



Division of Finance and Business Operations

**Request for Information
and Specifications for
New Integrated Library System for the
Wayne State University Library System**

Note – Electronic Submissions

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**Wayne State University
Procurement & Strategic Sourcing**

February 11, 2025



Procurement & Strategic Sourcing
5700 Cass Avenue, suite 4200
Detroit, Michigan 48202
(313) 577-3734

Division of Finance and Business Operations

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Dear Vendors:

Wayne State University invites you to submit information on **Integrated Library System (ILS)**, for the **University Library System**, per the specifications and requirements contained in this Request for Information, entitled: **New Integrated Library System for the Wayne State University Library System (WSULS)**. Instructions to Vendors are as follows:

- Responses are to be on this request for Information only. Additional documents may be submitted; however, this form must be completed in full.
- Replies must be received in the WSU Purchasing Office no later than **2:00 p.m. Eastern Standard Time on February 28, 2025**.

Documents may be obtained by vendors from the University Purchasing Web Site at <http://go.wayne.edu/bids> beginning **February 11, 2025**. When visiting the Web Site, click on the "**Website Posting Category**" link in green. If you are interested in participating in this process, you must submit your Information to the University Procurement & Strategic Sourcing. Delivery of Proposals are by electronic submission. The link for submission will be posted with the RFI details at <http://go.wayne.edu/bids>.

The electronic submission of information provided to the University should be limited to no more than one of each of the following file types: One (1) Word Document and/or one (1) Excel Workbook and/or 1 PDF document, with a total file size less than **20 megabytes**.

We look forward to receiving your Information. Should you have any questions or concerns about this invitation, please contact me **at (313) 577-3712 or email at BrandyG@wayne.edu**.

Thank you for your interest in doing business with Wayne State University.

Sincerely,

Brandy Gaines
Senior Buyer



Information for Vendors

The Calendar of Events is as follows:

<u>Activity</u>	<u>Responsibility</u>	<u>Date</u>
Formal Release of RFI	Procurement	February 11, 2025
Questions due to the Procurement & Strategic Sourcing	Vendors	February 19, 2025 , no later than 12:00 (noon)
Delivery of Proposals are by electronic submission on February 28, 2025 . The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids .	Vendors	February 28, 2025 , by 2:00 p. m. (Detroit / EST)

Information Requested

Wayne State University, founded in 1868, is committed to preparing its students to excel in a fast-paced and interconnected global society. It combines the academic excellence of a major research university with the practical experiences of an institution whose history, location and diversity make it a microcosm of the world students will enter when they graduate. The University holds the Highest Carnegie Foundation classification for research activity. It has 13 colleges and schools and offers more than 350 academic programs including bachelor's, master's and doctoral degrees; post-baccalaureate, graduate and specialist certificates; and three professional programs (<http://wayne.edu/about/>).

Prior to the issuance of a formal Request for Proposal (RFP), the **University** is seeking information that will aid us in defining our requirements. We want to better understand what is available and will best meet our needs. Information submitted as a result of this RFI will also help determine which vendors to include in any subsequent RFP.

Note: To be considered for the RFP process, you are strongly encouraged to respond to this RFI.

Overview

Integrated Library System (ILS)

Wayne State University Library System (WSULS) looks to migrate to a new ILS to replace our current self-hosted Sierra ILS. With the growing trend toward cloud-based ILS platforms, WSULS aims to align with technological advancements and meet evolving user expectations. Key objectives include functionality across discovery, acquisitions, cataloging, circulation, resource sharing, and electronic resource management; interoperability with campus systems; analytics for decision-making; and a secure, scalable, cloud-based solution. WSULS requests vendor information on product capabilities, implementation timelines, support services, and cost estimates covering acquisition, migration, system setup, and operational expenses. This RFI is a preliminary step to define requirements and identify suitable solutions.

Any expenses for developing and/or presenting submittals shall be the responsibility of the Vendor and shall not be chargeable to the University. All supporting documentation and manuals submitted with this request will become the property of the University unless otherwise requested by the Vendor, in writing, at the time of submission, and agreed to, in writing, by the University.

Submittal Evaluation

Vendor responses will be reviewed by an evaluation team consisting of members of the University's Procurement Department and other University Units. Procurement & Strategic Sourcing may subsequently request **Vendors** to attend an interview and/or make a presentation at a set time and date, to clarify information



provided in the submittal. A Request for Proposal (RFP) may be developed using the information provided by the Vendors who chose to participate in this RFI.

This Request for Information (RFI) in no manner obligates the **University** to the eventual purchase of any products or services described, implied, or which may be proposed.

Vendors must refrain from giving any reference to this program, whether in the form of press releases, brochures, photographic coverage, or verbal announcements, without specific written approval from the University.

Submittals are subject to public review. **Vendors** responding to this RFI are cautioned not to include any proprietary information as part of their Submittal unless such proprietary information is carefully identified as such in writing, and the **University** accepts, in writing, the information as proprietary.

Submittals are limited to **25 pages** total, one sided, and eleven (11) point font. (This is inclusive of all required documents and schedules and any optional material included at the discretion of the respondent, but tab sheets and the cover pages do not count in the overall document count.)

Submittals with supporting documentation shall be submitted **online**. The link for RFI submission will be posted at <http://go.wayne.edu/bids> beginning **February 11, 2025**. Remember, your submittal must be in the format provided and be received in the Procurement & Strategic Sourcing by **February 28, 2025, at 2:00 p.m.** Include any supplemental information that will illustrate your ability to provide additional services as proposed. Late responses will not be accepted.

If you have any questions regarding this request, please contact **Brandy Gaines** by email at **BrandyG@wayne.edu**.

Sincerely,

Brandy Gaines, Senior Buyer

Attachment:

- Schedule A – (Not Applicable)
- Schedule B – (Not Applicable)
- Schedule C – (Not Applicable)
- Schedule D – Summary Questionnaire



WAYNE STATE
UNIVERSITY

SCHEDULE A

Not Applicable



WAYNE STATE
UNIVERSITY

SCHEDULE B

Not Applicable



WAYNE STATE
UNIVERSITY

SCHEDULE C

Not Applicable



WAYNE STATE UNIVERSITY

SCHEDULE D - SUMMARY QUESTIONNAIRE

- | | YES | ALTERNATIVE |
|--|---|-------------|
| 1. Can your company provide the products quoted and/or commence services on or before June 1, 2026, and be completed by January 1, 2027? | <u>N/A</u> | _____ |
| 2. Are you or any Officer, Owner or Partner in this company an employee of Wayne State University, or have you been an employee within the past 24 months? If Yes, please explain. | <input type="checkbox"/> Yes
<input type="checkbox"/> No | |
| 3. Are any family members of any Officer, Owner or Partner in this company employees of Wayne State University? If Yes, please explain. | <input type="checkbox"/> Yes
<input type="checkbox"/> No | |

4. ADDENDA:

The undersigned affirms that the cost of all work covered by the following Addenda are taken into consideration when providing price and other elements of the vendor's proposal.

Addendum No. _____ Date _____ Addendum No. ___ Date _____

Addendum No. _____ Date _____ Addendum No. ___ Date _____

Company Name: _____

Address: _____

Telephone: (_____) _____

Email address: _____

Submitted by: _____

Signature _____

(Title)

(Date)