

**ILLINOIS SCHOOL LIBRARY MEDIA ASSOCIATION  
LIBRARY BOOK SELECTION SERVICE ENDOWMENT FUND  
REQUEST FOR PROPOSAL**

**This is a competitive bid.**

**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 establishing the ISLMA/LBSS Endowment Fund. The Trustees of this Fund oversee grants that are awarded annually. These grants will consist of book sets determined by the Illinois Readers' Choice Book Awards: the Monarch Award for grades K-3; the Bluestem Award for grades 3-5; the Rebecca Caudill Young Readers' 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 four award 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 to the Endowment Fund (Monarch, Bluestem, Caudill, and Lincoln) and to ship these sets directly to the selected recipient schools and libraries. Vendors may bid on one, two, three or all four of the 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, Bluestem, 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 for the Illinois Readers' Choice Award programs as outlined below:

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

Bluestem--20 designated titles for children in grades 3-5

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 the lists of the specific books in each category by April 15<sup>th</sup> 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 bid:

1. list of titles which can be confirmed as available (these must be the specified titles only, not titles within a series).
2. price per title
3. price per set
4. bottom line price for total package
5. binding styles (see below, item C)
6. shipping
7. sales tax (**ISLMA is 501 c 3 at the federal level, but is required to pay Illinois state sales tax.**)

B. Complete sets of books, if available, are required in each category. Vendors must be able to provide a minimum of 90% of the titles in each award group for which a bid is submitted.

C. Books for the Monarch, Bluestem, and Caudill awards should be the best quality hard bound. Books for the Lincoln award should be paperback. Books should not be preprocessed.

D. The LBSS Endowment Fund Trustees will select the grant recipients. A list of these recipients with their shipping addresses will be provided to the selected vendor(s). 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 15th of the given year. All invoices should be sent to ISLMA/LBSS Fund, P.O. Box 598, Canton, IL 61520. No invoices should be sent to the recipient libraries.**

E. **One complete, concise, all inclusive (Illinois state sales tax, shipping etc.) invoice per book award should be submitted to the ISLMA corporate office for payment. (i.e. XX sets of Monarch, + shipping (if charged) + tax (if charged) = \$XX) must be sent to: ISLMA/LBSS Endowment Fund, P.O. Box 598, Canton, IL 61520. Payments will not be made until the delivery to all of the selected schools or libraries is confirmed.**

**F. The Trustees request a delegated account manager/contact person from each selected vendor.**

G. Bids should describe any special services that your company will provide for the individual libraries and/or for ISLMA/LBSS Endowment Fund if you are selected to provide the sets of books requested in this grant.

H. Failure to meet any of the grant requirements may result in termination of the contract and may be considered when evaluating future grant bids.

I. 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.

J. Questions should be forwarded to the corporate address by email: [info@lbssfund.org](mailto:info@lbssfund.org) phone 309-649-0911; fax 309-649-0916 or by mail: P.O. Box 598, Canton, IL 61520.

K. Bids should be sent to the ISLMA/LBSS Endowment Fund, P.O. Box 598 Canton IL 61520 and must be postmarked by May 15th.

L. The ISLMA/LBSS Endowment Fund trustees will notify all vendors of their decisions by June 30th.

### **VENDOR Proposal**

The completed bid should be sent to ISLMA/ LBSS Endowment Fund, PO Box 598, Canton, IL 61520 postmarked by May 15th. Handwritten bids will not be accepted.

The ISLMA/LBSS Endowment Fund intends to purchase 57sets of the Monarch Award titles, 56 sets of the Bluestem titles, 56 sets of the Caudill titles, and 51 sets of the Lincoln titles. Your bids should reflect these quantities.

Vendors may bid on one, two, three, or all four of the 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:

**ALL TITLES MUST BE THE EXACT TITLES SPECIFIED ON THE AWARD LISTS. DO NOT SUBSTITUTE OTHER TITLES FROM WITHIN SERIES.**

**Monarch Titles (57 sets)**

Please list the titles in alphabetical order.

Indicate availability.

Indicate binding.

Give price per title.

Give price per set.

**Bluestem Award Titles (56 sets)**

Please list titles in alphabetical order.

Indicate availability.

Indicate binding.

Give price per title.

Give price per set.

**Rebecca Caudill Titles (56 sets)**

Please list the titles in alphabetical order.

Indicate availability.

Indicate binding.

Give price per title.

Give price per set.

**Abraham Lincoln Title (51 sets)**

Please list the titles in alphabetical order.

Indicate availability.

Titles should be paperback.

Give price per title.

Give price per set.

Shipping charges (if applicable) for the total order. Books are to be shipped to multiple locations.

Illinois sales tax charges for the total order. The Endowment Fund is not tax exempt at the state level even though the individual recipient libraries are tax exempt.

Total best price available from your company:

Please indicate any additional promotional services and/or materials your company would provide.

Please include any additional statements, information, or services of importance to this bid.