



# RFP for RDA Workflows Project

RDA Workflows : A guide for Ontario College libraries for the maintenance of bibliographic records in the Colleges' Union Catalogue

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OCLS RFP #2014-003

August 2014

All information contained within this document should be considered confidential and is provided to give bidders an understanding of the Ontario Colleges Library Service requirements.

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## 1. INTRODUCTION

### 1.1 Ontario Colleges Library Service and College Libraries

The Ontario Colleges Library Service (OCLS) was established in 2009 as a non-profit corporation to provide a suite of core and opt-in services to the libraries and learning resources/learning commons (college libraries) of Ontario's 24 publicly-funded colleges of applied arts and technology, including two French language colleges.

Heads of Libraries & Learning Resources (HLLR) is comprised of the directors (or designate) of libraries / learning resources (college libraries) of each of Ontario's 24 publicly funded colleges, and serves as an advisory group to OCLS.

One of OCLS' core services is the maintenance and development of a Colleges Union Catalogue (CUC) with records submitted regularly by each college. An aspect of the CUC's maintenance, overseen by the Colleges Union Catalogue Steering Committee (CUCSG) and the Bibliographic Standards Working Group (BSWG), is the development and adherence to a set of standards and guidelines to ensure the long term integrity of the CUC. These guidelines include, but are not limited to, Minimum Edit Check, *Recommended Minimum Level for Bibliographic Records Accepted in the Colleges' Union Catalogue RDA version*, and the *OCLS Cataloguing Manual, 2010*

### 1.2 Background & Context

Since the adoption of the Anglo-American cataloguing rules much has changed in college libraries. With the advent of the World Wide Web and the digital revolution college libraries have responded by acquiring a variety of formats to serve the diverse needs, learning styles and expectations of students and faculty. Resource Description and Access (RDA) is a standard developed in alignment with FRBR (Functional Requirements for Bibliographic Records). Its rules have been developed to flexibly address cataloguing in traditional, digital, online and future format environments.

In March 2012 the Library of Congress announced they would be fully implementing this new standard as of March 31<sup>st</sup> 2013. To prepare the college libraries for the transition from AACR2 to RDA, the Bibliographic Standards Working Group formed the Joint RDA Subcommittee. The Joint RDA Subcommittee is well on its way to completing its mandate through the release of an RDA Implementation Plan for the colleges, an RDA Awareness Campaign and has hosted several RDA webinars. The group has also produced updated versions of the *Recommended Minimum Level for Bibliographic Records Accepted in the Colleges' Union Catalogue (CUC)*.

To give added context to this document an RDA workflow is required. The objectives are to create a step-by-step guide for college library cataloguing staff who create RDA records; incorporate practices integral to uploading records to the Colleges' Union Catalogue (CUC); and provide for the maintenance of bibliographic records in the Colleges' Union Catalogue.

### **1.3 Invitation to Bid**

OCLS and the BSWG is seeking proposals from qualified consultants to act as project lead in the creation of a FRBR driven cataloguing Workflow that presents a comprehensive account of applicable policies, standards, definitions and rules to be applied by libraries uploading records to the Colleges' Union Catalogue (CUC). The successful proponent must have current RDA cataloguing experience along with extensive cataloguing experience with a variety of formats; be able to demonstrate a solid understanding of the conceptual roots (FRBR) of RDA, and be aware of current trends in software and encoding environments. A successful proponent would also demonstrate an understanding of the post-secondary education environment (PSE) and an awareness of the challenges facing college libraries in a consortial environment. Consultants or individuals who have the following knowledge/skills might be interested in submitting a proposal:

- MARC21 encoding format
- FRBR
- RDA (and familiarity with RDA Toolkit navigation)
- LC Classification
- LCSH
- BibFrame Model
- Linked Data

Bidders are encouraged to submit creative ideas on format delivery to go along with key deliverables and goals of the Workflow.

