

**ILLINOIS SCHOOL LIBRARY MEDIA ASSOCIATION
LIBRARY BOOK SELECTION SERVICE ENDOWMENT FUND**

REQUEST FOR PROPOSAL

Goal

The Illinois School Library Media Association (ISLMA) accepted the funds from the former Library Book Selection Service (LBSS), which closed in July of 2005, with the understanding that the funds will be invested and the profits used to provide quality books for children.

ISLMA decided to achieve this objective by setting up the ISLMA/LBSS Endowment Fund. The trustees of this fund will oversee grants that will be awarded annually. These grants will consist of book sets determined by the Illinois children's choice book awards: the Monarch Award for grades K-3; the Rebecca Caudill Young Reader's Book Award for grades 4-8; and the Abraham Lincoln Illinois High School Book Award for grades 9-12. Titles included in these programs are selected annually and made public by the three awards committees.

The LBSS Endowment Fund trustees will annually determine the total amount that may be expended for the LBSS Fund grant (based on fund balance and interest rates). The trustees will select book set recipients based on participating school or public library grant applications. The trustees will select a vendor(s) to supply the book sets.

The LBSS Endowment Fund grant program will enable ISLMA to fulfill our agreement with the former LBSS while also helping school library programs and public libraries to participate in the children's choice programs.

Project Participants

Vendors—The Vendors will be asked to bid for the opportunity to sell book sets (Monarch, Caudill, and Lincoln) and ship the sets directly to the selected recipient schools and libraries. Vendors may bid on one, two, or three award title sets.

ISLMA/LBSS Endowment Fund Trustees—The Trustees will determine the amounts of the grants, appoint a vendor(s), and select the recipients.

Monarch, Rebecca Caudill, and Abraham Lincoln Committees—The Committees will select the titles on the annual lists and make these lists available.

Project Components

A. The LBSS Endowment Fund will annually expend funds to purchase sets of books from the categories outlined below:

Monarch—20 designated titles for children in grades K-3

Rebecca Caudill—20 designated titles for children in grades 4-8

Abraham Lincoln—22 designated titles for children in grades 9-12

The Endowment Fund will provide a list of the books in each category by April 15th of the given year and will require vendors to compete for the grant contract. The vendors will be asked to supply the following in their RFP:

1. list of titles which can be confirmed as available.
2. price per title
3. price per set
4. bottom line price for total package
5. binding styles (see below)
6. shipping and sales tax (ISLMA is 501 c 3 at the federal level, but required to pay state sales tax.)

B. Complete sets of books, if available, are required in each category. A minimum of 90% of the titles in each group must be provided.

C. Books for the Monarch and Caudill awards should be the best quality hard bound. Books for the Lincoln award should be paperback. Books should not be pre-processed.

D. The LBSS Endowment Fund trustees will select the grant recipients. A list of these recipients will be provided to the selected vendor. The selected vendor(s) will ship the sets directly to each of the selected recipient schools or libraries. The sets should be shipped to arrive at the recipient destinations by August 31st of the given year.

E. Bills, including all costs and sales tax, should be sent to ISLMA/LBSS Endowment Fund, P.O. Box 598, Canton, IL 61520. Billing should not be sent to the individual schools or libraries. Payments will not be made until the delivery to all of the selected schools or libraries is confirmed.

F. Your RFP should describe any special service that your company will provide to the individual schools and/or to ISLMA/LBSS Endowment Fund if you are selected to provide the sets of books requested in this grant.

G. Failure to meet any of the grant requirements may result in termination of the contract.

- H. In the fall of the grant year, it is expected that both the ISLMA/LBSS Endowment Fund trustees and the vendor(s) will evaluate the success of the project and seek solutions to problems or concerns.
- I. Questions should be forwarded to the corporate address by phone 309-649-0911; email: info@lbssfund.org; fax 309-649-0916 or by mail: P.O. Box 598, Canton, IL 61520.
- J. RFPs should be sent to the ISLMA/LBSS Endowment Fund, P.O. Box 598 Canton IL 61520 and must be postmarked by May 15.
- K. The ISLMA/LBSS Endowment Fund trustees will notify all vendors of the decision by June 30th.

VENDOR Proposal

This completed proposal is to be sent to ISLMA/ LBSS Endowment Fund, PO Box 598, Canton, IL 61520 postmarked by May 15. Handwritten proposals will not be accepted.

For 2008-2009, the ISLMA/LBSS Endowment Fund intends to purchase 60 sets of the Monarch Award titles, 60 sets of the Caudill titles, and 40 sets of the Lincoln titles. Your bids should reflect these numbers. One vendor will be selected.

Vendors may bid on one, two, or three award title sets.

Company Name:

Address:

City: State: Zip:

Phone:

Fax:

Email:

Name of Contact Representative:

Contact's Phone:

Contact's Email:

Authorized Company Signature:

Monarch Titles (60 sets)

Please list the titles in alphabetical order.

Indicate availability.

Indicate binding.

Give price per title.

Give price per set.

Rebecca Caudill Titles (60 sets)

Please list the titles in alphabetical order.

Indicate availability.

Indicate binding.

Give price per title.

Give price per set.

Abraham Lincoln Title (40 sets)

Please list the titles in alphabetical order.

Indicate availability.

Titles should be paperback.

Give price per title.

Give price per set.

Shipping charges for the total order.

Tax charges for the total order

Total best price available from your company:

Please indicate any additional promotional services and/or materials you company would add.

Any other statements, information, or services of importance to this bid: