



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762 Fax (757) 942-4333

January 07, 2021

To All Interested Parties:

**Subject: Request for Proposal #1750-P
Library Books, Print and/or Digital**

The Suffolk City School Board (School Board) is requesting proposals from interested parties to provide library books, print and/or digital as a cooperative procurement. Please read carefully all information contained in the RFP document. **Interested parties are invited to submit an original and ten (10) electronic copies (USB thumb drives are preferred) marked "Proposal to Provide Library Books, Print and/or Digital" on or before 2:00 pm on Thursday, January 28, 2021 through the EVA portal. We are not anticipating any extensions for this proposal. Proposals may also be delivered to the address below at the proposer's risk of delivery. Suffolk Public Schools requires one original and requests one electronic copy should the proposer wish to use a deliver the proposal. The preferred electronic format is a USB thumb drive.** Should an event cause the school division to close, Suffolk Public Schools will accept proposals until 2:00 PM on the next operating day. Should you deliver or have a company deliver your RFP submission, the proposal shall be sealed in an envelope/package clearly marked with the title of the RFP, the due date and time and delivered to:

Linda Bates
Department of Purchasing
Suffolk Public Schools
100 N. Main Street, 2nd. Floor (Entrance is at the Rear of the Building)
Suffolk, Virginia 23434

This Request for Proposal is published on the Suffolk Public Schools and on the EVA sites. Proposals will not be accepted at any other location. Any proposal received after the time designated above will be returned unopened. Nothing herein is intended to exclude any responsible offeror or in any way restrain or restrict competition. All responsible offerors are encouraged to submit proposals.

The School Board plans to select a qualified Offeror based on the requirements set forth herein and pursuant to the Commonwealth of Virginia Procurement Regulations. The awarding authority for this contract is the Suffolk City School Board. The School Board reserves the right to reject any or all proposals submitted or take advantage of any available regional or state contracts. Any questions concerning this Request for Proposal shall be submitted in writing to lindabates@spsk12.net, or fax to 757-942-4333.

Issued by:

Linda Bates
Purchasing Technician II

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The cover letter (Request for Proposal) and each section attached as listed below constitute this Request for Proposal. All potential offerors will be required to adhere to all requirements, schedules, terms and conditions as set forth in these sections.

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SECTION I SCOPE OF SERVICES

It is the purpose of this Request for Proposal (RFP) to solicit sealed proposals to provide library books in both print and digital formats. The School Board intends to purchase the above through direct purchase. The contract will include, but not be limited to providing library books on an as-needed basis as well as opening day collections for new schools. Books in digital format will be purchased on an as needed basis as well. The School Board will consider any range of proposals that will meet the needs outlined in this proposal and reserves the right to award to multiple vendors for print books only, digital format books only or a combination of the two. Vendors responding to this request for proposal must be responsible offerors, regularly and practically engaged in providing the goods and services listed in this request for proposal and must possess necessary resources for fulfilling the contract established as a result of this request for proposal.

A. General Requirements

All requirements listed below apply to library books in both formats.

1. The successful vendor shall provide inside delivery for all orders.
2. Orders shall be placed for individual schools and delivered to individual schools.
3. All deliveries shall be at the expense of the successful vendor.
4. The successful vendor should provide a minimum 90 percent fill rate within 30 days for all books and audiovisual materials.
5. Backorders must be authorized by the school district and should be shipped within 45 days.
6. School divisions reserve the right to return books at no charge due to damage, poor quality, inappropriate content or otherwise not in compliance with the order.
7. The successful vendor shall replace any book or audiovisual material that is damaged in shipment or otherwise not in compliance with the order at no charge.
8. There shall be no minimum order requirement.
9. School divisions reserve the right to purchase books and audiovisual materials from other sources under their small purchasing procedures, as may best meet the needs of individual schools.
10. The successful vendor shall not charge handling/restocking charges for returned books .
11. The successful vendor shall provide invoices to a central location in whole or part, or to individual schools as specified by each school division.
12. The successful vendor shall provide a minimum one-year warranty from the date of receipt for all books.
13. The successful vendor shall provide complete/enhanced MARC records for all books .
14. The successful vendor shall provide cataloging and processing tailored to the specific needs of each individual school campus. All spine labels shall include a protective label.
15. The successful vendor shall provide an online ordering system for both library books. The online inventory shall be updated on a regular basis and shall include all titles available. This electronic ordering system shall be capable of being customized to meet the needs of the individual school districts to include, but not be limited to the following search parameters for books with similar parameters for audiovisual materials:

