AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 16

2. AMENDMENT/MODIFICATION NO. 4

3. EFFECTIVE DATE 03/29/96

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE

Administrative Office of the U.S. Courts
OAT/IRMSD/ASB, Suite 3-100
1 Columbus Circle, N.E.
Washington, DC 20544

7. ADMINISTERED BY (If other than Item 6) CODE

KEVIN SULLIVAN
(202) 273-2700

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

ALL PROSPECTIVE OFFERORS

CODE FACILITY CODE

(X) 9A. AMENDMENT OF SOLICITATION NO.

X USCA-95-R-001

9B. DATED (SEE ITEM 11) 01/03/96

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The Hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

n/a

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Solicitation USCA-95-R-001 for an Integrated Library System, is hereby amended as follows:
The following pages are provided to make changes and/or provide correct references.
M-5, J.N-4 thru J.N-17.

All other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

15B. CONTRACTOR/OFFEROR

(Signature of person authorized to sign)

15C. DATE SIGNED

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
Kevin Sullivan
Contracting Officer

16B. UNITED STATES OF AMERICA
BY Kevin Sullivan
(Signature of Contracting Officer)

16C. DATE SIGNED 03/29/96

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA, FAR (48 CFR) 53.243

Demonstration: 1
Component: Pre-Order Searching

Demonstration Activities:

1. Demonstrate search of existing holdings within the local library for previous orders of same publication. (C.3.2.2.1)

2. Demonstrate search of existing holdings throughout the circuit for previous orders of same publication. (C.3.2.2.1)

3. Demonstrate search for publications with incomplete bibliographic information. Demonstrate searches on Title, Author, Publisher, Subject, and other user specified data. (J.A.1.4.2)

4. Demonstrate search of outside sources from the pre-order search function (OCLC, RLIN). (J.A.1.1.2.2)

5. Demonstrate the signal given for a duplicate order based on existing holdings as well as on order records. (J.A.1.1.7.7)

6. Demonstrate the automatic transfer of preorder information into a new order/requisition. (C.3.1.9)

7. Demonstrate selection list capabilities. (J.A.1.1.6)

Demonstration: 2
Component: Initiate Purchase - New Orders

Demonstration Activities:

1. Demonstrate local requisition/order initiation process. (C.3.2.2.1)

2. Demonstrate remote requisition/order initiation process (from physically separate workstation). (C.3.1.3)

3. Demonstrate the following variations on a Purchase Order (P.O.): (C.3.2.2.2.a, C.3.2.2.2.e)

   a. 1 title, 1 consignee;

   b. 1 title, multiple consignees (more than 100) with multiple addresses and accounts;

   c. Multiple titles, 1 consignee;

   d. Multiple titles, multiple consignees (more than 100) with multiple addresses and accounts;

   e. Variations in the number of copies, number of consignees and number of addresses and accounts.

4. Demonstrate P.O. approval and issuing (printing) process. (C.3.2.2.1)

5. Demonstrate the generation of notices for impending deliveries (expect delivery reports/tickler lists). (C.3.2.2.1)

6. Demonstrate receiving process: (C.3.2.2.1.f)

   a. Receive against an open P.O.;

   b. Receive partial shipments;

   c. Process shipping discrepancies;

   d. Validate invoices against shipping documents;

   e. Close P.O.s;

   f. Receive against a closed P.O..

7. Demonstrate "Claims Notification" process. (C.3.2.2.1.c)

8. Demonstrate P.O. modification and correction process (Note: Monetary issues are demonstrated in the Accounting scenario). (J.A.1.1.7.8)

9. Demonstrate P.O. cancellation process (Note: Monetary issues are demonstrated in the Accounting scenario). (C.3.2.2.1.d)

10. Demonstrate the changes of appropriate related displays as the P.O. status is updated. (J.A.1.1.1.2, J.A.1.1.2.8, J.A.1.1.2.9)

11. Demonstrate the ability to generate a titles list for each consignee (PAR) and consignee list for each title; including titles on order. (C.3.2.2.2.d)

12. Demonstrate access points to acquisition records. (J.A.1.1.2.3)

13. Demonstrate inventory management process. (J.A.1.1.10.2)

Demonstration: 3
Component: Initiate Purchase - Renewals

Demonstration Activities:

1. Demonstrate local requisition/order initiation process. (C.3.2.2.1)

2. Demonstrate remote requisition/order initiation process (from physically separate workstation). (C.3.1.3)

3. Demonstrate the following variations on a Purchase Order (P.O.): (C.3.2.2.2.a, C.3.2.2.2.e)

   a. Title, 1 consignee;

   b. Title, multiple consignees (more than 100) with multiple addresses and accounts;

   c. Multiple titles, 1 consignee;

   d. Multiple titles, multiple consignees (more than 100) with multiple addresses and accounts);

   e. Variations in the number of copies, number of consignees and number of addresses and accounts.

4. Demonstrate P.O. approval and issuing (printing) process. (C.3.2.2.1)

5. Demonstrate receiving process: (C.3.2.2.1.f)

   a. Receive against an open P.O.;

   b. Receive partial shipments;

   c. Process shipping discrepancies;

   d. Validate invoices against shipping documents;

   e. Close P.O.s;

   f. Receive against a closed P.O..

6. Demonstrate automatic renewal P.O. list/P.O. generation. (C.3.2.2.2.c)

7. Demonstrate ability to change automatically generated renewal P.O.. (C.3.2.2.1)

8. Demonstrate the changes of appropriate related displays as the P.O. status is updated. (J.A.1.1.1.2, J.A.1.1.2.8, J.A.1.1.2.9)

9. Demonstrate ability to generate a titles list for each consignee (PAR) and consignee list for each title; including titles on order. (C.3.2.2.2.d)

10. Demonstrate access points to acquisition records. (J.A.1.1.2.3)

11. Demonstrate inventory management process. (J.A.1.1.10.2)

Demonstration: 4
Component: Accounting

Demonstration Activities:

1. Demonstrate ability to initiate and track funds in multiple accounts. (C.3.2.2.1.i)

2. Demonstrate the ability to have multiple accounting codes within a single P.O. and within a line item in single P.O.. (C.3.2.2.2.b)

3. Demonstrate ability to incorporate Administrative Office (AO) specified accounting codes. (J.A.1.1.2.3, J.A.1.1.3)

4. Demonstrate fund management through P.O. issuing, receiving, invoice processing, etc. and manual modifications of budget amounts. Demonstrate audit features. (J.A.1.3.3)

5. Demonstrate vouchering process. (C.3.2.2.1.g)

6. Demonstrate fund reconciliation process. (J.A.1.1.3.4, J.A.1.1.3.7)

7. Demonstrate historical accounting capabilities. (J.A.1.1.3.15)

Demonstration: 5
Component: Interfaces

Demonstration Activities:

1. Demonstrate process for accessing and moving information among various modules of the ILS. (J.A.1.1.1.1)

2. Demonstrate process for accessing remote systems (OCLC, RLIN) from within modules of the ILS. Demonstrate importing data from remote systems. (C.3.1.8, C.3.1.9)

3. Demonstrate import/export process. (C.3.1.10)

4. Reserved (demonstration item deleted).

Demonstration: 6
Component: Reporting

Demonstration Activities:

1. Demonstrate a standard ILS report (examples included in Section J, Attachment I) and direct output to: (C.3.2.6.2, C.3.2.6.4)

   a. screen;

   b. attached printer;

   c. network printer;

   d. ASCII files.

2. Demonstrate user modification and saving of existing reports. (J.A.1.5.7)

3. Demonstrate user-defined local report generation. (C.3.2.6.5)

4. Demonstrate the following reports:
   a. Title inventory (C.3.2.6.8)
   b. Obligations and expenditures (C.3.2.6.9)
   c. Status of funds (C.3.2.6.10)
   d. User-defined report sorting capabilities with user-defined categories. (C.3.2.6.6, C.3.2.6.7)

5. Demonstrate on-line and batch reports. (C.3.2.6.1)

6. Demonstrate ability to include graphics in reports. (C.3.2.6.3)

7. Demonstrate the generation of barcode, spine, address, call number, card, and other labels. (J.A.1.4.8)

8. Demonstrate background processing of reports. (J.A.1.5.11, J.A.1.5.12)

Demonstration: 7
Component: Serials

Demonstration Activities:

1. Demonstrate serials check-in process when serials: (J.A.1.3.3.)

   a. Do not arrive in the predictable pattern of enumeration and chronology; (JA-2.2.10)

   b. Have fewer or greater than the number of issues expected; (JA-2.2.10)

   c. Arrive earlier or later than expected; (JA-2.2.10)

   d. Do not arrive and have no predictable pattern of enumeration or chronology; (JA-2.2.11)

   e. Have frequencies of arrival changes (e.g., from weekly to monthly). (J.A.1.3.1.8, J.A.1.3.1.9)

2. Demonstrate the ability to accommodate a variety of serial formats including: (J.A.1.3.1.6)

   a. Advance sheets;

   b. Pocket parts;
   c. Special issues;

   d. Supplements;

   e. Indexes.

3. Demonstrate serials check-in including:

   a. Serials holdings in a library; (C.3.2.4.1.a)

   b. Access to serial holdings for satellite libraries. (J.A.1.3.2.1)

4. Demonstrate Union Listing updates. (C.3.2.4.1.e)

5. Demonstrate claiming capabilities for non-received, damaged, or defective serials. (C.3.2.4.1.b)

6. Demonstrate routing features. (C.3.2.4.1.c)

7. Demonstrate notification to the librarian when a serial is ready for binding. (C.3.2.4.1.f)

8. Demonstrate the prediction of when a serial is ready for binding based on: (J.A.1.3.6.)

a. Specific number of issues;

b. When the index and title page are received;

c. Upon receipt of a binder.

Demonstration: 8
Component: Circulation

Demonstration Activities:

1. Demonstrate check-out and check-in process. (C.3.2.5.1.a, J.A.1.6.2.1)

2. Demonstrate check-out of publications to borrowers in other non-court institutions. (J.A.1.6.2.2)

3. Demonstrate the generation of overdue and recall notices for publications. (C.3.2.5.1.c, J.A.1.6.4.1)

4. Demonstrate the creation, maintenance, and searching of a borrowers list. (C.3.2.5.1.b, J.A.1.6.3)

5. Demonstrate the creation, status, maintenance, and searching of the library item records for inventory purposes. (C.3.2.5.1.d, J.A.1.6.5)

6. Demonstrate the scanning of barcode labels on borrower cards and library publications. (J.A.1.4.9)

7. Demonstrate the placement of publications on hold within a facility or circuit library. (C.3.2.5.1.e, J.A.1.6.6.1)

8. Demonstrate the generation of weeding lists based on expiration dates or other library-specified criteria. (J.A.1.6.1.6)

9. Demonstrate library patron circulation access features including the interface with: (J.A.1.6.1.1)

    a. OPAC;

    b. Acquisitions;

    c. Cataloging;

    d. Serials.

Demonstration: 9
Component: Catalog

Demonstration Activities:

1. Demonstrate access and download of OCLC records to the ILS. (C.3.1.8, C.3.1.9)

2. Demonstrate catalog record initiation using USMARC format. (C.3.1.6)

3. Demonstrate local cataloging including provisions for local data fields in bibliographic, authority, and item records, and OCLC access. (C.3.2.3.1)

4. Demonstrate catalog file storage options for satellite libraries. (J.A.1.2.4.1)

5. Demonstrate search capabilities within one library, set of libraries, and the entire circuit. (C.3.2.3.2)

6. Reserved (demonstration item deleted)

7. Demonstrate on-line catalog (OPAC) capabilities. (J.A.1.2.2)

8. Demonstrate suppression of specific fields in the on-line catalog. (J.A.1.2.2.7, J.A.1.1.1.4)

Demonstration: 10
Component: System Administration

Demonstration Activities:

1. Demonstrate security and control features. (C.3.4)

2. Demonstrate password control. (C.3.4)

3. Demonstrate the generation of audit trails. (C.3.4)

4. Demonstrate the generation of an activity report (including statistics). (J.A.1.5.)

5. Demonstrate back-up and recovery process. (C.3.4)

6. Demonstrate the menu-driven interface to the system administration features. (C.3.2.7)

Demonstration: 11
Component: User Interface

Demonstration Activities:

1. Demonstrate Graphical User Interface (GUI) capabilities (e.g., pull-down menus, on-line help, mouse). (J.A-2.2.2, J.A.2.2.3, J.A.2.2.12)

2. Reserved (demonstration item deleted).

3. Reserved (demonstration item deleted).

4. Demonstrate the content differences between the Graphical User Interface (G.U.I) based ILS screens and text only based ILS screens. (JA-2.2.13)

5 Demonstrate text only interface using existing AO systems. (J.A.2.2.2.d)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
	1 | 6

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
3	3/15/96		

6. ISSUED BY CODE
Administrative Office of the U.S. Courts
IM Services Division
Acquisition Support Branch, Suite 3-100
1 Columbus Circle, N.E.
Washington, D.C. 20544

7. ADMINISTERED BY (If other than Item 6) CODE

KEVIN SULLIVAN
(202) 273-2700

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

ALL PROSPECTIVE OFFERORS

CODE FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.
XX USCA-95-R-001

9B. DATED (SEE ITEM 11)
1/3/96

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[XX] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [XX] is extended, [ ] is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ___1___ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(x) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [ ] is not, [ ] is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Solicitation USCA-95-R-001 for an Integrated Library System, is hereby amended as follows:

The time set for receipt of proposals is extended until 10:00 AM, April 5, 1996 (local time).

The following change pages are provided with this amendment:

J.A.2-1, M-3,4,5,8,9

All other terms and conditions of the solicitation remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Kevin Sullivan Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY (Signature of Contracting Officer)	

SECTION J - ATTACHMENT A, Part 2

OFFEROR QUESTIONNAIRE

Responses to this part of the questionnaire will be used to evaluate the Offeror's capabilities in meeting the requirements for this solicitation. This portion of the evaluation will depend solely on the answers provided by each Offeror. If questions have already been answered as a part of the proposal responses to Section C of this RFP, it is not necessary to repeat the information, however, an exact paragraph and page number location of the response must be provided. Clarity and completeness are essential. Offerors are reminded to answer these questions in light of the evaluation factors identified in Section M.3.1.

J.A-2.1 GENERAL SOFTWARE REQUIREMENTS

J.A-2.1.1 Describe which functions are covered by each module proposed. For example, if the serials acquisitions function is supported in the serials control module rather than the acquisitions module, this should be made explicit.

J.A-2.1.2 Describe the way that any proposed report generator works, and submit samples of standard reports generated by the software.

J.A-2.1.3 Describe the operating system software that is required for running the ILS system, including name, version, and date of release of the operating system software.

J.A-2.1.4 Specify the database field structures required for import of data from other applications.

J.A-2.1.5 Describe procedures and special requirements for system and data recovery, at a minimum address the following:

a. how any transactions occurring between back-ups can be recovered.

J.A-2.1.6 Describe the requirements for an orderly shutdown.

J.A-2.1.7 Indicate the average number of characters per record assuming an average of 850 characters per MARC record, up to 30 indices, authority control, and a 30 percent per year growth factor.

J.A-2.1.8 Describe how the ILS supports complete vendor address data for at least six lines of data and a variable length note field.

Section C - DESCRIPTION/SPECIFICATION/STATEMENT OF WORK, in accordance with the instructions contained in Section L.
Any offeror failing to comply with all of the requirements will be deemed technically unacceptable, and shall be dropped from further consideration for contract award.

M.2.3 Technical Evaluation

The basis for the technical evaluation will be the offeror's proposal, and supporting data such as past performance as determined from corporate reference checks (J.A.2.3) and other sources such as Dun and Bradstreet Reports, which demonstrate the degree to which the solutions and services offered in the proposal provide additional capability and merit. The evaluation will address the quality, effectiveness, and technical advantages of the solutions, products, and services offered in response to the solicitation.

Offerors are reminded when preparing proposals that the information included in Volume II (including responses to the Questionnaire, Section J, Attachment A) will be considered in the evaluation and, therefore, should consider the evaluation factors in this section, and the questions pertaining to them in the Technical Questionnaire, carefully in preparing their technical response.

The overall evaluation rating scheme is listed below:

Blue: Proposal provides enhanced additional capability/functionality that is of significant benefit to the Judiciary, and/or has low risk/weakness.

Green: Proposal provides enhanced additional capability/functionality that is of some benefit to the Judiciary, and/or has moderate risk/weakness.

Yellow: Proposal provides little enhanced additional capability/functionality that is of benefit to the Judiciary, and/or has high risk/weakness.

Red: Proposal contains unacceptable risks and/or weaknesses.

M.2.4 Price Evaluation

M.2.4.1 Evaluation of Prices

The evaluation of prices will be based upon a life cycle/contract life period of 60 months. The proposed prices will be evaluated to determine accuracy, completeness, reasonableness, and price realism.

M.2.4.2 Evaluation of Unbalanced Offers

An offer which is unbalanced as to prices for mandatory items or which is deficient with respect to price reasonableness, completeness, and realism will be rejected. An unbalanced offer is usually based upon prices significantly less than established prices for some service and supply items and/or prices which are significantly overstated for other service and/or supply items. Generally speaking there must be a direct and reasonable relationship between the compensation paid by the Government and the value received by the Government within a given period of time.

M.3 EVALUATION CRITERIA

Those proposals which demonstrate compliance (on a pass/fail basis) with all of the mandatory requirements of this solicitation will be further evaluated to determine the offer most advantageous to the Government, price and other factors considered. For this solicitation, technical excellence is considered more important than cost/price. Cost/price will, however, be an important consideration in the selection decision for contract award. The offeror's response to the questions contained in the Questionnaire, Section J, Attachment A, pertaining to the evaluation factors listed below, responses from references, information obtained from other sources such Dun and Bradstreet, as well as any other information contained in their proposal, will be utilized in the source selection decision to determine the most advantageous offer (best value) to the Government.

Selection of an offeror for award will be based on an evaluation of proposals in two factors: Technical Excellence and Cost/Price. Each factor is separately described below in greater detail. *The technical excellence factor will not be numerically scored but rather will be rated in an adjectival and narrative manner. The subfactors may be combined based upon a numerical weighting in order to reach an overall technical color rating*. The ultimate objective of the evaluation is to determine which proposal offers the best prospect for optimum attainment of the objectives of this solicitation. Negotiations may be conducted with those offerors determined to be in a competitive range by the contracting officer.

For the technical excellence factor, the evaluation will consist of an assessment of the degree to which the solutions or services offered in the proposal provide added value and added capability that is of benefit to the Judiciary. In addition, the evaluation will identify the strengths, weaknesses, and risks in each offeror's proposal based on the evaluation factors identified herein. The technical excellence factor has a corresponding set of subfactors as reflected in the questions listed in the Questionnaire. Offeror responses to these questions will be considered when evaluating the strengths and weaknesses and determining the risks of each proposal.

M.3.1 Technical Excellence Factor

The four technical excellence subfactors (1 thru 4) listed below will be utilized in the source selection decision to determine the most advantageous offer to the Government. These subfactors are listed in their relative order of importance. The subfactors are in descending order of importance. Subfactor 1 - Software Functionality is significantly more important than the other three subfactors combined. Evaluators will utilize information provided in proposals, responses to the Offeror Questionnaire and responses from references provided in the Offeror Questionnaire to determine technical excellence.

1. Software Functionality: Software will be evaluated for technical excellence within each of the following three groups which are listed in descending order of importance. The components within each group are of equal importance. Excellence will be established based on the functionality of offered products.

   a. Group I: Acquisitions (Section J.A.1.1), Catalog ((Section J.A.1.2), Serials Control (Section J.A.1.3), General ILS Requirements (Section J.A.1.4), General Software Requirements (Section J.A.2.1), Reports (Section J.A.1.5).

   b. Group II: Ease of Use - Ease of use is an assessment of how supportive the software is of the user. Areas that will be considered when evaluating ease of use include use of features such as:

      - Graphical User Interface;
      - Context Sensitive Help;
      - Integration among modules;
      - Data entry efficiency and effectiveness; and
      - OPAC interface.

      Ease of use will also be evaluated based on the responses to the Offeror Questionnaire (Section J.A.2.2,).

   c. Group III: Circulation (Section J.A.1.6), System Administration (C.3.2.7.1) System Administration will be assessed for its flexibility and the control that it provides over establishing, configuring and managing ILS configurations and assets.

2. Corporate Qualifications - Offerors will be evaluated based on responses to the Offeror Questionnaire (Section J.A.2.3), and the responses received from the references provided when contacted by the Government, as well as any other source of information on the offeror's performance and/or customer satisfaction (such as Dun and Bradstreet Reports).

IMPORTANT TECHNICAL EXCELLENCE FEATURES
WITHIN SOFTWARE FUNCTIONALITY
Figure M.1

FACTOR: Technical Excellence		
Sub-Factor: Software Functionality		
Group	Module	Section
I	Acquisition	J.A.1.1.1.2 & J.A.1.1.1.3 Full MARC format capabilities.
		J.A.1.1.3 Fund File Records;
		J.A.1.1.4 Consignee Records;
		J.A.1.1.7 Ordering;
		J.A.1.1.10 Property Accountability Reports (PARs); and
	Catalog	J.A.1.2.1.1
		J.A.1.2.2.10
		J.A.1.2.2.15
		J.A.1.2.2.18
		J.A.1.2.3.1, parts f, i and j.
		J.A.1.2.3.4.
		J.A.1.2.4.1.
		J.A.1.2.4.5
	Serials Control	J.A.1.3.1.3, part c.
		J.A.1.3.1.4
		J.A.1.3.1.5
		J.A.1.3.1.6
		J.A.1.3.1.8
		J.A.1.3.2.1
		J.A.1.3.2.3
		J.A.1.3.2.4

FACTOR: Technical Excellence		
Sub-Factor: Software Functionality		
Group	Module	Section
		J.A.1.3.2.5
		J.A.1.3.2.7
		J.A.1.3.2.8
		J.A.1.3.2.9
		J.A.1.3.3.1
		J.A.1.3.3.4, part e.
		J.A.1.3.4.1
		J.A.1.3.5.2
		J.A.1.3.5.3
		J.A.1.3.6.9
	General ILS Requirements	J.A.1.4.1
		J.A.1.4.11
		J.A.1.4.15
	General Software Requirements	J.A.2.1
	Reports	J.A.1.5
II	Ease of Use	J.A.2.2
III	Circulation	J.A.1.6.1.6
		J.A.1.6.1.7
		J.A.1.6.1.9
		J.A.1.6.1.11
		J.A.1.6.2.15
		J.A.1.6.5
	System Administration	C.3.2.7.1

LEONIDAS RALPH MECHAM
Director

CLARENCE A. LEE, JR.
Associate Director

ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

WASHINGTON, D.C. 20544

DENNIS E. MOREY
Chief
IRM Services Division

February 28, 1996

TO ALL PROSPECTIVE OFFERORS:

Enclosed is Amendment 2 to Solicitation USCA-95-R-001 for an Integrated Library System. This amendment includes answers to vendor questions as well as changes to the solicitation document.

The Amendment also sets a new due date for receipt of proposals. Proposals are due not later than 2:00 PM (local time) on March 21, 1996.

Changes to the solicitation pages are identified by a mark in either the left or right margin to facilitate your review.

Thank you for your continued interest in this solicitation.

Kevin Sullivan
Contracting Officer
Acquisition Support Branch

Vendor Questions On USCA-95-R-001

GENERAL

1. **Question:** May we have the RFP sent to us in electronic format?

   Answer: No. We are not prepared to do it for this solicitation.

2. **Question:** Will any amendments or announcements be available electronically? Is there and electronic bulletin board set up for such announcements or amendments?

   Answer: No. We would hope to be able to do this in the future, but cannot for this solicitation.

3. **Question:** May we have an extension of the date for Proposal Submission (currently February 16, 1996) due to the inclement weather in the Northeast over the past few weeks?

   Answer: Yes, refer to Page 1, Standard Form 30 (SF 30) for the new proposal due date.

4. **Question:** Reference General

   Will the Government consider extending the response date for receipt of proposals to allow sufficient time for the Government to answer questions submitted by this and other potential offerors?

   Answer: Yes, refer to Page 1, Standard Form 30 (SF 30) for the proposal due date.

5. **Question:** What is the anticipated timeframe for automating all thirteen circuit libraries and satellite libraries?

   Answer: The contract is five years (Base Year plus 4 option years). Two points of clarification; 1.) There are 13 sites but 14 systems. The sites are the 12 circuit locations plus the Administrative Office plus a possible second system in the 9th circuit. 2.) The B tables will be used for evaluation purposes, the implementation may be different.

6. **Question:** Is there a specific hardware or software operating system preferred that should be proposed?

   Answer: The government does not have a preference for any hardware or software solution. Currently, there is a combination of DOS, Windows and Unix based systems in place in the Courts.

7. **Question:** Is there a preferred application software model? (For example, all Windows based functionality, or all character-based functionality.)

   Answer: The government does not have a preference for any application software solution. As to the statement in parentheses refer to C.3.3.2.g. [Note: C.3.3.2.g is intended to assure that the lowest level terminal or PC with terminal emulation software in the courts will be able to access the ILS in character mode. While a character-based only solution would meet the mandatory requirement, consideration for value added will also be evaluated. Reference Section J.A-2.2]

8. **Question:** Are there plans to implement a public access catalog? Should that software be proposed?

   Answer: Yes, to the extent specified in C.3.2.3.2 and page JC-2 where OPAC is defined in the glossary. CLIN 1300 provides for the pricing.

9. **Question:** To configure server hardware more accurately, we would need database size and number of users for each site planning to install in the first year, second year, etc. Again, we can generalize for the average system and offer an alternate for the largest system, if the AOUSC does not wish to indicate which libraries are to be installed in which year.

   Answer: The government requires a standard configuration. Cross reference to Questions 5, 22, and 27.

10. **Question:** We have been approached by several system integrators wishing to co-bid with us for this contract. We are in the process of determining the benefits to you as well as the benefits to us in including subcontractors in our response. As a turnkey systems vendor, we typically install server hardware and software, installs application software on the workstations, makes sure the connections to the network are functioning. We do not install networks. We do not install cabling and usually urge libraries to get the best prices from local electricians. But, if requested, we also can subcontract the cabling and manage the subcontractor. Would the AOUSC care to comment on special services that might be required of subcontractors?

    Answer: The government will not use this contract to install networks. The only cabling required is the cabling associated with the ILS to enable it to function and to connect to the pre-existing network or modem(s). For pricing purposes assume twenty feet (20) from server to network connection point. Refer to Amendment 2, Section C.3.3.

11. **Question:** To configure cabling, we would need information on the number of workstations at each site and the distances from the workstation to the server or to the network connection point. Please advise.

    Answer: See the previous answer.

12. **Question:** To configure the appropriate number modems for each site, we need details concerning how many satellite libraries require modem connections to the circuit library server. Will the AOUSC provide additional detail? If not, we will either add a price one modem or for up to 5 modems per configuration. Please advise.

    Answer: The government will supply modems on the government's end of the communication lines. There will be twenty (20) concurrent dial-in users for each ILS.

13. **Question:** How would you like functionality which is not standard in the Off-the-Shelf Product but is available as a customization to be noted in section (especially in Section J)?

    Answer: The solicitation requires a commercial off-the shelf solution. However, the government may elect to have the system customized after contract award through task orders. CLIN 5300 has been added to allow such customization. See Amendment 2, Section B and C.3.12.

SECTION B

14. **Question:** If the AOUSC wishes to provide us with the details for which court libraries are targeted for the first year, second year, etc., there may be some price advantages if the prices offered were based on the profiles of the smaller libraries, rather than having a generic price for each library. Please advise.

    Answer: Please reference Question 5 for implementation plans and Sections J-H and J-L for database information. Please propose your solution and pricing in accordance with the RFP.

15. **Question:** Workstation software is usually not bid if the library is providing its own workstations. Does the AOUSC want us to bid workstation software?

    Answer: No. Cross reference to Question 25.

16. **Question:** Reference B.4:
    "the price shall include all costs that the Contractor shall charge for that CLIN," for Base Year and first four Option Years. Are you asking for a cap on annual maintenance costs?

    Answer: This sentence is requiring Firm-Fixed prices that are all inclusive for each CLIN. This means that the offeror shall identify the amount that the government must pay as part of the proposal (i.e., non-identified costs are non-reimbursable).

17. **Question:** Reference Section B.5

Is it correct to assume travel expenses associated with on-site training, site implementation, and subsequent site support are reimbursable under FAR 31.205.46?

Answer: No. Travel expenses for site implementation (i.e. site surveys for implementation and installation of equipment and software) and the subsequent site support (i.e. maintenance) should be included in the Offeror's pricing for CLINs' 2000, 6000 and 7000. Travel associated with on-site training and negotiated task orders will be reimbursable under FAR 31.205.46 (See Amendment 2, Section B.5).

SECTION C

18. **Question:** Reference Section C.3.1.2:
You request modules for the following: Acquisitions, Cataloging (Local and On-Line), Serials Control, and Circulation. Does this mean that you do not want to have module for Public Access?

Answer: Refer to the answer for Question 8.

19. **Question:** Reference Section C.3.1.3.

We interpret this to mean that each Circuit ILS will be a multi-library ILS containing the holdings of that Circuit's headquarters library and it's satellites. For example, will the initial system for Circuit 2 have 11,333 bibliographic records (the total for Circuit 2 HQ, Brooklyn, Buffalo, Hartford, New Haven, and Uniondale)? (Section J, Attachment L)

Answer: This is a correct interpretation.

20. **Question:** Reference Section C.3.1.4

Under C.3 Mandatory Requirements, C.3.1.4, it is specified that the vendor propose a 20 concurrent user license, with growth to a 40 concurrent user license for each circuit library. In reviewing Section J, Attachment B, Overview, each circuit library has basic automation equipment for permanent full-time staff, along with the Data Communications Network (DCN), which extends to judges chambers, clerks' offices, libraries and other court organizations.

A. Are the 20 concurrent user licenses exclusively for library use?
B. Should additional user licenses be proposed for use by others accessing the DCN?
C. Should the vendor propose additional local equipment, to include PC's, scanning devices, local printers, etc., in addition to the CPU and other required hardware?

Answer: A. The paraphrase provided by the vendor regarding C.3.1.4 is inaccurate. The government has not addressed a license issue, rather only quantified a requirement for the minimum number of concurrent users for configuration

of the hardware. The government requires an unlimited use license at each site that the ILS is installed (see Amendment 2, Section C.3.1.14). It is not clear what is meant by "exclusively for library use"; however, judges, and supporting staff will have partial access for research purposes.

B. See Amendment 2, Section C.3.1.14 for concurrent users licensing requirements.

C. Offerors should only propose the equipment necessary to support the ILS as required by C.3.3. [Note amendment to C.3.3]

21. **Question:** Reference Section C.3.1.4:

"...concurrent users may be local users, remote users, or both." will remote users consist primarily of staff members from the library? Or will other users in the circuit courts comprise the majority of remote users?

Answer: Remote users will primarily be library staff in satellite libraries who must dial-in to reach the ILS. A majority of online catalog users will also be remote. Reference Section J attachment H.

22. **Question:** Reference Section C.3.1.4, page C-2.
"Each ILS will be configured to support 20 concurrent users." Does this mean that:

a. The initial hardware configuration/sizing will be configured for 20 concurrent users, and the additional 20 users (total of 40 concurrent users) may be accommodated, if required, using the system's hardware expansion capability? Or,

b. The initial hardware configuration/sizing will be configured for 40 concurrent users even though only 20 concurrent user licenses will be purchased initially?

Likewise, for software licensing, should the initial license be for 40 users, or for 20 users, with a provision to add user licenses incrementally, as they are needed?

Answer: Option a. is the correct interpretation for Hardware. See the answer to Question 20 for software and Amendment 2, Section C.3.1.14.

23. **Question:** Reference Section C.3.1.13 LIBRA Conversion.

What links are present that would permit automated integration of the LIBRA data with data from the OCLC tapes? It appears from the LIBRA record layout that some LIBRA files contain fields for storing the OCLC control number, ISBN, ISSN, etc. Can we assume that these fields are filled in with data that would permit linking to the OCLC bibliographic record?

Answer: No, the data in these fields are not complete.

24. **Question:** Reference Section C.3.2.1.2.

Does this presume the TCP/IP environment is installed at each GFE workstation? (Trumpet, WinSock, etc.) If not, Where is it not present and in what quantities?

Answer: Offerors can assume that any workstation being connected through either a LAN or DCN has TCP/IP. Remote dial-in users may not.

25. **Question:** Reference Section C.3.2.2:

"The contractor shall furnish any software necessary for the ILS to operate." Shall the selected vendor bid on operating system software for client workstations (for example, Windows 95, OS/2)?

Answer: Client workstations are the responsibility of the government. Cross reference to Question 15.

26. **Question:** Reference Section C.3.2.6.2.

Does this mean the system must provide for the exact reproduction of the specific reports in Section J, Attachment?

Answer: Section J, Attachment I, part 1, is representative of the types of reports and data the libraries may elect to use. Amendment 2, Section C.3.2.6 refers to the reporting requirements that utilize Section J, Attachment I, Part 2.

27. **Question:** Reference Section C.3.3.

"...The contractor shall provide a standard hardware solution for all circuits..." The Circuits are of substantially varying sizes. Literal interpretation of the preceding requirement would result in unnecessary and unused capacity (and cost) at the smaller libraries. Please clarify the extent to which the hardware solution must be the same at each site.

Answer: The government realizes that individual configurations will vary in the utilization of capacity. However, in light of the decreasing costs of hardware versus the anticipated growth at each ILS site, the government felt that a standard hardware solution was the most efficient and effective. Cross reference to Questions 30 and 31.

28. **Question:** Reference Section C.3.3.1.b.

"Expansion capability in main memory shall accommodate a 30% per year increase in database size and activity levels." Regardless of C.3.3.2.b, (configure initial disk capacity for 100% growth without addition of more disk space), We understand the 30% main

memory growth is planned expansion and is not required to be provided in the initial system. Is this correct?

Answer: Yes. However, the proposed system must be expandable/upgradable to meet the increased growth.

29. **Question:** Reference Section C.3.3.2.

Does this presume DCN LANs are in place at each ILS site, and therefore the cabling is to attach the server to the LAN? Does this presume the government will provide LAN and power in the immediate vicinity of the server?

Answer: Offerors can assume that each circuit library has a LAN in place and the LAN and power will be available in the immediate vicinity of the server. Cross reference to Question 40.

30. **Question:** Reference Section C.3.3.2.a.

If a standard disk drive and controller configuration is desired based on the largest ILS (Section C.3.3.2.b), is the same true of the CPUs? In other words, is a standard CPU configuration that is configured and sized for the largest ILS requirement desired for all ILS sites?

Answer: Yes. Cross reference to Questions 27 and 31.

31. **Question:** Reference Section C.3.3.2.b

Again, a question relating to configuration: Please clarify question C.3.3.2.b which states that the disk size for each library should accommodate 100% growth over the largest database listed in Section J, Attachment L. That would be Circuit 9 at 109.5 records. Each library would get a disk sized for approximately 220K records. Please confirm our interpretation.

Answer: Yes, use the 9th circuit. (For hardware sizing purposes only) Cross reference to Questions 27 and 30.

32. **Question:** Reference Sections C.3.3.2.d and C.3.6.6.

What does the term "Reserved" mean (included on pages C-8 and C-11, for example)?

Answer: It means the requirement with that paragraph number was deleted, but the remainder of the document was not renumbered.

33. **Question:** Reference Section C.3.6.5

C.3.6.5 stipulates a next business day (PPM) response time and a 12 hour PPM (7:00 a.m. to 7:00 p.m.). Section F.7.3 appears to indicate downtime credits will begin to accrue after 10 hours of downtime. Is it correct to assume that a same day response and repair would be required to avoid downtime credits if a call were placed at 7:00 a.m.? If not, please clarify.

Answer: The maintenance credit does not begin to accrue until after the response time has elapsed. Section F will be modified to make this requirement clearer. Refer to Amendment 2.

34. **Question:** Reference Sections C.3.6.5 and C.3.6.11.

Is the on-call maintenance service restricted to the ILS server sites, or should it extend to the satellite sites as well?

Answer: Server sites only.

35. **Question:** Reference Section C.3.8 and Section J, Attachment H

Section C.3.8 states, in part, "the Government intends to train approximately 25% of the circuit library staff" and references Section J, Attachment H. Attachment H describes the number of concurrent users with an estimated growth factor. Is it correct to assume the successful offeror will be required to train 25% of the concurrent users indicated in Attachment H as opposed to 25% of the library staff? If not, please clarify.

Answer The sentence following the statement quoted on page C-14 provides an explicit range of 5-25 candidates to be trained in each circuit library, the exact number will vary according to circuit staff size.

36. **Question:** Reference Sections C.3.10 and Section F.8.3

It appears that site-specific implementation plans for each Circuit Library must be developed and approved prior to the issuance of a delivery order in order to comply with delivery times specified in Section F.8.3. Is this assumption correct? If not, please clarify.

Answer: Yes, it is correct.

37. **Question:** Reference Section C.3.10

Section C.2.10.c, paragraph 1, seems to be in conflict with paragraph 4. Paragraphs 2 and 3 seem to be duplicated in paragraphs 5 and 6. Please clarify.

Answer: The original paragraphs 4, 5 and 6 apply. Refer to Amendment 2 for the correction.

SECTION F

38. **Question:** Reference Section F.1.

Does this mean the earliest work would begin would be October 1, 1996? When is contract award anticipated? When do you contemplate initial installs?

Answer: The current schedule projects award in September 1996. Initial installs will be during the first contract year.

39. **Question:** Reference Section F.7.3 and Section J, Attachment C

Does the term "Total Monthly Charges" refer to the total monthly charge for the malfunctioning unit or the total monthly maintenance charges for all installed hardware and software?

Answer: Total Monthly Charge refers to the total monthly maintenance charges for the malfunctioning unit and any units that may be affected by the malfunctioning unit.

SECTION J

40. **Question:** Reference Page J.B-2:

"The circuit headquarters libraries should each be on a LAN in the calendar year 1995... All the circuit hubs should be linked in a WAN in the calendar year 1995." Can we assume that the LANs and WANs are now in place? Or are they still in the implementation stages?

Answer: As of today, all LANs and WANs are not in place.

41. **Question:** Reference Page J.F-4.

The description of the 5th Circuit Court mentions a local acquisitions system called LAWMAN that is separate and distinct from LIBRA. Please confirm that migration of LAWMAN data is not required as part of the present proposal.

Answer: There is a need for migration of local acquisitions systems other than LIBRA. The government will add a CLIN 5200 to the tables in B. The cost of non-LIBRA migration will be on a negotiated task order basis (see Amendment 2, Section C.3.12).

42. **Question:** Reference Section J, Attachment F, page J.F-4

The RFP states that the Fifth Circuit uses its own acquisition application, LAWMAN, instead of dialing into the LIBRA application of the Administrative Office in Washington.

No reference has been made to conversion of LAWMAN data, will conversion of this data be required?

Answer: Refer to the answer to Question 41.

43. **Question:** Reference Section J, Attachment H

The footnote in Attachment H referencing Section C.3.4.4 appears to be unrelated to training requirements. Please clarify.

Answer: The footnote is no longer valid, please disregard. Refer to Amendment 2.

44. **Question:** Reference Section J.L. Data from ILS Survey.

Does the number of bibliographic records in the first data column include periodicals, serials, etc.; i.e., all bibliographic records to be loaded to and stored on each system?

Answer: Yes, periodicals and serials, etc. (all bibliographic records) are included in the number of bibliographic records. Cross reference to Questions 19 and 45.

45. **Question:** Reference Section J, Attachment L, Data from ILS Survey

The RFP matrix in this section has the following three columns:
a.) 1. Bibliographic Records
b.) 2. Item Records
c.) 7. Catalogued Titles

Bibliographic Records represent each unique book for which a catalog record would exist. Item Records represent each occurrence or copy of a book.

- What is Catalogued Titles?
- Is Item record information (copy information) in electronic form? Will conversion be required? How will this data be entered?

Answer: Bibliographic Records represent each unique book or serial for which a catalog record would exist.
Item Records represent each occurrence or copy of a book or serial.

Catalogued Titles are the number of titles catalogued annually.

Some of the circuits may have catalog records that show item listings (volumes in a set) but this is not universally true.

Cross reference to Questions 19 and 44.

SECTION L

46. **Question:** Reference : Proposal Due Date. Section L.22
Is it necessary for a proposal to be received *before* the time/date specified or is the *same* day acceptable?

Answer: Proposals must be received not later than the date and time specified, see paragraph L.22

SECTION M

47. **Question:** Reference Section M.2 Evaluation Process.

Which of the following has precedence?
Section M.2.1 General. Fourth paragraph, "...Offerors not fulfilling all mandatory requirements shall be rejected..."

Section M.2.2 Mandatory Compliance Evaluation. "...Any offeror failing to comply with all the requirements will be deemed technically unacceptable, and MAY [emphasis supplied] be dropped from further consideration for contract award."

Can the Courts legally accept a proposal that does not meet all of the requirements, but which may be the most compliant of the proposals received? Or would the RFP process be re-opened if no fully compliant proposal is received?

Answer: Section M.2.2 will be modified to remove the word may. Compliance with mandatory requirements is mandatory. Note: The evaluation process contains a period when the government has the ability to identify clarifications and deficiencies and the offerors have the opportunity to respond to the government's request. The government has a number of options if no proposal is compliant with the mandatory requirements. However, an award to a non-compliant offer is not an option.

48. **Question:** Reference Section M.3.2 (page M-6)

In Section M.3.2 (page M-6) there is a reference to: "The items covered by J.S.2.3.1." Is this a typographical error? We did not find a section J.S.2.3.1 in this proposal.

Answer: J.S.2.3.1 should be J.A.2.3.1. Amendment 2 corrects this error.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
	1

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
2	2-28-96		

6. ISSUED BY CODE

Administrative Office of the U.S. Courts
TRM Services Division
Acquisition Support Branch, Suite 3-100
1 Columbus Circle, N.E.
Washington, D.C. 20544

7. ADMINISTERED BY *(If other than Item 6)* CODE

KEVIN SULLIVAN
(202) 273-2700

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

PROSPECTIVE OFFERORS

CODE FACILITY CODE

(x) **9A. AMENDMENT OF SOLICITATION NO.**

USCA-95-R-001

9B. DATED *(SEE ITEM 11)*

1-3-96

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[XX] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [XX] is extended, [ ] is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor [ ] is not, [ ] is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

Solicitation USCA-95-R-001 for an Integrated Library System is hereby amended to provide:

1. Answers to vendor questions.
2. Changes to the solicitation.
3. A new date for receipt of proposals.

Proposals in response to this solicitation are due not no later than 2:00 PM (local time) March 21, 1996.

See page 2 for a list of amendment pages.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
		Kevin Sullivan	
CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY *(Signature of Contracting Officer)*	16C. DATE SIGNED

Change Pages for USCA- 95-R-001

Amendment 2

Replace page(s)

B - 3, B- 4	with	B - 3, B- 4
B - 5, B-6	with	B-5, B - 6
B - 8, B - 9	with	B - 8, B - 9
B - 11, B - 12	with	B - 11, B - 12
B - 14, B - 15	with	B - 14, B - 15
B - 17, B - 18	with	B - 17, B - 18
C - ii	with	C - ii
C - 1	with	C - 1
C - 3	with	C - 3
C - 4	with	C- 4 and C- 4.a
C - 5	with	C - 5
C - 7, C - 8	with	C - 7, C - 8
C - 13	with	C - 13
C - 14	with	C - 14
C - 17, C - 18	with	C-17, C - 18
Section E.	with	Section E
Section F	with	Section F
Section G	with	Section G
H-7 thru H-9	with	H-7 thru H-9
I - i	with	I - i
I - 7	with	I - 7 and I - 8
J - i	with	J - i
J.A.1 - 1	with	J.A.1 - 1
J.A.1 - 2	with	J.A.1 - 2
J.A. 1- 8	with	J.A.1 -8
J.A. 1- 37	with	J.A.1 - 37
J.A. 1- 39	with	J.A.1 -39
J.A.2 -2	with	J.A.2 - 2
J.A.2 - 4	with	J.A.2 - 4
J.B - 3	with	J.B - 3
J.B - 4	with	J.B - 4
J.C - 3	with	J.C - 3

	J.E -1 thru J.E - 3	with	J.E - 1 thru J.E - 3
	J.F - 7	with	J.F - 7
	J.H - 1	with	J.H - 1
Insert	J.I.1.i	before Sample Forms	
Insert	J.I.2.i	following Sample Forms	
Insert	J.I.2 - 1 thru J.1.2 -6	after J.I.2.i	
Replace	J.K - 1	with	J.K - 1
Insert	J.K - 2		
Replace	J.N - 1	with	J.N - 1
	J.N - 3	with	J.N - 3
	J.N - 5	with	J.N - 5
	J.N - 7	with	J.N - 7
	J.N - 9	with	J.N - 9
	J.N - 11	with	J.N - 11
	J.N - 17	with	J.N - 17
	J.P - 1	with	J.P - 1
	L - 7	with	L - 7
	L -10, L - 11	with	L - 10, L - 10
	Section M	with	Section M

CLIN 5100 - Data Conversion of LIBRA Files. Offerors shall use CLIN 5100 to provide a firm-fixed-price for converting LIBRA data.

CLIN 5200 - Data Conversion of non-LIBRA Acquisition Files. Offerors shall use CLIN 5200 to provide an hourly rate for staff hours required for converting non-LIBRA acquisition files.

CLIN 5300 - System Modifications by Task Order. Offerors shall use CLIN 5300 to provide an hourly rate for staff hours required to provide an ILS modification by a task order issued from the Administrative Office.

CLIN 6000 - Hardware. Offerors shall use CLIN 6000 to provide a firm-fixed-price for each piece of equipment proposed to meet the requirements of the ILS (Sections C.3.1 & C.3.3). Each piece of hardware shall be described by name, manufacturer and model number. Offerors shall propose additional CLINs and SUBCLINs as necessary to ensure that their technical solutions are complete and fully priced within the contract CLIN structure. An offeror's price for CLIN 6000 shall include installation, acceptance testing, warranties, and documentation. The Government may or may not decide to order any or all of these CLINs.

CLIN 7000 - Hardware Maintenance. Offerors shall provide a firm-fixed-price for providing maintenance (Section C.3.6) for each piece of equipment listed in CLIN 6000.

CLIN 8000 - Additional Hardware and Software Documentation. Offerors shall propose a price for a complete additional set of all hardware and software documentation. If hardware and software documentation are priced separately, offerors shall add SUBCLINs as necessary.

B.4 INSTRUCTIONS FOR THE COMPLETION OF TABLES B-1 THROUGH B-5

All items designated by CLIN in Tables B1 through B-5 must be addressed. The rates proposed for the work listed in Tables B1 through B-5 for the Base Year and the first four Option Years, shall be fully loaded; that is, the price shall include all costs that the Contractor shall charge for that CLIN. Such costs include, but are not limited to: labor, overhead, General and Administrative costs, fringe benefits, and profit.