## 2. BIDDING PROCESS

### 2.1 Intent to Respond

Send a confirmation of your intent to submit a proposal by September 17th, 2014 as noted in the Schedule (Section 2.3). Please include the name, title and contact information for the company representative with whom we will communicate, and send via email to:

Attention: Stacey Boileau  
Services and Support Associate  
Ontario Colleges Library Service  
Email: [sboileau@ocls.ca](mailto:sboileau@ocls.ca)  
Phone: 647-722-9316  
Fax: 647-722-9319

Ontario Colleges Library Service  
74 Gervais Drive  
Toronto, ON M3C 1Z3

### 2.2 Bid Submission

Two copies, one with original signature, are to be submitted in writing and sent via courier (with signature required) or delivered in person to:

Ontario Colleges Library Service  
74 Gervais Drive  
Toronto, ON M3C 1Z3

Attention: Stacey Boileau,  
Services and Support Associate  
Phone: 647-722-9316

Bids are to be received on or before: **Tuesday October 14, 2014 at 3:00 PM**

Bids received after the deadline will not be considered.

Bids must be valid for 90 days from the date bids are due.

Additionally, a follow up electronic copy of the bid is requested and should be sent to:

Attention: Stacey Boileau,  
Services and Support Associate  
Ontario Colleges Library Service  
Email: [sboileau@ocls.ca](mailto:sboileau@ocls.ca)

## 2.3 Schedule

Date	Event
August 22, 2013	RFQ issued and distributed
Sept 17, 2014	Intent to Respond submitted by bidders
September 26, 2014	Last date for questions from bidders
September 30, 2014	Formal response to all questions submitted by bidders
September 30, 2014	Cataloguing Test Circulated to Bidders to include in proposal
Oct 14, 2014 at 3:00pm	Proposals are due
Oct 15, 2014- October 23, 2014	Evaluation and recommendation approval period
October 23 – Nov 1, 2014	Contract negotiation
November 5, 2014	Announcement of successful bid and start of project

During the evaluation period, OCLS may request clarifications from and a meeting with bidders.

Dates subsequent to the bids being submitted are estimates only and are subject to modification without notice to bidders.

All firms that submit bids will be informed of the winning bid. The winning bidder will receive a formal award letter.

## 2.4 Bid Formats

All proposals must include the following elements:

- Executive Summary
- A letter of introduction outlining experience and qualifications appropriate to this project
- Current curricula vitae of the principal(s) and other key team members that the proponent proposes to employ in this project
- Names and contact information for three references for whom similar work has been completed
- Completed cataloguing test
- Outline of the project plan– See Appendix 1
- Sample workflow
- A proposed budget with details including in support of achieving project objectives
- Completed bid form with original signature - See Section 4

All responses require one copy to be submitted in writing to the OCLS offices.

One original is required of:

- Bidding Form (Section 5) (Note: Form requires signature)
- Complete response, including cost proposal

- All appendices

In addition, a complete copy of the bid submission is required by email and should be sent to Stacey Boileau at [sboileau@ocls.ca](mailto:sboileau@ocls.ca).

Proposals are subject to the Freedom of Information and Protection of Privacy Act. Any information that the bidder regards as confidential must be in a separate appendix that is labelled as confidential. OCLS shall endeavour to honour such confidential designations to the extent allowed under the appropriate legislation.

Proposals must be prepared in accordance with the conditions outlined. Failure to do so may result in the disqualification of the proposal.

## **2.5 Questions**

Questions about the contents of this document should be submitted by email to:

Stacey Boileau  
Ontario Colleges Library Service  
Email: [sboileau@ocls.ca](mailto:sboileau@ocls.ca)

Quote Reference in Subject Line: "OCLS RFP Proposal #2014-003 –RDA Workflows: A guide for Ontario College Libraries for the maintenance of bibliographic records in the Colleges Union Catalogue

A copy of all queries received by the deadline in Section 2.3 and OCLS's responses will be sent to all bidders confirming their intent to respond to the RFP, as numbered updates to the RFP document.

Bidders may not rely in any fashion on communication with any staff at OCLS or any College except through the process defined above.