- a. Keyword
- b. Reading level
- c. Interest level
- d. Lexile level
- e. Review source
- f. Accelerated Reader
- g. Reading Counts
- h. Number of pages
- i. Virginia Standards of Learning areas by specific number

16. A packing slip shall be included with each order to include, but not be limited to, purchase order number, invoice number, short titles in alphabetical order, ISBN numbers, and price. In addition, each box shall be labeled with the school district purchase order number.
17. The successful vendor shall provide an online collection analysis service to all schools at no additional charge. This service shall be able to use either Microlif or MARC data for information extraction.

B. Library Books

The Successful Offeror shall provide library books for elementary, middle and high schools as opening day collections or on an as-needed basis as additions to existing collections in accordance with the requirements listed below.

1. The successful vendor shall provide books that are shelf-ready in accordance with processing requirements of each individual school/school district to include, but not be limited to, barcode label and protector, spine label and protector, mylar covers on books with dust jackets, shelf list cards, theft detection upon request in accordance with school/district specifications.
2. The successful vendor shall provide books in shelf order as specified by the individual school/district.
3. The successful vendor is responsible for providing the best binding available from the publisher for every title requested. All books shall have library binding unless otherwise specified.
4. The successful vendor should carry in stock a sufficient number of unique titles for grades Pre-K through 12 to ensure delivery with 30 days.
5. The successful vendor shall not charge a separate fee for pre-binding books.
6. The successful vendor shall not charge additional fees for books not normally carried in their inventory.
7. The successful vendor shall be able to provide Accelerated Reader book titles, software, quizzes and AR processing to include the 526 tag, info label, spine label and AR spine label. The AR information label shall include the author, reading level, point value and quiz number. Quizzes shall include a label on the front to include, but not be limited to title, author, reading level, AR points and quiz number.
8. The successful vendor shall provide the following services for new schools/opening day collections:

- a. Custom core list of titles designed to the specifications of the school district
 - b. Storage in a secure, temperature controlled warehouse until new school is ready for delivery
 - c. Written guarantee for a specific book delivery date
 - d. Order in one shipment with books in exact Dewey order, ready to be shelved
 - e. Supervision and assistance with unpacking and shelving core collection
 - f. Assistance with additional orders, returns and replacements, etc.
9. The successful vendor shall provide a list or catalog of titles available to include the following information. This catalog shall be available to individual schools in hard copy and/or electronic format.
- a. Title
 - b. Author
 - c. Call number
 - d. Publisher and publication date
 - e. ISBN number (13 digit)
 - f. Library of Congress Number
 - g. Grade, reading and interest level
 - h. Lexile level
 - i. Review sources
 - j. Price
 - k. Virginia Department of Education's Standards of Learning correlation (if applicable)
 - l. AR designation and number of points
 - m. Book annotation
 - n. Internal scans of books, where available
10. The successful vendor shall provide a stamp or label inside each book in two locations as specified with the school name and address.

C. Training and Support

1. The Successful Vendor should provide a local representative available to visit each school on a regular basis. The local representative shall assist with ordering, collection development, collection analyses, weeding suggestions and other Media Specialist needs.
2. The Successful Vendor shall provide training and/or staff development tailored to the specific needs of each district at no charge to the school district. This training/staff development shall be available on a variety of topics to include, but not be limited to online ordering, collection development, and reporting capabilities.
3. Upon request, the Successful Vendor shall provide an annual district analysis report with data for all schools or a limited number of schools in accordance with individual school district requirements.

D. MARC Records

1. The successful vendor shall provide complete/enhanced MARC records for all books.
2. Each MARC record shall contain shelflist information to include, but not be limited to reading level, interest level, purchase date and review sources in addition to full annotation, complete subject headings and added entries.
3. Each MARC record shall contain the Funding source name within the 852 tag at no additional charge.
4. Each MARC record shall include complete local information in the 949 tag.
5. MARC records will be sent for titles received in the order only.
6. MARC records shall be available electronically.

