Question 1: Can MELSA award a contract to a vendor based on a submission to this RFI?
Answer: Yes.

Question 2: If yes, is there a MELSA contract that the vendor must sign, and if so, can terms of that contract be negotiated where reasonable?
Answer: It is more typical to use a vendor’s contract. It would be reviewed by our attorney and terms may have to be negotiated.

Question 3: If MELSA could choose to award a contract to a vendor based on this RFI, but instead decided to put out an RFP, would that RFP be only for the subset of vendors that met certain criteria in the RFI?
Answer: As a tax funded agency we would make the RFP public, but would send it directly to organizations that responded to the RFI.

Question 4: Can you provide one or two of potential reasons that MELSA would decide to issue an RFP after this RFI process, instead of awarding a contract based on the RFI submissions?
Answer: This process has not resulted in an RFP or RFQ being issued in recent history. Our RFI process is quite robust in effort to avoid moving to an RFP or RFQ which require considerable additional time commitments for all involved. It is possible we could have a situation in which we identify a set of needs or a problem we need to solve, but do not know what the solution might be or what vendors/products could help. In such a case we would use an RFI to gather this information. Then move forward with an RFP and be better able to target vendors (while also posting it publicly). That is not the situation with this RFI.

Question 5: Our organization has found that library budgets have been cut over the years. Would you accept references from Library Networks or larger library systems that are no longer active, but whose last date of service was relatively recent, like 12 months or 24 months ago?
Answer: That would be acceptable.

Question 6: Attachment B Vendor Qualifications Inventory: Can you please define “formats supported”?
Answer: Is your product equally usable across commonly used devices such as cell phones and tablets in addition to desktop use. Also, if there is an app available, is the product limited in any way in that environment?

Question 7: MELSA Due Diligence RFI Scoring Form Sample: There are 19 items on the Vendor Qualifications Inventory and 19 items on the Sample Form. Some of the information overlaps, some does not. Just confirming that this Scoring Form attachment is just to show vendors the kind of form you use when evaluating, but we should be answering based on the questions and items listed in Attachment B?
Answer: Answer based on the questions and items listed in Attachment B. The sample form is provided to let vendors know how this information is scored, not to be the exact scoring form for this specific RFI.