1. **Column 1, Contract Line Item Number (CLIN)** -- Provided. Numerical listing of CLINs assigned to each item or service required by Section C. Additional CLINs and SUBCLINs must be fully documented in the Offeror's technical proposal, including context and circumstances under which they are applied.

2. **Column 2, Description** -- Provided. Brief narrative description of the CLIN. Offerors shall provide descriptions for any added CLINs or SUBCLINs.

3. **Column 3, Unit of Measure** -- Provided. Indicates the type of unit to be used in calculating quantity.

4. **Column 4, Estimated Quantity** -- Offeror Provides. Estimated quantities for each CLIN. These quantities represent the evaluated quantities that the Government will use to determine expected contract life cycle costs. If Offerors add CLINs or SUBCLINs, Offerors must provide the Quantities for them. Quantities provided by the Offerors must be substantiated in the technical proposal. The Governments estimated ILS quantities per year are provided.

5. **Column 5, Unit Price** -- Offeror provides. Enter the unit price for each CLIN or SUBCLIN in this column. For Maintenance, CLIN 2000 and CLIN 7000, the unit price is the monthly maintenance price.

6. **Column 6, Extended Price**-- Offeror provides. Enter the product of column 4 (Quantity) and column 5 (Unit Price) for each CLIN or SUBCLIN. For Maintenance, CLIN 2000 and CLIN 7000, Extended Price is the product of column 4 (Quantity) and column 5 (Unit Price) multiplied by 12 months to develop a yearly Maintenance Extended Price.

B.5 TRAVEL REIMBURSEMENT

Pricing for travel which may be required during the performance of this contract, such as for site surveys, implementation, installation and maintenance must be included in the pricing for the associated CLINs. Travel will be specifically authorized by individual delivery order for training and any negotiated task services and will be reimbursed in accordance with FAR 31.205-46, and applicable Government travel and property regulations, as determined by the Contracting Officer.

CLIN	Description	Unit of measure	Base Year		
			Est. Qty.	Unit Price	Extended Price
1000	**Integrated Library System (ILS) S/W**				$
1200	Acquisitions (C.3.2.2)	Module	6		$
1200	Catalog (Local - C.3.2.3.1)	Module	6		$
1300	Catalog (On-Line - C.3.2.3.2)	Module	6		$
2000	Serials Control (C.3.2.4)	Module	6		$
1500	Circulation (C.3.2.5)	Module	6		$
1600	Operating System Software (C.3.2.1.1)	Module	6		$
1700	Database Software (C.3.2.1.2)	Module	6		$
	Total for ILS Software (add CLINs 1100 thru 1999)				$
2000	**ILS Software Maintenance (Total System)**				
2000	Acquisitions (C.3.2.2)	Month			N/A
2000	Catalog (Local - C.3.2.3.1)	Month			N/A
2000	Catalog (On-Line - C.3.2.3.2)	Month			N/A
2400	Serials Control (C.3.2.4)	Month			N/A
2500	Circulation (C.3.2.5)	Month			N/A
2600	Operating System Software (C.3.2.1.1)	Month			N/A
1200	Database Software (C.3.2.1.2)	Month			N/A
	Total ILS Software Maintenance (add CLIN s 2100 thru 2999)				N/A

Table B-1. Base Year

CLIN	Description	Unit of measure	Base Year		
			Est. Qty.	Unit Price	Extended Price
3000	**Training Support**				
3100	On Site Training	N/A	N/A		
3110	ILS Overall Training	Class	6		$
3120	Acquisitions Module Training	Class	6		$
3130	Local Catalog Training	Class	6		$
3140	On-Line Catalog Training	Class	6		$
3150	Serials Control Training	Class	6		$
3160	Circulation Training	Class	6		$
3170	System Administrator Training	Class	6		$
3500	Off Site Training	N/A	N/A		
3510	ILS Overall Training	Person	1		$
3520	Acquisitions Module Training	Person	1		$
3530	Local Catalog Training	Person	1		$
3540	On-Line Catalog Training	Person	1		$
3550	Serials Control Training	Person	1		$
3560	Circulation Training	Person	1		$
3540	System Administrator Training	Person	1		$
	Total Training (add CLINs 3100 thru 3999)				$
4000	**Hotline Support**	Month	12		$
5000	**Data Conversion from OCLC (C.3.1.7)**	Record	5,000		$
5100	**Data Conversion of LIBRA Files (C.3.1.13)**	Record	150,000		$
5200	**Data Conversion of non-LIBRA Acquisition Files (C.3.1.13)**	Per Hr.	200		$
5300	**ILS Modification by Task Order**	Per Hr.	1,000		$

CLIN	Description	Unit of measure	Option Year 1		
			Est. Qty.	Unit Price	Extended Price
1000	**Integrated Library System (ILS) S/W**				
1100	Acquisitions (C.3.2.2)	Module	5		$
1200	Catalog (Local - C.3.2.3.1)	Module	5		$
1300	Catalog (On-Line - C.3.2.3.2)	Module	5		$
1400	Serials Control (C.3.2.4)	Module	5		$
1500	Circulation (C.3.2.5)	Module	5		$
1600	Operating System Software (C.3.2.1.1)	Module	5		$
1700	Database Software (C.3.2.1.2)	Module	5		$
	Total for ILS Software (add CLINs 1100 thru 1999)				$
2000	**ILS Software Maintenance (Total System)**		5		
2100	Acquisitions (C.3.2.2)	Month	72		$
2200	Catalog (Local - C.3.2.3.1)	Month	72		$
2300	Catalog (On-Line - C.3.2.3.2)	Month	72		$
2400	Serials Control (C.3.2.4)	Month	72		$
2500	Circulation (C.3.2.5)	Month	72		$
2600	Operating System Software (C.3.2.1.1)	Month	72		$
2700	Database Software (C.3.2.1.2)	Month	72		$
	Total ILS Software Maintenance (add CLIN s 2100 thru 2999)				$

Table B-2. Option Year 1

CLIN	Description	Unit of measure	Option Year 1		
			Est. Qty.	Unit Price	Extended Price
3000	**Training Support**				
3100	On Site Training	N/A	N/A		
3110	ILS Overall Training	Class	5		$
3120	Acquisitions Module Training	Class	5		$
3130	Local Catalog Training	Class	5		$
3140	On-Line Catalog Training	Class	5		$
3150	Serials Control Training	Class	5		$
3160	Circulation Training	Class	5		$
3170	System Administrator Training	Class	5		$
3500	Off Site Training	N/A	N/A		
3510	ILS Overall Training	Person	1		$
3520	Acquisitions Module Training	Person	1		$
3530	Local Catalog Training	Person	1		$
3540	On-Line Catalog Training	Person	1		$
3550	Serials Control Training	Person	1		$
3560	Circulation Training	Person	1		$
3570	System Administrator Training	Person	1		$
	Total Training (add CLINs 3100 thru 3999)				$
4000	**Hotline Support**	Month	12		$
5000	**Data Conversion from OCLC (C.3.1.7)**	Record	5,000		$
5100	**Data Conversion of LIBRA Files (C.3.1.13)**	Record	150,000		$
5200	**Data Conversion of non-LIBRA Acquisition Files (C.3.1.13)**	Per Hr.	200		$
5300	**ILS Modification by Task Order**	Per Hr.	1,000		$

CLIN	Description	Unit of measure	Option Year 2		
			Est. Qty.	Unit Price	Extended Price
1000	**Integrated Library System (ILS) S/W**				
1400	Acquisitions (C.3.2.2)	Module	1		$
2200	Catalog (Local - C.3.2.3.1)	Module	1		$
1300	Catalog (On-Line - C.3.2.3.2)	Module	1		$
1400	Serials Control (C.3.2.4)	Module	1		$
1500	Circulation (C.3.2.5)	Module	1		$
1600	Operating System Software (C.3.2.1.1)	Module	1		$
1700	Database Software (C.3.2.1.2)	Module	1		$
	Total for ILS Software (add CLINs 1100 thru 1999)				$
2000	**ILS Software Maintenance (Total System)**				
2100	Acquisitions (C.3.2.2)	Month	132		$
2200	Catalog (Local - C.3.2.3.1)	Month	132		$
2300	Catalog (On-Line - C.3.2.3.2)	Month	132		$
2400	Serials Control (C.3.2.4)	Month	132		$
2500	Circulation (C.3.2.5)	Month	132		$
2600	Operating System Software (C.3.2.1.1)	Month	132		$
2700	Database Software (C.3.2.1.2)	Month	132		$
	Total ILS Software Maintenance (add CLIN s 2100 thru 2999)				$

Table B-3. Option Year 2

CLIN	Description	Unit of measure	Option Year 2		
			Est. Qty.	Unit Price	Extended Price
3000	**Training Support**				
3100	On Site Training	N/A	N/A		
3110	ILS Overall Training	Class	1		$
3120	Acquisitions Module Training	Class	1		$
3130	Local Catalog Training	Class	1		$
3140	On-Line Catalog Training	Class	1		$
3150	Serials Control Training	Class	1		$
3160	Circulation Training	Class	1		$
3170	System Administrator Training	Class	1		$
3500	Off Site Training	N/A	N/A		
3510	ILS Overall Training	Person	1		$
3520	Acquisitions Module Training	Person	1		$
3530	Local Catalog Training	Person	1		$
3540	On-Line Catalog Training	Person	1		$
3550	Serials Control Training	Person	1		$
3560	Circulation Training	Person	1		$
3540	System Administrator Training	Person	1		$
	Total Training (add CLINs 3100 thru 3999)				$
4000	**Hotline Support**	Month	12		$
5000	**Data Conversion from OCLC (C.3.1.7)**	Record	5,000		$
5100	**Data Conversion of LIBRA Files (C.3.1.13)**	Record	150,000		$
5200	**Data Conversion of non-LIBRA Acquisition Files (C.3.1.13)**	Per Hr.	200		$
5300	**ILS Modification by Task Order**	Per Hr.	1,000		$

CLIN	Description	Unit of measure	Option Year 3		
			Est. Qty.	Unit Price	Extended Price
1000	**Integrated Library System (ILS) S/W**				
1100	Acquisitions (C.3.2.2)	Module	1		$
1200	Catalog (Local - C.3.2.3.1)	Module	1		$
1300	Catalog (On-Line - C.3.2.3.2)	Module	1		$
1400	Serials Control (C.3.2.4)	Module	1		$
1500	Circulation (C.3.2.5)	Module	1		$
1600	Operating System Software (C.3.2.1.1)	Module	1		$
1700	Database Software (C.3.2.1.2)	Module	1		$
	Total for ILS Software (add CLINs 1100 thru 1999)				$
2000	**ILS Software Maintenance (Total System)**				
2100	Acquisitions (C.3.2.2)	Month	144		$
2200	Catalog (Local - C.3.2.3.1)	Month	144		$
2300	Catalog (On-Line - C.3.2.3.2)	Month	144		$
2400	Serials Control (C.3.2.4)	Month	144		$
2500	Circulation (C.3.2.5)	Month	144		$
2600	Operating System Software (C.3.2.1.1)	Month	144		$
2700	Database Software (C.3.2.1.2)	Month	144		$
	Total ILS Software Maintenance (add CLIN s 2100 thru 2999)				$

