonstrates knowledge of, and relationships with the people who provide library training and continuing education.		
Understanding of webinar platforms and video sharing platforms.		
Experience in providing high quality library training and continuing education webinars.		

4.   Total Proposed Price Per Webinar:

October 1, 2017 – September 30, 2018 $ _____

October 1, 2018 – September 30, 2019 $ _____

October 1, 2019 – September 30, 2020 $ _____

By signing this proposal, Vendor states that all information contained herein is true to the best of their knowledge. Vendor further states they have read the entire RFP issued, including any addendum posted, and agrees to be bound by the terms herein. Vendor understands that any conditional clauses or alterations submitted, or any other irregularities are subject to disqualification at the discretion of TBLC.

Signed:_____

By:_____

Position:_____

Company:_____

Date:_____

FAILURE TO PROPERLY EXECUTE THE OFFICIAL SIGNATURE PAGE OF THE PROPOSAL MAY RESULT IN AUTOMATIC DISQUALIFICATION OF THE PROPOSAL.