**SECTION II
PROPOSAL REQUIREMENTS**

Proposals should be as thorough and detailed as possible to illustrate the vendor's capabilities to provide the required books and services. Vendors are required to submit the following items as a complete proposal.

- A. Provide a letter of introduction that includes the name and location of the company, a statement of interest and the following non-collusion statement.

“The offeror expressly warrants that the information submitted herein is not the result of an agreement expressed or implied with any other offeror or offerors in an attempt to influence or restrict competition.”

The letter of introduction shall be signed by an individual authorized to conduct business for the firm with the name of the individual typed below the signature. The telephone number, fax number, business address and email address must be included in the letter of introduction.

- B. Provide information in an organized and user-friendly format to include a table of contents.
- C. Describe prior experience related to this Request for Proposal which will indicate the knowledge and expertise of your company to provide the books and services required.
- D. Describe the organization and size of your company. Provide relevant financial data which demonstrates your ability to successfully perform the services required, i.e., annual financial reports, statements, and/or credit bureau ratings.
- E. Provide a list of references of all school divisions in Virginia that have used your services in the last five years. Include contact name and information for each.

- F. Provide at least three references for school divisions in Virginia that have used your services to provide **opening day collections for new schools** in the last five years. Include school name, school division, contact name and information.
- G. Describe support services that are available to individual schools and/or school districts. Provide contact information and a brief description of qualifications for key individuals who will provide these services.
- H. Provide information on your platform for providing ebooks; describe the process and how it will work for the school levels and at the district level.
- I. Provide your most current catalog in hard copy and in electronic format. Provide a summary page to include current inventory by grade level, reading level and interest level.
- J. Describe size, scope and content of additional titles for K-12 school collections available from other sources through your company.
- K. Provide sample processed books that represent every binding type available from your company. Processing samples should include, but not be limited to Mylar, barcode, spine label and Accelerated Reading Information label/Reading Counts label (if applicable).
- L. Provide information as to fill rate percentages, time of delivery, backorder delivery times, replacement delivery times, etc.
- M. Provide samples of book processing to include, but not be limited to bar code labels, spine labels, and MARC records for the following titles:
 - Ann Frank’s Chestnut Tree, Kohuth, Jane, 2013
 - If a Tree Falls at Lunch Period, Choldenko, Gennifer, 2009
 - 46 Science Fair Projects for the Evil Genius, Bonnett, Robert, 2009
 - The Abolitionist Movement: Ending Slavery, Ferrell, Claudine L., 2008
 - Africa, Greenhaven Press 2012
- N. Provide warranty information for library books, both formats.
- O. List the number of unique titles that you have in stock for middle and high school level libraries. List the number of unique titles that you have in stock for elementary school level libraries.
- P. Provide a cost proposal to include cost per title as a fixed cost or a percentage discount from a list price. In addition, include a breakdown of any additional costs that may apply, such as special processing, bindings, etc. Include as a part of your cost proposal a completed copy of Attachment 1 for library books.
- Q. Provide a list of additional resources available to your company that would enhance your performance to satisfy the requirements established herein.

**SECTION IV
EVALUATION CRITERIA**

The successful vendor will be selected based upon the following criteria:

- A. The size, scope and content of current K-12 inventory for library books, both formats
- B. Quality of books
- C. Quality of processing/cataloging and MARC records
- D. Online ordering system and reporting capabilities
- E. Training and support services available
- F. Fill rate percentages, time of delivery, etc.
- G. Variety and quality of bindings available
- H. Ebook availability and platform; compatibility with current ebook platform
- I. Warranties provided for books
- J. References from school divisions using services for additions to collections and for opening day collections
- K. Ability, experience and qualifications of the vendor and key personnel to provide the proposed services
- L. Proven record of satisfactory performance in providing like services and products
- M. Additional resources available to the vendor which would enhance performance
- N. Other criteria as deemed important in the evaluation of the proposed services
- O. Value and completeness of cost proposal

**SECTION IV
COOPERATIVE PROCUREMENT**

This solicitation is established as a potential cooperative procurement for any government agency that may choose to participate. Any interested entity may enter into a contract directly with the successful vendor or vendors with all the terms and conditions as set forth in this Competitive Negotiation process.

The following school divisions shall be named as participants in this solicitation:

Suffolk Public Schools

The following school divisions shall be named as potential participants in this solicitation:

Accomack County Public Schools

Chesapeake Public Schools

Franklin Public Schools

Gloucester County Public Schools

Hampton Public Schools

Isle of Wight County Schools

Newport News City Public Schools

New Horizons Regional School

Norfolk City Public Schools

Northampton County Public Schools

Poquoson City Public Schools

Portsmouth City Public Schools

Southeastern Cooperative Educational Program

Southampton County Public Schools

Spotsylvania County Public Schools

The Governor School of the Arts

Virginia Beach Public Schools

Williamsburg/James County Public Schools

York County Public Schools

SECTION V SELECTION OF OFFEROR

- A. The School Board will use the competitive negotiations process in selecting the offeror(s) to provide this service. The proposal, as submitted, will be evaluated by the School Board. Two or more offerors deemed as best suited and qualified will be selected for formal and/or informal interviews. Selected vendors may be asked to demonstrate their complete program during the evaluation process. Competitive negotiations will be conducted with the top ranked offerors. A contract will be awarded to the top ranked offeror after the completion of competitive negotiations.
- B. If the School Board determines that only one offeror is fully qualified or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.
- C. The School Board reserves the right to make multiple awards if in the best interest of the School Board.
- D. The School Board reserves the right to negotiate any and all aspects of the contract in the best interest of the School Board.
- E. The School Board reserves the right to reject any or all proposals and will not be liable for any cost incurred in connection with the preparation and submittal for this Request for Proposals.
- F. The School Board reserves the right to award a contract or contracts as may be most advantageous to the School Board.

- G. Notice of Award for this solicitation shall be in writing to the successful offeror and posted on the Suffolk Public Schools Bid Board at 100 N. Main Street, Second Floor, Suffolk, VA 23434 and on the Suffolk Public Schools Purchasing Department website.

SECTION VI TERMS AND CONDITIONS

- A. **INDEPENDENT CONTRACTOR RELATIONS:** Neither the successful offeror, its employees, assignees or Successful Offerors shall be deemed employees of the School Board while performing for the School Board.
- B. **GENERAL PROVISIONS:** Nothing in the agreement shall be construed as authority for either party to make commitments which will bind the other party beyond the scope of services contained herein.
- C. **INVENTIONS & COPYRIGHTS:** The Successful Offeror is prohibited from copyrighting any papers, interim reports, forms or other materials and/or obtaining patents on any invention resulting from its performance of the project, except when specific written authorization of the School Board is given. The copyright or patent shall belong to the School Board.
- D. **SHIPPING:** Shipping information will be included with the purchase order. All shipping and handling costs shall be at the expense of the vendor.
- E. **TERM OF THE AGREEMENT:** The initial term of this agreement shall begin on the day of award and continue through June 30, 2022 after which this agreement will automatically be extended for **four** additional one year periods, beginning July 1st and ending June 30th of each year, unless otherwise terminated by either party by giving written notice prior to June 30th of each year. The School Board may approve a price increase for each subsequent year. The request shall be presented in writing 30 days prior to June 30th of each year and the cost increases shall not exceed the Consumer Price Index (CPI) as developed by the Bureau of Labor Statistics, U. S. Department of Labor, for all Urban Consumers (CPI-U) South, for the preceding calendar year.
- F. **TERMINATION:** The School Board Offeror may terminate the Agreement upon ninety (90) days written notice to the other party. Upon this termination for convenience, the Successful Offeror shall be paid only for those additional fees and expenses incurred between notification of termination and the effective date of termination that are necessary for curtailment of its work under the Agreement. The parties may mutually agree in writing to an earlier termination.

In the event of a breach by the Successful Offeror of the Agreement, the School Board shall have the right to immediately rescind, revoke, or terminate the Agreement. In the alternative, the School Board may give written notice to the Successful Offeror by specifying the manner in which the Agreement has been

breached. If a notice of breach is given and the Successful Offeror has not substantially corrected the breach within ten (10) days of receipt of the written notice, the School Board shall have the right to terminate the Agreement. A waiver of breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement. A violation of any state or federal law or regulation by the Successful Offeror shall be considered a breach of the Agreement.

