

MEMORANDUM

To: All Interested Vendors

From: Edward Woda
Procurement Manager

Date: July 8, 2021

Subject: Addendum No. 2
RFQ 21-009- Library Materials Supply and Administration
Questions and Answers

Part I. Questions and Answers

- Q1: Regarding item 1. (c) in the Scope of Work, Part B (Contractor Services) - "The online ordering platform shall have the capability for CML to manage its own information, including shipping information, customizable user accounts, delivery information, etc.": Could the Library please clarify or provide more detail on what exact information they wish to manage from the vendor's ordering platform? What specific shipping information and/or account or delivery information do you wish to be accessible?
- A1: With regards to the noted line, "The online ordering platform shall have the capability for CML to manage its own information, including shipping information, customizable user accounts, delivery information, etc.", CML is looking for live time access to shipment tracking and status, the ability to edit account names and shipping address, customizable user accounts, and access to delivery information. CML uses shipment tracking and delivery information to plan work and pre-catalog incoming materials before they arrive at our Operations Center. Our customer rep currently provides us with two different reports on what has recently shipped. We'd like to understand any information available to us via self-service within the ordering platform, specifically titles shipped, quantity of copies shipped, account name, expected delivery date.

PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 2) ON THE ACKNOWLEDGEMENT OF ADDENDA FORM IN THE RFP DOCUMENTS