Table B-4. Option Year 3

CLIN	Description	Unit of measure	Option Year 3		
			Est. Qty.	Unit Price	Extended Price
3000	**Training Support**				
3100	On Site Training	N/A	N/A		
3110	ILS Overall Training	Class	1		$
3120	Acquisitions Module Training	Class	1		$
3130	Local Catalog Training	Class	1		$
3140	On-Line Catalog Training	Class	1		$
3150	Serials Control Training	Class	1		$
3160	Circulation Training	Class	1		$
3170	System Administrator Training	Class	1		$
3500	Off Site Training	N/A	N/A		
3510	ILS Overall Training	Person	1		$
3520	Acquisitions Module Training	Person	1		$
3530	Local Catalog Training	Person	1		$
3540	On-Line Catalog Training	Person	1		$
3550	Serials Control Training	Person	1		$
3560	Circulation Training	Person	1		$
3570	System Administrator Training	Person	1		$
	Total Training (add CLINs 3100 thru 3999)				$
4000	**Hotline Support**	Month	12		$
5000	**Data Conversion from OCLC (C.3.1.7)**	Record	5,000		$
5100	**Data Conversion of LIBRA Files (C.3.1.13)**	Record	N/A		$
5200	**Data Conversion of non-LIBRA Acquisition Files (C.3.1.13)**	Per Hr.	N/A		$
5300	**ILS Modification by Task Order**	Per Hr.	500		$

CLIN	Description	Unit of measure	Option Year 4		
			Est. Qty.	Unit Price	Extended Price
1000	**Integrated Library System (ILS) S/W**				
1100	Acquisitions (C.3.2.2)	Module	1		$
1200	Catalog (Local - C.3.2.3.1)	Module	1		$
1300	Catalog (On-Line - C.3.2.3.2)	Module	1		$
1400	Serials Control (C.3.2.4)	Module	1		$
1500	Circulation (C.3.2.5)	Module	1		$
1600	Operating System Software (C.3.2.1.1)	Module	1		$
1700	Database Software (C.3.2.1.2)	Module	1		$
	Total for ILS Software (add CLINs 1100 thru 1999)				$
2000	**ILS Software Maintenance (Total System)**				
2100	Acquisitions (C.3.2.2)	Month	156		$
2200	Catalog (Local - C.3.2.3.1)	Month	156		$
2300	Catalog (On-Line - C.3.2.3.2)	Month	156		$
2400	Serials Control (C.3.2.4)	Month	156		$
2500	Circulation (C.3.2.5)	Month	156		$
2600	Operating System Software (C.3.2.1.1)	Month	156		$
2700	Database Software (C.3.2.1.2)	Month	156		$
	Total ILS Software Maintenance (add CLIN s 2100 thru 2999)				$

Table B-5. Option Year 4

CLIN	Description	Unit of measure	Option Year 4		
			Est. Qty.	Unit Price	Extended Price
3000	**Training Support**				
3100	On Site Training	N/A	N/A		
3110	ILS Overall Training	Class	1		$
3120	Acquisitions Module Training	Class	1		$
3130	Local Catalog Training	Class	1		$
3140	On-Line Catalog Training	Class	1		$
3150	Serials Control Training	Class	1		$
3160	Circulation Training	Class	1		$
3170	System Administrator Training	Class	1		$
3500	Off Site Training	N/A	N/A		
3510	ILS Overall Training	Person	1		$
3520	Acquisitions Module Training	Person	1		$
3530	Local Catalog Training	Person	1		$
3540	On-Line Catalog Training	Person	1		$
3550	Serials Control Training	Person	1		$
3560	Circulation Training	Person	1		$
3570	System Administrator Training	Person	1		$
	Total Training (add CLINs 3100 thru 3999)				$
4000	**Hotline Support**	Month	12		$
5000	**Data Conversion from OCLC (C.3.1.7)**	Record	5,000		$
5100	**Data Conversion of LIBRA Files (C.3.1.13)**	Record	N/A		$
5200	**Data Conversion of non-LIBRA Acquisition Files (C.3.1.13)**	Per Hr.	N/A		$
5300	**ILS Modification by Task Order**	Per Hr.	500		$

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

C.1 INTRODUCTION

The Administrative Office (AO) of the U.S. Courts plans to acquire modular, commercially available integrated library systems (ILS) for individual use by various federal circuit headquarters libraries, and possibly, additional judiciary and satellite libraries. The contractor shall have, at the time of submission of the response, commercially available modules providing the following functions: Acquisitions; Cataloging (Local and On-Line); Serials Control; and Circulation. The contractor's ILS shall also provide for ILS database maintenance; system administration; reporting; and online interface to other systems.

The products and services needed to fulfill this requirement include:

- Integrated library system software
- Computer hardware
- Software maintenance
- Hardware maintenance
- Training and documentation
    - Data conversion from OCLC tapes.
    - Data conversion from local acquisition software (e.g., LAWMAN, LIBRA, etc.).
    - Installation services
    - Implementation assistance services

Section J provides essential information concerning the federal circuit libraries:

- Attachment B provides a summary description of the circuit libraries and their present automation and communications environment.
- Attachment C provides a glossary of terms.
- Attachment D provides the location of the circuit libraries.
- Attachment F provides a description of three circuit libraries.

C.3.1.7 The contractor shall provide for data conversion from OCLC tapes. (See Section J, Attachment L for number of bibliographic records.)

C.3.1.8 The system shall provide a gateway to the OCLC and RLIN bibliographic utilities and at least one other online system.

C.3.1.9 The system shall provide interfaces with the OCLC online system for transfer of bibliographic records, authorities, and name/address file information.

C.3.1.10 The system shall allow the importing and exporting of files in ASCII flat file format with field and record delimiters.

C.3.1.11 The system shall operate in an interactive mode with the capability to create, update, maintain and access all data for library materials and borrowers in real-time.

C.3.1.12 The contractor shall install the ILS including all hardware and software ordered.

C.3.1.13 The contractor shall provide for data conversion of existing local acquisition systems (e.g., LAWMAN, LIBRA, etc.) data to work with the ILS. (See Section J, Attachment P for information on LIBRA.)

C.3.1.14 The contractor shall provide unlimited use licenses for all software provided with the ILS installed at each site.

C.3.2 Software Requirements

C.3.2.1 General Software Requirements

C.3.2.1.1 The contractor shall furnish the applications and/or operating system software to support requirements described in Section C.

C.3.2.1.2 The contractor shall furnish any software necessary for the ILS to operate.

C.3.2.1.3 ILS software shall be compatible with DCN Novell networking software. Users shall be able to access, in a multi-tasking environment, the DCN services identified in Section J, Attachment K.

C.3.2.1.4 The contractor shall provide, install and support the operating system/ILS application software required to make use of the equipment acquired under this contract. Operating system software refers to those routines that interface directly with hardware peripheral devices, the computer operations, and applications and utility programs.

C.3.2.1.5 The contractor shall provide, install and support such operating system software, including any contractor-sponsored modification, new release, or revisions thereof,

for the duration of this contract. The support provided will consist of correction of errors, provision of contractor-sponsored modifications, improvements, and revisions.

C.3.2.1.6 The contractor shall provide, install and support new operating system releases utilized by the ILS software. The installation of new releases shall be with the consent of the government.

C.3.2.1.7 The contractor shall furnish full documentation of all contractor changes and/or modifications to the applications and/or operating ILS software provided to meet the Government requirements.

C.3.2.1.8 All latent and patent software defects shall be corrected by the contractor at no additional cost to the Government.

C.3.2.1.9 The software provided by the contractor shall perform validation actions on data entered into the ILS, whether entered manually or by batch input from tape or file download. Validation shall include checking for the presence or absence of library-specified fields or tags with appropriate error messages to the operator.

C.3.2.1.10 The contractor shall notify the Government as soon as the decision to release new software is generally announced to commercial customers or three (3) months prior to the anticipated date of release of a new version of current software or new software package and provide:

(1) the anticipated date the new version of software of new software package will be released; and

(2) a description of the capabilities of the new version or software package.

Once the software has been released, the contractor shall deliver new software or new software versions within thirty (30) days after a request by the Government.

The contractor shall use methods which are ordinarily provided to commercial customers to install the new software versions or new software furnished under this contract. The methods of installation must include:

a. self-installation by Government users according to complete written instructions furnished by the contractor;

b. telephone installation instructions to Government users by the contractor;

c. At the request of the Government, the contractor shall provide on-site installation services for any and all software provided under this contract, at any or all sites at which the ILS is installed. Such support shall be provided at a rate not to exceed CLIN 5300, section B (not to include travel which will be separately reimbursed).

C.3.2.1.11 Future enhancements to the applications software shall be made available to each circuit library as long as the library continues to use the system software (during the life of the contract).

C.3.2.1.12 The contractor shall provide a method that allows each Circuit to test each software release without affecting actual library data.

C.3.2.2 Acquisitions Module Requirements

C.3.2.2.1 The ILS shall have an acquisitions module that provides the following functions:

a. Pre-order searching: The capability to search existing purchase orders, consignee lists, the catalog, inventories (PARs) and OCLC for information about a book or publication and transfer appropriate bibliographic and consignee information into a new purchase order.

b. Ordering: The ability to create and generate purchase orders.

c. Claiming: The ability to automatically notify staff when purchase orders are past due and the ability to generate notices/claims to publishers against those purchase orders when desired.

d. Cancellation of orders: The ability to generate a cancellation of an existing purchase order and to process associated accounting information.

e. Processing: The ability to move order information through its phases (order initiation, order modification, order acceptance, order closure).

f. Receiving: The ability to acknowledge the receipt of the items in purchase orders as they are received, including the ability to acknowledge partial shipments.

g. Payment: The ability to authorize payment to a vendor for items on a purchase order.

h. Routing: The ability to generate and track lists of patrons and/or staff to receive specified publications for review.

i. Fund accounting: The ability to track expenditures and encumbrances against available funds in multiple accounts in accordance with accounting practices.

j. Vendor accounting: The ability to establish vendor accounts and track activities against those accounts.

k. Statistics and report compilation: The ability to extract statistical information and the ability to generate standard and ad hoc reports (see Section C.3.2.6).

l. Link to the online catalog: The ability to access information in the Circuit's libraries (see Section C.3.2.3.2).

C.3.2.2.2 The acquisitions module shall be capable of performing the following tasks:

a. Production of purchase orders for single or multiple copies of one title for one consignee, multiple copies of a single title with multiple ship-to addresses on a single purchase order, multiple titles with one ship-to address on a single purchase order, and varied titles and numbers of copies for each ship-to address on a multiple consignee purchase order. The standard ILS purchase order form shall be modifiable to meet local library requirements.

b. Provision of library specified accounting reports for separate fund codes defined for each ship-to account. See Section J, Attachment I for samples of such reports.

c. Automatic production of renewal lists for all subscription titles.

d. Production of title lists for each consignee (PARs) and consignee lists for each title in the acquisitions databases.

e. Accommodate multiple copies of multiple titles for multiple consignees (more than 100 ship-to addresses) on a single purchase order.

C.3.2.3 Catalog Module Requirements (Local and Online)

C.3.2.6.3 The system shall provide flexible output modes including export of data in standard ASCII flat files, system video display, printed graphics, and printed text.

C.3.2.6.4 Users shall be able to view a report on screen with the option to direct report output to attached printer, to a network printer, and to standard ASCII flat files.

C.3.2.6.5 The system shall provide for user-defined local report generation.

C.3.2.6.6 The system shall provide for user-defined local report sorting capabilities with a minimum ability to sort on three levels within a single report. (Example: Section J, Attachment I, Part 2, report 4.)

C.3.2.6.7 The system shall provide the capability to designate consignees by user-defined categories and be able to sort by those user-defined categories. (Example: Section J, Attachment I, Part 2, report 4)

C.3.2.6.8 The system must have the capability to generate a title inventory report with associated costs per title per consignee. (Example: Section J, Attachment I, Part 2, report 3.)

C.3.2.6.9 The system must have the capability to generate an obligation and expenditure report with associated costs sorted by publisher. (Example: Section J, Attachment I, Part 2, report 2.)

C.3.2.6.10 The system must have the capability to produce status of funds report. (Example: Section J, Attachment I, Part 2, report 1.)

C.3.2.7 System Administration

The contractor shall provide a menu-driven system administration capability that allows users, data and equipment/peripherals to be identified and managed. The system administration function shall include a help function.

C.3.2.7.1 The system administration capability shall include commonly found system administration capabilities such as:

a. User management
b. File management
c. System/Software management
d. Peripheral management
e. Disk management

C.3.3 Hardware Requirements

The contractor shall provide hardware, adapters, cables, and hardware interfaces required to support the ILS system from the ILS server through its connection to the LAN. The Government shall provide the end-user workstations and may choose to use other existing equipment where applicable. The contractor shall provide a standard hardware solution for all circuits.

