

# MELSA Responses to RFI Requests for Clarification

## RFI: Digital Language Learning | Issued 08.21.19

1. Q. Is a toll free number necessary for an opportunity to win the bid?  
A. No.
2. Q. Not quite sure what the provision of "Provide details on library catalog integration and provision of MARC Records means? (With the current libraries we do business with this has never been addressed.)  
A. MELSA member libraries make electronic resources and their content searchable in their catalogs awareness and accessibility using MARC records. It is not required, but is valued by our libraries.
3. Q. What type of Electronic copy of the RFI is accepted? Is a PDF acceptable? If you are accepting them via email, who should the email be addressed to and what should the subject line be?  
A. We frequently receive e-files in a variety of formats. A PDF file is the easiest to share with reviewers. Our preference is to receive electronic copies on a thumb or flash drive along with the print copy.
4. Q. Does our Terms of Service Copy need to be filled out or left blank?  
A. Left blank.
5. Q. Are we allowed to raise the annual cost for renewal of the 2nd and 3rd year of the contract if a multi-year contract is agreed upon?  
A. Yes.
6. Q. Earlier in the RFP they ask for a copy of our Terms of Service agreement, yet this "Attachment F" appears to be a similar type of agreement. Will we be required to agree to Attachment F if we win the bid, as well as execute a Terms of Service Agreement?  
A. No, we would execute only one agreement. The Attachment F document is included to inform respondents as to language MELSA may be required to include in an agreement as a government entity.
7. Q. In regard to the customer list references required for part 6 of the checklist, do the populations have to be greater than or equal to MELSA's population or can they be greater than or equal to a specific county in MELSA?  
A. The preference is greater than or equal to MELSA's population. A county population is also acceptable.