In the event of rescission, revocation, or termination, all documents and other materials related to the performance of the Agreement shall become the property of the School Board.

This agreement shall be canceled automatically in the event that the local, state or federal government fails to appropriate or allocate sufficient funds or positions for the purpose of continuing the Agreement. This termination shall be complete upon depletion of the previously allocated funds.

- G. **COLLATERAL CONTRACTS:** Where there exists any inconsistency between the Agreement and other provisions of collateral contractual Agreements which are made a part of the Agreement by reference or otherwise, the provisions of the Agreement shall control.
- H. **NONDISCRIMINATION:** In its performance of the Agreement, the Successful Offeror warrants that it will not discriminate against any employee, or other person, on account of race, color, sex, religious creed, ancestry, age, disability or national origin.

The Successful Offeror shall post, in conspicuous places that are available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. In its solicitations or advertisements for employees, whether placed by or on behalf of the Successful Offeror, the Successful Offeror shall state that it is an equal opportunity employer. Notices, advertisements and solicitations which conform to federal laws, rules or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

Suffolk Public Schools does not discriminate against faith-based organizations.

- I. **DRUG FREE WORKPLACE:** A drug-free workplace is to be maintained by the contractor. All public bodies shall include in every contract over \$10,000 the following provisions:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in

every subcontract or purchase order of over \$10,000.00, so that provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- J. **APPLICABLE LAWS:** The Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise, by the laws of the Commonwealth of Virginia.
- K. **SEVERABILITY:** Each paragraph and provision of the Agreement is severable from the entire Agreement, and if any provision is declared invalid, the remaining provisions shall nevertheless remain in effect.
- L. **CONTINGENT FEE WARRANTY:** The Successful Offeror warrants that it has not employed or retained any person or persons for the purpose of soliciting or securing the Agreement. The Successful Offeror further warrants that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon the award or making of the Agreement. For breach of one or both of the foregoing warranties, the School Board shall have the right to terminate the Agreement without liability, or, in its discretion, to deduct the amount of said prohibited fee.
- M. **FINANCIAL RECORDS AVAILABILITY:** The Successful Offeror agrees to retain all books, records, and other documents relative to the Agreement for five (5) years after final payment. The School Board, its authorized agents and/or auditors shall have full access to and the right to examine any of said materials during this period.
- N. **OWNERSHIP OF DOCUMENTS:** Any reports, studies, photographs, negatives or other documents prepared by the Successful Offeror shall be retained by the Successful Offeror and shall be remitted to the School Board by the Successful Offeror upon completion, termination or cancellation of the Agreement. The Successful Offeror shall not willingly use or allow or cause to have such materials used for any purpose other than performance of the Successful Offeror’s obligations under the Agreement without the prior written consent of the School Board.
- O. **CONFIDENTIAL INFORMATION:** All confidential and proprietary information and data furnished to the Successful Offeror by the School Board shall remain the property of the School Board. The Successful Offeror agrees to retain in confidence, and not to disclose to or use for the benefit of third parties, any information disclosed to the Successful Offeror by the School Board without the School Board’s prior written consent. Excluded from the provisions of the Agreement shall be such information as:
 - 1. Information which is in the public domain or which the Successful Offeror can show to have been in its possession independently of and prior to such disclosure by the

School Board;

2. Information which becomes public knowledge after such disclosure, without fault on the part of the Successful Offeror or its employees;
3. Information made available to the Successful Offeror from a third party source without any secrecy obligation attaching thereto; and
4. All information uncovered during an investigation conducted by the Successful Offeror that is required to be reported by the Successful Offeror to appropriate agencies pursuant to local, state or federal statutes (i.e., especially concerning or affecting public health and safety). The Successful Offeror will attempt to notify the School Board prior to any such reporting.