C.3.3.1 General Hardware Requirements

a. The contractor shall provide only new warranted equipment in the manufacturer's current sales line. Used equipment or reconditioned equipment does not meet the mandatory requirements of this solicitation.

b. The expansion capability in main memory as configured for the ILS shall accommodate a 30 percent per year increase in database size and activity levels.

c. The primary ILS installation of hardware shall be placed at the headquarters library of each circuit.

C.3.3.2 Equipment

a. The contractor shall provide a Central Processing Unit (CPU) with sufficient speed and capacity to operate the ILS system.

b. The contractor shall provide standard configuration disk drives and controllers coordinated to the largest database size for all libraries. The disk capacity proposed shall be capable of supporting a 100 percent growth from the figures listed in Section J, Attachment L without the addition of more or larger disk drives.

c. The contractor shall provide tape drive capability, if required for initial file loading and backups with each ILS.

d. Reserved.

e. The contractor shall provide all the necessary equipment and software to support the implementation of the proposed solution.

f. The contractor shall provide all cables required for the installation and operation of equipment necessary to satisfy the processing requirements. All power distribution cables necessary to provide electrical power to the ILS's proposed shall be provided by the contractor.

g. The ILS shall support VT100 emulation.

While the contractor's personnel are at the library, the contractor shall be responsible for compliance with all laws, rules and regulations governing conduct with respect to health and safety--not only as they relate to its employees and agents, but to other personnel who are court employees or agents of the courts and to property at the site regardless of ownership.

While on library premises and in possession of library property, the contractor shall be responsible for such property and any damages thereto.

C.3.6.11 Responsibilities of the Contractor

a. The contractor shall provide maintenance (labor and parts) and shall return the equipment and software to good operating condition. Maintenance service shall not include electrical work external to the contractor supplied equipment, furnishing of supplies, and adding or removing accessories, attachments or other devices which are not supplied by the contractor under this contract. However, the contractor shall provide diagnostic services, when necessary, to rule out the possibility of malfunction of either hardware or software (or a combination) provided by the contractor. The contractor shall supply, when necessary, information on precisely what behavior is required by equipment and/or software supplied by the contractor in order for other equipment furnished by the Government to properly interact with the contractor's equipment or software.

b. Maintenance shall be managed, coordinated and requested via designated point(s) of contact at each site for all installed equipment. The contractor shall provide for the monitoring of service calls for the Principal Period of Maintenance (PPM) and for any optional extensions thereto.

c. Maintenance shall not include repair of damage resulting from transportation between Government sites, neglect, misuse, failure of electrical power, air-conditioning, or humidity control, or causes other than ordinary use.

d. The contractor shall provide for automatic escalation and established escalation timeframes for unresolved ILS problems to successively higher levels of support in the contractor's organization. Should a problem remain unresolved, despite the use of remote diagnostics and/or Contractor's personnel giving instructions via telephone

to qualified ILS library staff or systems staff, the Contractor shall provide on-call, on-site maintenance the next business day.

C.3.6.12 Consumable Supplies

Maintenance charges shall not include consumable operational supplies, such as paper, tape, and carbon. Consumable supplies used by the Government will conform to the contractor's technical specifications or equivalent.

C.3.7 Hotline Support

a. The contractor shall provide a staffed toll-free telephone hotline for use by the Government in asking technical questions about the contractor-supplied ILS and software. The assistance required by the Government will cover all aspects of the ILS and software acquired under this contract; including, but not limited to, questions related to the ILS operating system.

b. Technical support shall be available through this hotline 7:00 A.M. to 7:00 P.M. local circuit time Monday through Friday.

c. The contractor shall provide a sufficient number of phone lines and staff to ensure that Government personnel are able to talk with technical support personnel.

d. Telephone support for contractor supplied hardware and software shall commence when the ILS is installed and declared ready-for-use.

C.3.8 Training Support

The Government intends to primarily utilize on-site training, however the contractor shall provide both on-site and off-site training. Further, the Government intends to train approximately 25% of the circuit library staff (see Section J, Attachment H). On-site training shall be designed to provide training for training candidates ranging from 5 - 25 inidividuals in each circuit library. The training is to enable the staff to operate the system on a regular basis and also to train other staff without contractor assistance. The contractor shall provide training courses for all levels of training identified in the Training Plan (see Section C.3.8.2).

The contractor shall provide the methods, procedures, and additional measures to ensure the quality of the data. The contractor shall estimate time and designate responsible parties for completion of a site quality assurance plan that shall include, at a minimum, the following activities: Definition of the data standards, definition of process that will help ensure that data adheres to the standards, and methods and time frames for correcting defective data. Methods and standards to ensure the quality of the data should be completed before the start of the installation phase. The site quality assurance plan is considered an integral part of the projects' implementation plan.

b. Site Preparation

The contractor shall identify all site-preparation tasks. Time estimates and designation of responsible parties will be included for, at a minimum, the following activities: Environment preparation, workplace reconfiguration (if necessary), existing equipment to be used, any software required, and requisition of additional supplies. Completion of environment preparation, workplace reconfiguration, and receipt of software and supplies shall be scheduled to be completed before the start of any installation phase.

c. Data Conversion

The contractor shall identify all data conversion requirements . Data conversion shall include converting existing data in LIBRA (see Section J, Attachment P) or other acquisitions system and in OCLC cataloged records. The contractor shall estimate time and designate responsible parties for data conversion tasks. Those tasks include, at a minimum, preparation of conversion programs, running of the programs, verification of data reliability, and cost estimating. Completing conversion data will depend on the implementation approach selected.

d. Documentation

Prior to installation, the contractor shall provide a copy of the user and operation guides to the circuit librarian.

e. Staff Preparation

Prior to installation of each module, the circuit librarian will identify to the contractor which users of the new software package should receive information about the new module. This information shall include a demonstration of the software. Together, the circuit librarian and the contractor will designate responsible parties and determine the start and duration of this demonstration.

Requisite training on support and use of the ILS system and/or its respective software modules shall be identified, planned, and scheduled for personnel specified by the Government.

Estimated time of receipt and review of the training documentation and designation of responsible parties shall be identified in the plan along with the start and duration of these activities. Completion of these tasks shall be ensured before the start of the software installation stage.

C.3.11 Overall Implementation Plan

The Contractor shall provide an overall Implementation Plan that describes the strategy for accomplishing the implementation of a complete Integrated Library System encompassing all software modules. The contractor shall identify processes for establishing user accounts, access/security levels, configuring serials prediction templates, establishing funding structures, and configuring code tables. At a minimum the strategy shall address several cut-over approaches: abrupt cut-over, parallel operation with single or multiple cut-over points, and parallel operation with a gradual shift. The Implementation Plan shall include a schedule model for all pre-installation, installation, and post-installation implementation tasks of ILS hardware and all ILS software modules.

C.3.12 ILS Modification by Task Order

The Contractor shall provide task order technical support and assistance. Task orders will be issued only by the Contracting Officer, or the contracting officer's technical representative. Contractor support personnel shall be thoroughly knowledgeable of the ILS. The Contractor shall modify the ILS on an "as needed" basis through task order response. The Contractor shall respond to modification requests with a fixed price task proposal based upon labor hour effort of qualified personnel.

C.3.13 Compliance with Standards

All software and hardware acquired under this acquisition must conform to specifications contained in the applicable Federal Information Processing Standards Publications (FIPS PUBS) and other standards. For this contract the applicable standards are included/referenced in Section J, Attachment E.II.A through E.II.I.

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SECTION E - INSPECTION AND ACCEPTANCE

SECTION E - INSPECTION AND ACCEPTANCE

E.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

FEDERAL ACQUISITION REGULATION (48,CFR Chapter 1) CLAUSES

NUMBER	DATE	TITLE
52.246-2	Jul 1985	INSPECTION OF SUPPLIES--FIXED-PRICE
52.246-4	Feb 1992	INSPECTION OF SERVICES--FIXED-PRICE
52.246-16	Apr 1984	RESPONSIBILITY FOR SUPPLIES

E.2 STANDARD OF PERFORMANCE AND ACCEPTANCE OF SYSTEM

This clause establishes a standard of performance which must be met before any equipment and/or software delivered under this contract is accepted by the Government. This provision also includes replacement, substitute equipment, equipment which is added or field-modified (modification of equipment from one model to another) and other software or ILS modules added after a successful performance period.

(a) PERFORMANCE PERIOD (FOR TESTING AND ACCEPTANCE)

The performance period shall begin on the workday following completion of the installation of ILS hardware and/or software and any data conversion that has been tasked to the contractor. The performance period shall end when the-system has met the standard of performance for a period of thirty (30) calendar days by operating in conformance with the Contractor's technical specifications and functional descriptions, or as quoted in the Contractor's proposal, which must satisfy the requirements of Section C. The acceptable level of performance for the ILS is defined as not having more than one (1) service call during the thirty calendar day performance period. Only service calls which represent an actual failure/problem caused by the contractor-provided ILS hardware/software or conversion will be counted under this provision.

(b) CONTINUANCE OF PERFORMANCE PERIOD

If the system (or software module) does not meet the standard of performance during the initial consecutive thirty (30) calendar days, the performance period may continue on a day-by-day basis until the standard of performance is met for a total of thirty (30) consecutive calendar days.

(c) FAILURE TO MEET STANDARD OF PERFORMANCE

If the system (or software module) fails to meet the standard of performance after 90 calendar days from the installation date or start of the performance period, whichever is later, the Government may at its option request a replacement of the equipment and/or software or terminate the contract for default and request the immediate removal of the equipment and software.

E.3 DATE OF ACCEPTANCE

The Government shall not accept the ILS hardware and software and shall not pay charges until the standard of performance is met.

Upon successful completion of the thirty (30) day performance test period, the Government will provide the contractor with written notice of acceptance. The actual date of acceptance will be the first business date following successful completion of the thirty (30) day performance period.

E.4 DELAY OF START OF PERFORMANCE PERIOD

If necessary, the Government may delay the start of the performance period, but such a delay shall not exceed thirty (30) consecutive days unless otherwise mutually agreed to.

E.5 DAILY RECORDS

The Government shall maintain appropriate daily records to satisfy the requirements of the paragraph entitled "Standard of Performance and Acceptance of System E.2 and shall notify the Contractor in writing of the date of acceptance.

E.6 Government Accepting Authority

The Government Accepting Authority will be specified in each delivery order.

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SECTION F - DELIVERIES OR PERFORMANCE

SECTION F - DELIVERIES OR PERFORMANCE

F.1 TERM OF CONTRACT

The initial term of this contract is from date of award through September 30, 1997. Total term of this contract shall not exceed September 30, 2001.

F.2 RESERVED

F.3 ALTERATIONS AND ATTACHMENTS

F.3.1 Government Alterations

Upon thirty (30) days written notice, the Government may make alterations or install attachments to the equipment, provided that such action will not create a safety hazard. The Government shall assume full liability for any damages and/or degradation in equipment performance attributable directly to such alteration or attachment. This requirement for written notice does not apply to the attachment of a peripheral device, such as a printer, to an existing external port.

F.3.1.1 Maintenance Charges

If alterations made by the Government increase the cost of maintenance, mutually agreeable arrangements for additional maintenance under this contract, as applicable, shall be made for each installation.

F.3.1.2 Re-programming

Any re-programming mutually agreed to by the contractor and the Government which is required to accommodate such alterations and/or attachments will be accomplished at the Government's expense.

F.3.2 Contractor Alterations

Contractor-sponsored alterations or attachments to the system shall be made only with the consent of the Government.

F.4 RELOCATION OF EQUIPMENT

F.4.1 Emergency Movement

Except in an emergency, equipment shall not be moved from the general location in which installed unless the contractor has been notified that a move is to be made.

