Questions and Answers:

1. **What is the number of student FTE by institution?**
   Answer: FTE figures are from the Contra Costa Community College District website: [http://www.4cd.edu/research/profiles/Forms/AllItems.aspx](http://www.4cd.edu/research/profiles/Forms/AllItems.aspx)
   - Contra Costa College – 2,515 FTE students
   - Diablo Valley College – 7,756 FTE students
   - Los Medanos College – 3,694 FTE students

2. **How many named staff, student assistants or others that would need to access the system?**
   Answer:
   - Contra Costa College
     Total: 31 (includes Librarians, Classified Staff, Student Assistants, and substitute staff)
   - Diablo Valley College
     Total: 42 (includes Library Dean, Librarians, Classified Staff, Student Assistants, and substitute staff)
   - Los Medanos College
     Total: 20 (includes Librarians, Classified Staff, Student Assistants, and substitute staff)
   Grand Total: 93 users

3. **How many unique e-journal titles do the libraries subscribe to?**
   Answer: None of the colleges currently subscribe to any unique e-journal titles separately from the ones in their subscription databases.

4. **Do you have a central unit/office or governance structure that provides services to all members?**
   Answer: Institutional Leadership for the Contra Costa Community College District is provided by the Governing Board, the Chancellor, and each college has a President. The District Office, located in Martinez, California, houses the Administrative Services department which provides leadership, facilitation, and support of all three colleges in the areas of:
   - Education and Technology
5. Describe services provided to members by the central unit (for example, configuration, cataloging).
   Answer: The Contra Costa Community College District funds the ongoing maintenance of the Integrated Library System.

   There is not a central unit for district library services, but the three college libraries share an Integrated Library System from Innovative Interfaces Inc. Certain decisions regarding system setup are managed at a system level while other aspects of the Integrated Library System are managed separately at each college.

   Diablo Valley College houses the server for the Integrated Library System and conducts server upgrades, back-ups, and sets any system options that affect all three colleges. The server is located at the Diablo Valley College Library because it was the first library in the district to start using the Integrated Library System.

   Each library controls their own acquisitions, cataloging, course reserves, OPAC entry pages, and serials.

   Circulation is shared in that students can checkout items from all three libraries, but each library has their own policy regarding fines and fees.

   Electronic resource access is currently setup by Diablo Valley College Library using the Web Access Management System from Innovative Interfaces, but each library manages the acquisition of electronic resources separately.

6. Do members today share the same configuration definitions?
   Answer: Certain Integrated Library System configurations are shared by all three colleges as there are some options that can only be set at a system level and not separately at each college. Other configurations such as locations, item types, patron types, loan rules, some web options, course reserves, acquisitions, and serials can be set by each library.
7. Do you have a shared catalog (a shared Metadata Management System where institutions contribute and make use of a single and shared catalog)?
   Answer: Yes, all three colleges share an Integrated Library System.

8. Are you intending to start creating and using a shared catalog as part of this project?
   Answer: The intention is to continue using a shared catalog.

9. Do you have a central unit that manages acquisition operations for members? If yes, describe the central operation, (the central negotiation, central acquisitions, and central activation of e-resources).
   Answer: No, each library manages acquisitions separately. However, the District funds ongoing maintenance of the Integrated Library System and will fund the purchase of the new Integrated Library System.

10. Do you have a central receiving department? If the answer is yes, please describe the role of the district or individual library in acquiring and licensing campus specific resources.
    Answer: No, there is no central receiving department for the three libraries.

11. Do members of your organization share the same vendor file (manage administration of vendor details centrally)?
    Answer: Pertaining to the Integrated Library System, only Diablo Valley College Library has acquired an Acquisitions module, so there are no shared vendor files for library acquisitions. However, Contra Costa College Library and Los Medanos College Library would likely utilize an Acquisitions module if included with the initial purchase of the Integrated Library System.

12. Do members of your organization share same funds file (manage administration of funds details centrally)?
    Answer: Pertaining to the Integrated Library System…No. Only Diablo Valley College Library utilizes an Acquisitions module. However, Contra Costa College Library and Los Medanos College Library would likely utilize an acquisitions module if included in the initial purchase of an Integrated Library System. Each college would still manage their Acquisitions funds separately if all three colleges were to use an Acquisitions module.

    Pertaining to funds at the district level…all three colleges use Colleague as a single financial system but each college manages their budgets separately.

13. Do members of your organization share the same licenses file?
    Answer: No.

14. Do members of your organization share a single financial system (ERP)? If there are multiple systems, provide details.
    Answer: All colleges and the District manage their budgets separately but share a single financial system, Colleague (formerly Datatel).
15. Do members of your organization share the same users file (manage administration of user details centrally)?
   Answer: Pertaining to the Integrated Library System...Diablo Valley College Library receives student records for all three colleges from the District office (exported from the Colleague system) and loads the records into the Integrated Library System. While all colleges can view and edit user records in the Integrated Library System, details that affect the entire system (such as setting up patron types, home libraries, and special codes in patron records) are setup by Diablo Valley Library with input for all three libraries.

   Pertaining to the district’s central student information system...all three colleges are able to access user records in the Colleague system.

16. Do members of your organization use a separate authentication system?
   Answer: Currently, all three libraries utilize Web Access Management by Innovative Interfaces Inc. for electronic resource authentication. Authentication for student services (e-mail, records, registration, etc.) is done through Web Advisor by Colleague.

   Additionally, the District will soon be joining the InCommon Federation in the near future.

17. Do members of your organization use a separate student information system? Provide details.
   Answer: All three colleges use Colleague (formerly Datatel) as the student information system. This is a shared system.

18. Can patrons loan resources from any member (walk in and loan resources from another member)?
   Answer: Yes

19. Can patrons access e-resources licensed by any institution?
   Answer: No...patrons can only access e-resources at the college(s) they attend. However, students attending more than one college can access e-resources at each of those colleges.

20. Please provide an estimate of your current number of:
   a. Electronic titles
      Answer: 42 Digital Audio
            41,098 streaming video
            199,631 eBooks
            Total: 240,771 titles

   b. Digital objects
      Answer: Of the 199,631 eBooks, the colleges own 60,679 eBooks (if owned eBooks are considered to be digital objects. If not, there are no digital objects).
21. Page 4 of the RFP notes that overall, the District has 440,882 total item records. Could you please provide the number of item records for each library?
Answer: As of 7-16-15, each library has the following number of items:
- Contra Costa College Library - 87,741 items
- Diablo Valley College Library - 235,597 items
- Los Medanos College Library - 125,437 items

22. What is the anticipated go-live date for the system?
Answer: August 2016

23. Would the Contra Costa Community College District consider an extension to this RFP?
Answer: Sorry! We will not extend the deadline.

24. The cover page and schedule of events state that the due date for the response is August 6th, but states elsewhere on page 6 that the due date is August 7th. Can you confirm that the date on which the response is due is August 6th?
Answer: We apologize for the error on Page 5. The Due date is August 6, 2015.

All other facts and specifications to this bid remain unchanged. Initial this addendum and include with your proposal.

Ben Cayabyab
Senior Buyer