P. **COMPLIANCE WITH LAW AND STANDARD PRACTICES:** The Successful offeror shall perform its obligations under the Agreement in compliance with any and all applicable federal, state and local laws, rules, and regulations, including applicable licensing requirements, and in compliance with any and all rules of the School Board relative to the premises. The Successful Offeror shall be responsible for obtaining all permits, consents, and authorizations as may be required to perform its obligations.

Q. **TAXES, FEES, CODE COMPLIANCE AND LICENSING:** The Successful Offeror shall be responsible for the payment of any required taxes or fees associated with the Agreement. All work shall be in compliance with all applicable codes, ordinances and permitting requirements.

R. **COORDINATION OF WORK:** The Successful Offeror shall schedule and coordinate its services with the School Board. Services shall be performed in a professional and timely manner.

S. **HOLD HARMLESS AGREEMENT:** The Successful Offeror shall indemnify and hold harmless the School Board and its representatives from and against all losses and claims, demands, suits, actions, payments and judgments arising from personal injury or otherwise brought or recovered against the School Board or its representatives by reason of any act or omission of the Successful Offeror, its agents, servants or employees in the execution of the contracted work.

T. **INSURANCE:** The Successful Offeror shall not commence work under this Agreement until he/she has obtained all insurance required under this section and such insurance has been approved by the School Board. The School Board will be named on all liability policies and Workers' Compensation policies as "Additional Named Insured" or "Alternate Employer Endorsement" for the proposed work.

U. **WORKERS' COMPENSATION INSURANCE AND EMPLOYERS' LIABILITY INSURANCE:** The Successful Offeror shall obtain and maintain during the life of this Agreement the applicable statutory Workers' Compensation Insurance with an insurance company duly authorized to write such insurance. The Successful Offeror shall obtain and

maintain during the life of this Agreement, Employers' Liability Insurance with a limit of \$200,000.00 per accident/injury by an insurance company duly authorized to execute such insurance in the State of Virginia.

- V. **PUBLIC LIABILITY INSURANCE:** The Successful Offeror shall maintain during the life of this Agreement such Public Liability Insurance as shall protect him/her against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from operations under this Contract whether such operations be by himself/herself or his/her employees.

- W. **CERTIFICATE OF INSURANCE:** The Successful Offeror shall furnish the School Board with two (2) copies of certificate of insurance evidencing policies required. The Successful Offeror shall not change any required insurance during the life of this Agreement unless notice of any such change in coverage is given in writing by the Successful Offeror to the School Board at least fourteen (14) calendar days prior to there having any such change in coverage.

- X. **STATE CORPORATION COMMISSION ID NUMBER:** Any bidder or offeror organized or authorized to transact business in the Commonwealth of Virginia shall provide as a part of their bid documentation the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. No award will be made without this information.

Attachment 1: Sample Pricing, Library Books

Please provide information requested on the form below and return with your proposal.

Item #	Title	Author/Artist	Publisher	Year	Binding	Price
1	Beyond Lucky	Aronson, Sarah	Dial Books	2011		
2	1984: A Novel	Orwell, George	Signet Classic	1977		
3	The Absolutely True Diary of a Part-time Indian	Alexie, Sherman	Little, Brown	2007		
4	An Abundance of Katherines	Green, John	Speak	2008		
5	101 Questions About Muscles to Stretch Your Mind...	Brynie, Faith H	Twenty-First Century	2008		
6	The Acts of King Arthur and His Noble Knights	Steinbeck, John	Penguin	2008		
7	100 Sideways Miles	Smith, Andrew	Simon & Schuster	2014		
8	172 Hours on the Moon	Harstad, Johan	Little, Brown & Co	2012		
9	If a Tree Falls at Lunch Period	Choldenko, Gennifer	Harcourt	2009		
10	45 Pounds (More or Less)	Barson, K.A.	Viking	2013		
11	Chicken Feathers	Cowley, Joy	Philomel	2008		
12	Across the Great Barrier	Wrede, Patricia	Scholastic Press	2011		
13	46 Science Fair Projects for the Evil Genius	Bonnett, Robert	McGraw Hill	2009		
14	Acids and Bases	Lew, Kristi	Chelsea House	2009		
15	Africa		Greenhaven Press	2012		
16	The Adoration of Jenna Fox	Pearson, Mary	Henry Holt	2008		
17	Across the Great Barrier	Wrede, Patricia	Scholastic Press	2011		
18	Al Capone Does My Shirts	Choldenko, Gennifer	Putnam	2004		
19	Tiger Moon	Michaelis, Antonia	Amulet	2008		
20	John Steinbeck: A Twentieth-Century Life	Meltzer, Milton	Viking	2008		
21	All the Light We Cannot See	Doerr, Anthony	Scribner	2014		
22	Sail Away	Crews, Donald	Greenwillow Books	1995		