## **2.6 Subcontracting**

Bidders must clearly identify any and all subcontractors that they intend to use in supplying services to meet the obligations of the RFP. Bidders are responsible for all work performed by subcontractors.

## **2.7 Bidder's Costs**

OCLS and the college libraries are not liable for any costs incurred by any bidder as part of the bidding process. This includes, but is not limited to, costs to prepare bids, visits to OCLS, legal or other costs.

## **2.8 Agreement**

OCLS intends to negotiate an agreement with the winning bidder. This RFP, any amendments to it and the bidder's full response shall form part of the agreement. In the event that a mutually satisfactory

agreement cannot be reached with the selected bidder, OCLS reserves the right to open negotiations with other bidders.

## **2.9 Evaluation**

Proposals will be evaluated on completeness and compliance with the Scope of Work (Section 3), experience with related work, cataloguing test performance, references, project timeframe and schedule, and price.

Selection of a preferred consultant will be made by OCLS and a working group of college cataloguing staff representing various ILS systems.

Submitted proposals will be evaluated upon the following criteria (organized by priority):

1. Experience and Qualifications of Primary Consultant, incl. references and cataloguing test
2. Work Plan, Schedule, flexibility/scalability of proposed pricing/cost
3. Understanding of Objectives illustrated through sample Workflows
4. Overall assessment of proposal

Selection of a preferred consultant will be made by the RDA Workflow Working Group. The evaluation process will use information drawn from the written submission portion of the proposal, the cataloguing test, the sample Workflows and the information supplied by references. The RDA Workflow Working Group's decision will be weighted towards those who demonstrate strong RDA cataloguing and document design experience, ideally in consortial post-secondary education libraries or related organizations, and those who demonstrate a strong understanding of the post-secondary education sector and awareness of the trends and challenges facing college libraries.

## **3. SCOPE OF WORK**

### **3.1 Goals of the Workflow**

The purpose of the RDA workflow is not only to give context to the recently approved *Recommended Minimum Level for Bibliographic Records Accepted in the Colleges' Union Catalogue (CUC)RDA* version but to provide guidance and consistency of application which is essential for managing bibliographic records



being loaded to the CUC. The RDA workflow should be a clear yet extensive online cataloguing reference tool that is accessible and can be easily updated.

### **3.2 Scope of the Workflow**

The workflow itself should be FRBR driven and present a comprehensive account of applicable policies, standards, definitions and rules, followed by 10 SIMPLE 'format specific' workflows. All workflows must contain appropriate references/links to the RDA Toolkit and must include clearly identified MARC tags. The document will be cross-referenced with a MARC index and must align with the colleges' minimum bibliographic standards which incorporate the MARC tags needed for upload and matching in the Colleges Union Catalogue (CUC). Examples must be provided to illustrate each workflow.

### **3.3 Tools and Resources**

The college libraries would expect the consultant to create a workflow with an accompanying MARC index, based on the following:

- [OCLS Cataloguing Manual](#)
- [Recommended minimum level for Bibliographic records accepted in the Colleges' Union Catalogue\(CUC\) RDA version October 28<sup>th</sup>, 2013 document](#)
- CUC minimum edit
- [FRBR](#)
- [RDA Toolkit](#)
- [MARC21](#)
- Appropriate to a wide variety of Integrated Library Systems used by the college libraries (see Appendix A)

### **3.4 Methodology**

Develop a detailed project plan that demonstrates how the goals, priorities and deliverables will be met.

OCLS and the RDA Workflow Working Group will endeavour to provide any research, resources, models or information that is already available regarding policies, standards, definitions and rules regarding the college union catalogue, as well as, college vendors by Ontario college libraries.

The project will provide access to the RDA toolkit for the duration of the project.

