



## Vendor Information

### REQUEST FOR PROPOSAL for the Readers' Choice Book Award Grants

**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 setting up the ISLMA/LBSS Endowment Fund. The Trustees of this fund will oversee grants that will be awarded annually. The original grants are the Readers' Choice grants. 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 four 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 categories 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—20 designated titles for children in grades 9-12

The Endowment Fund will provide the lists of the books in each category by March 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 bid:

1. list of titles which can be confirmed as available (these must be the specified titles only, not different 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.**) Use the IL tax rate of 6.25% for Tazewell County.

**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 if available. Books should not be preprocessed.

**D.** The LBSS Endowment Fund Trustees will select the grant recipients. A list of these recipients 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 4th of the given year. No invoices should be sent to 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 1326, Galesburg, IL 61402-

1326. 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 at 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 [execsecretary@isлма.org](mailto:execsecretary@isлма.org); by phone 309-341-1099; by fax 309-341-2070; or by mail P.O. Box 1326, Galesburg, IL 61402-1326.

**K.** Bids should be sent to the ISLMA/LBSS Endowment Fund, P.O. Box 1326 Galesburg, IL 61402-1326 and must be postmarked by May 30.

**L.** The ISLMA/LBSS Endowment Fund trustees will notify all vendors of their decisions by June 15th.

### **VENDOR Proposal**

The completed bid should be sent to ISLMA/ LBSS Endowment Fund, PO Box 1326, Galesburg, IL 61402-1326 postmarked by May 30. Handwritten bids will not be accepted.

The ISLMA/LBSS Endowment Fund intends to purchase 51 sets of the Monarch Award titles, 35 sets of the Bluestem titles, 24sets of the Caudill titles, and 27 sets of the Lincoln titles. Your bids should reflect these quantities.

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

- CompanyName: • Address:
- City:State:Zip:
- Phone:
  
- Fax:
- Email:
- NameofContactRepresentative: • Contact'sPhone:
- Contact'sEmail:
- AuthorizedCompanySignature:

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

**Monarch Titles (51 sets)** Please list the titles in alphabetical order.

Indicate availability. Indicate binding. Give price per title. Give price per set.

**Bluestem Award Titles (35sets)** Please list titles in alphabetical order.

Indicate availability. Indicate binding. Give price per title. Give price per set.

**Rebecca Caudill Titles (24 sets)** Please list the titles in alphabetical order.

Indicate availability. Indicate binding. Give price per title. Give price per set.

**Abraham Lincoln Title (27 sets)** Please list the titles in alphabetical order.

Indicate availability. Titles should be paperback. Give price per title. Give price per set.

**\*Please indicate:**

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

Illinois sales tax charges for the total order.

Total best price available from your company.

Any additional promotional services and/or materials you company would provide.

Additional statements, information, or services of importance to this bid.