Item #	Title	Author/Artist	Publisher	Year	Binding	Price
23	Laughing at My Nightmare	Burcaw, Shane	Roaring Book Press	2014		
24	When I Was the Greatest	Reynolds, Jason	Atheneum	2014		
25	Five, Six, Seven, Nate!	Federle, Tim	Simon & Schuster	2014		

Attachment 2: Sample Pricing, Ebooks

Please provide information requested on the form below and return with your proposal.

Item #	Title	Author/Artist	Publisher	Year	Users	Price
1	The 12 Most Amazing American Natural Wonders	Rowell, Rebecca	12 Story Library	2015		
2	8 Class Pets + One Squirrel Divided by One Dog=Chaos	Vande Velde, Vivian	Holiday House	2012		
3	Anastasia, Absolutely	Lowry, Lois	Houghton Mifflin	1995		
4	Amazing Basketball Records	Storden, Thom	Capstone Press	2015		
5	Ann Frank's Chestnut Tree	Kohuth, Jane	Random House	2013		
6	Area 51	Martin, Ted	Bellwether Media	2012		
7	Attaboy, Sam!	Lowry, Luis	Houghton Mifflin	1992		
8	The Candymakers	Mass, Wendy	Little, Brown	2010		
9	20,000 Leagues Under the Sea	Verne, Jules	Bantam Dell	2003		
10	An Abundance of Katherines	Green, John	Speak	2008		
11	100 Sideways Miles	Smith, Andrew	Simon & Schuster	2014		
12	Infinity	War, Rachel	Chicken House/Scholastic	2012		
13	Academy 7	Osterlund, Anne	Speak	2009		
14	Adventures of the Greek Heroes	McLean, Mollie	Houghton Mifflin	1961		
15	12 Things to Know About Wild Weather	Kallio, Jamie	12 Story Library	2015		
16	Almost to Freedom	Nelson, Vaunda Micheaux	Carolrhoda Books	2003		
17	Applejack and the Honest-to-Goodness Switcheroo	Berrow, G.M.	Little, Brown and Co	2014		
18	Ashley the Dragon Fairy	Meadows, Daisy	Scholastic	2012		
19	Listen Slowly	Lai, Thanhha	Harper	2015		
20	Sarah, Plain and Tall	MacLachlan, Patricia	Harper Trophy	1987		
21	Chemical Reactions	Wolny, Philip	Rosen Central	2011		
22	Follett It! Learn About Shadows	Hall, Pamela	Child's World	2011		
23	Little Lizard's New Friend	Crow, Melinda Melton	Stone Arch Books	2011		
24	Nancy Clancy, Super Sleuth	O'Connor, Jane	Harper	2013		
25	Pharaohs of Egypt	Kallen, Stuart	Reference Point Press	2013		

Attachment 3: Contractor/Employee Background Certification Form

Pursuant to Virginia Code Section 22.1-296.1.C, prior to the award of a contract for the provision of services that require the contractor or any of its employees to have direct contact with students, the school board is required to have the contractor, and when relevant, any employee who will have direct contact with students, provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude. So as not to place an undue burden or hardship on the day to day operation of the school division and remain in compliance with the aforementioned Code provision, any contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, is required to provide the certification listed below:

As a contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, I certify that neither the contractor nor any of its employees, whether current employees or those who will be employed in the future, have been (i) convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; nor (ii) convicted of a crime of moral turpitude.

Contractor Name _____

Business Address _____

Phone Number _____

Certified by _____

Printed Name _____

Title _____

Date _____

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. School boards shall not be liable for materially false statements regarding the certifications required by this subsection.

For the purposes of this subsection, “direct contact with students” means being in the presence of students during regular school hours or during school-sponsored activities.