### 3.5 Deliverables

<ul style="list-style-type: none"><li>• A detailed project plan to achieve the Workflow goals and meet the desired scope as outlined in Section 3.1 and 3.2 for committee's review and approval</li></ul>	End of Week 1
<ul style="list-style-type: none"><li>• Report to Working Group on proposed design structure with at least two different workflows</li></ul>	Beginning November 2014
<ul style="list-style-type: none"><li>• Report to Working Group with a rough draft for evaluation</li><li>• Link testing</li></ul>	Before Christmas Break 2014
<ul style="list-style-type: none"><li>• Delivery of final Workflow including:<ul style="list-style-type: none"><li>• MARC index</li><li>• Instructions to upload the workflow to the RDA tool kit.</li></ul></li></ul>	End of January 2015

The final slate of deliverables and timeframe will be negotiated with the successful bidder as part of the contracting process.

### 3.6 Budget

Although funds are available through OCLS we don't have a fixed budget for this project. Rather than set a fixed budget we are asking that the proposals provide us with scenarios or a range of work the consultant could undertake in order to achieve our deliverables and key outcomes.

Creativity and flexibility demonstrated in the responses will be an important factor in our deliberations. We recognize that it is unlikely that we can get this work done, with the level of expertise and assistance we need, and with the quality of outcome that we expect, for less than \$10K. Bidders could consider that as the starting range for providing a proposal that would achieve our goals.

### **3.7 Timeframe**

Time is of the essence for the completion of this workflow to meet fiscal year deadline of April 2015

## **4. GENERAL REQUIREMENTS**

### **4.1 Bid Contact Person**

The bidder shall provide a single person to whom all requests for clarifications or additional information may be addressed. Name, telephone, fax, and email contact information is required.

### **4.2 Company Profile**

The bidder shall provide a brief profile of your company and information demonstrating relevant experience and qualifications.

### **4.3 References**

Bidder shall provide three references for work requiring similar knowledge and capacity. Contact information for each of the three references shall be provided.

**5. BIDDING FORM**

**OCLS PROPOSAL #2014-003 – RDA Workflows: A guide for Ontario College libraries for the maintenance of bibliographic records in the Colleges’ Union Catalogue**

**Bidder:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Signing Officer: \_\_\_\_\_

Print Name / Title of Signing Officer: \_\_\_\_\_

Bid Contact Person: \_\_\_\_\_

Telephone / Fax / Email for Contact \_\_\_\_\_

\_\_\_\_\_

Date Bid is Valid until (DD/MM/YYYY): \_\_\_\_\_

In order to ensure that all bids are based on the same terms, bidders should list all bid revisions or updates that they have received and whose terms are incorporated in their bids.

List Bid Revisions / Updates: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX A – Ontario Colleges – Main campus**

<b>College</b>	<b>Main campus</b>	<b>System</b>	<b>Discovery Layer</b>
Algonquin College	Ottawa	Symphony	Ebsco Discovery Service (EDS)
Collège Boréal	Sudbury	Evergreen	360Core
Cambrian College	Sudbury	Mandarin	360Core
Canadore College & Nipissing University	North Bay	Symphony	none
Centennial College	Toronto	Symphony	Summon (Serials Solutions)
La Cité collégiale	Ottawa	Symphony	-
Conestoga College	Kitchener	Symphony	EDS
Confederation College	Thunder Bay	Symphony	EDS
Durham College & University of Ontario Institute of Technology	Oshawa	Symphony	360Core
Fanshawe College	London	Symphony	Summon
Fleming College	Peterborough	Symphony	EDS
George Brown College	Toronto	Symphony	EDS
Georgian College	Barrie	Symphony	TBD transitioning from 360Search
Humber College & University of Guelph-Humber	Toronto	Symphony	Summon
Lambton College	Sarnia	Mandarin	(none)
Loyalist College	Belleville	Mandarin	EDS
Mohawk College	Hamilton	Evergreen	360Core
Niagara College	Welland	Evergreen	Summon
Northern College	Timmins	Symphony	(none)
St. Clair Collège	Windsor	Surpass Centriva	Summon
St. Lawrence College	Kingston	Symphony	-
Sault College	Sault Ste. Marie	Symphony	Summon
Seneca College	Toronto	Voyager (Ex Libris)	Summon
Sheridan College	Oakville	Symphony	Summon