F.4.2 Authorized Movement

Upon written notification to the contractor, equipment may be transferred from one Government location to another under this contract. Maintenance charges shall be suspended during the period of transfer not to exceed thirty (30) calendar days. There will be no cessation of maintenance charges if equipment to be transferred will be re-installed within a thirty (30) calendar day period of the start of transfer.

F.4.3 Reserved
F.4.4 Reserved

F.4.5 Geographic Area

If the equipment is relocated to a geographic area where the contractor does not have the necessary and required support facilities or if the contractor will incur additional support costs at the new location, then continued maintenance support of the relocated equipment shall be subject to mutual agreement.

F.5 TRANSPORTATION OF EQUIPMENT

F.5.1 Transportation

All shipments to and from the site(s) specified in the delivery order shall be made at the contractor's expense. The contractor shall make all arrangements for transportation and shipment on Commercial Bills of Lading.

F.5.2 Rigging and Drayage

The Government shall pay only those rigging and drayage costs incurred at the Government's location except that the contractor shall pay all rigging and drayage costs when the equipment is moved for mechanical replacement purposes.

F.6 Reserved.

F.7 MAINTENANCE DOWNTIME CREDITS

F.7.1 Definition

System downtime is that period of time during the Principal Period of Maintenance when the system is inoperative and no scheduled workload can be accomplished due to a malfunction in the hardware equipment or operating software covered under this contract, or the system is inoperative and no scheduled workload can be accomplished because the system is released to the contractor for remedial services.

F.7.2 Period of Downtime

Downtime shall commence at the time of the actual contact with the contractor's maintenance representative at the designated point of contact or with the contractor's answering service or other continuous telephone coverage provided to permit the Government to make such contact. Downtime shall end when the system and/or machine is returned to the Government in operable condition, including operating software regeneration, if required, ready to perform the scheduled workload and is accepted by the Government.

F.7.3 Maintenance Credit for Downtime

If the system or individual machine (s) remains inoperative and cannot perform the scheduled workload due to an equipment or operating software malfunction through no fault or negligence of the Government for a period of twenty-four (24) consecutive PPM hours (7:00AM-7:00PM) or more than eighteen (18) non-consecutive PPM hours during a seventy-two (72) hour period, the contractor shall grant a credit to the Government, not to exceed the Total Monthly Charges as defined in Section J, Attachment C, for each hour of downtime in the amount of one (1) percent of the Total Monthly Charges due under this contract. However, no credit shall be due the Government for operating software malfunctions when

a. the malfunction is not attributable solely to the contractor supplied software, and/or

b. the Government has made any additions or alterations or otherwise modified the operating software.

The credit for downtime shall be computed to the nearest whole hour. No credit shall accrue to the Government during those periods when the contractor is denied access to the equipment and the amount of credit granted shall not exceed 1/22nd of the Total Monthly Charges for the Court Site for any calendar day.

F.7.4 Use of Equipment during Downtime

During a period of downtime, the Government may use operable equipment when such action does not interfere with remedial maintenance. The credit provisions of paragraph F.8.3 do not apply to machine(s) that remain in use by the Government.

F.8 DELIVERY REQUIREMENTS AND OPTIONS

F.8.1 Delay of Installation

The Government reserves the right to delay the delivery date (as specified on the delivery order) by up to thirty (30) days at no additional cost to the Government, provided that:

a. The contractor will receive written notice from the Contracting Officer or designated COTR fifteen (15) working days prior to the scheduled delivery date.

b. Any delivery delays beyond thirty (30) calendar days shall be mutually agreed to by the contractor and the Government.

F.8.2 Receipt of Order

In the absence of contrary evidence a Delivery Order shall be presumed received by the contractor when issued and placed in the mail, 'Faxed' or hand delivered to the contractor.

F.8.3 Deliverable Items/Delivery Time

Deliverable items required hereunder are specified as to item number and item description in Section B of the contract. The actual quantities to be provided as well as the locations shall be stated in each

delivery order issued pursuant to this contract. Delivery shall be within 30 days after receipt of a delivery order unless otherwise specified in the order.

F.9 CLAUSES INCORPORATED BY REFERENCE

STOP-WORK ORDER	FAR 52.212-13	(APR 1989)
GOVERNMENT DELAY OF WORK	FAR 52.212-15	(APR 1984)
F.O.B. DESTINATION	FAR 52.247-34	(NOV 1991)

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SECTION G - CONTRACT ADMINISTRATION DATA

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 INVOICE REQUIREMENTS

a. Invoices shall be submitted in an original and two (2) copies to the address specified on the delivery order. To constitute a proper invoice, the invoice must include the following information and/or attached documentation:

1. Name of the business concern and invoice date.

2. Contract number, or other authorization for delivery of property or services.

3. Description, price, and quantity of property and services actually delivered or rendered.

4. Shipping and Payment terms.

5. Name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent. The "remit to" address must correspond to the remittance address in the contract.

6. Other substantiating documentation, reports, or information as required by the contract.

b. To assist the Government in making timely payments, the contractor shall furnish the following additional information either on the invoice or on an attachment to the invoice:

1. Date(s) that property was delivered or services rendered.
2. Address where services were rendered.
3. Credits (if applicable).
4. Contractor's complete remittance or check mailing address.
5. Delivery Order Number
6. Serial Numbers of Property Delivered

G.2 DISCOUNTS FOR PROMPT PAYMENT

a. Discounts for early payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a

prompt payment discount in conjunction with the offer, offerors awarded contracts may include prompt payment discounts on individual invoices.

b. In connection with any discount offered for prompt payment, time shall be computed from the date the invoice is received by the Government. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the date on which an electronic funds transfer was made.

c. The ending date of the discount period will be determined by applying the number of calendar days specified by the contractor beginning with the later of:

1. The date of completion of performance of the services, or

2. The date a proper invoice or voucher is received in the office specified by the Government.

G.3 ADDITIONAL INVOICE AND PAYMENT PROVISION

G.3.1 Invoices for Full Month

The contractor shall render invoices (original and 2 copies) for monthly charges at the end of the month for which the charges accrue. (See General Provision G.1, Invoice Requirements.)

G.3.2 Reserved

G.3.3 Credits

Any credits due the Government shall be applied against the contractor's invoices with appropriate information from the Government substantiating the credit attached.

G.3.4 Purchase Invoice and Payment Provision

a. The contractor shall be paid, upon submission of proper invoice after acceptance of services and deliverables. (E.1, E.2, Inspection of Services/Supplies - Fixed Price, E.6, Standard of Performance and Acceptance of Equipment; G.1, Invoice Requirements.)

b. Payment of invoices will be made based upon acceptance by the Government of the complete service or the tangible product deliverable(s) invoiced. For any services that have no tangible products, payments will be based upon certification by the Government of satisfactory service provided.

c. If the supplies or services are rejected for failure to conform to the technical requirements of the contract, or for damage in transit or otherwise, the provisions in paragraph a. of this clause will apply to the new delivery of replacement supplies.

d. Payment to the contractor will not be made for temporary work stoppage due to circumstances beyond the control of the agency such as Acts of God, inclement weather, power outages, etc., and results thereof, and/or temporary closing of facilities at which contractor personnel are performing. This may, however, be justification for excusable delays.

e. Normally no overtime payments will be made on this contract. However, the Contracting Officer may authorize payment for overtime by contractor employees, at the rate of one and one-half times the applicable direct labor rate, when required to meet any task order requirements on a bona fide exigency basis. The contractor must receive the approval of the Contracting Officer for all overtime prior to it being performed. Overtime will not be authorized to compensate for shortcomings in contractor performance.

f. Final services will be so identified and submitted monthly when tasks have been completed and no further charges are to be incurred. A copy of the written acceptance of any service completion must be attached.

G.4 METHOD OF PAYMENT

a. Payments under this contract will be made by check through the Treasury Financial Communications System at the option of the Government.

b. The contractor shall forward the following information in writing to the Contracting Officer located at:

Administrative Office of U.S. Courts
IRM Services Division
Acquisition Support Branch
One Columbus Circle, NE, Suite 3-100
Washington, D.C. 20544
ATTN: Kevin Sullivan

Not later than 7 days after receipt of notice of award.

1. Full name (where practicable), title, phone number, and complete mailing address of responsible official(s) to whom check payments are to be sent.

G.5 AUTHORITIES OF GOVERNMENT PERSONNEL

Notwithstanding the contractor's responsibility for total management of this contract, the administration of the contract will require maximum coordination between the Government and the contractor. The following individuals will be the Government's points of contact during the performance of the contract:

G.5.1 Contracting Officer

The Contracting Officer will be Kevin Sullivan. The contractor shall forward all communications pertaining to contractual and/or administrative matters to the Contracting Officer located at:

Administrative Office of U.S. Courts
IRM Services Division
Acquisition Support Branch
One Columbus Circle, NE, Suite 3-100
Washington, D.C. 20544
ATTN: Kevin Sullivan

G.5.2 Contracting Officer's Technical Representative (COTR)

The COTR after contract award, will be Larry Boyer, Administrative Librarian, Appellate and Circuit Court Administration Division, Office of Court Programs, or his/her designee. The COTR will receive for the Government any additional work called for and will represent the CO in the technical phases of the work. The COTR will provide no supervisory or instructional assistance to contractor's personnel. The COTR is not authorized to change any of the terms and conditions of the contract. Changes in scope shall be made only by the CO by properly executed modifications to the contract. Responsibilities of the COTR include:

a. Monitoring the contractor's performance to ensure compliance with technical requirements of the task.

b. Reviewing and approving of progress reports, technical reports, etc., which require Government approval.

c. Approving the payment of contractor invoices.

d. Notifying the CO immediately if performance is not proceeding satisfactorily.

e. Ensuring that changes in work under the contract are not initiated before written authorization or modification is issued by the CO.

f. Providing the CO a written request and justification for changes.

g. Furnishing interpretations relative to the meaning of technical specifications and technical advice relative to CO approvals of subcontracts, overtime, travel to general purpose meetings, etc.

h. Taking responsibility for inspection and acceptance of services and deliverables. Visiting the contractor's facilities to check performance as authorized by the contract's inspection clause.

G.6 INTEREST ON OVERDUE PAYMENTS

The Prompt Payment Act of 1982 is not applicable to the Federal Judiciary; therefore, interest on overdue payments, in accordance with the provisions of this Act and OMB Budget Circular A-125, is not available under this contract.

b. Automobile General Liability Insurance - minimum $200,000 per person; $500,000 per accident; property damage $20,000.

c. Comprehensive General Liability Insurance - minimum of $500,000 for bodily injury per incurrence.

Prior to commencement of work hereunder, evidence of required insurance and bonds shall be furnished in a form satisfactory to the Contracting Officer. In addition, the contractor shall furnish evidence of a commitment by the insurance carrier to notify the Contracting Officer in writing of any material change, expiration, or cancellation of any of the insurance policies or bonds required hereunder not less than thirty (30) days before such change, expiration or cancellation is effective.

H.9 SOFTWARE RIGHTS

H.9.1 COTS Software Escrow Account

Prior to the delivery of the initial copy of any commercial off-the-shelf (COTS) software acquired by the AO under this contract, the contractor shall designate a custodian who is acceptable to the AO and shall deposit with that custodian two copies of all source code and complete maintenance documentation for the software, in both hard copy and electronic format. The contractor shall warrant that the deposited source code is suitable for reproduction and consists of the full source language statement of the programs that make up the system and complete program maintenance documentation including all schematics and annotations that constitute the program design specifications, as well as all other material necessary to allow a reasonably skilled programmer or analyst to maintain or enhance the program without the help of any other person or reference material. The contractor shall maintain all revisions, corrections, enhancements, or other changes so that they apply directly to the current or updated release of the source code.

Prior to deposit of the source code and documentation and after each update/release, the contractor shall give the AO the opportunity to examine the code and all documentation to verify the above requirements are fully met. The material shall be held by the designated custodian for delivery to the AO if the contractor becomes unable to, or otherwise fails to, maintain the software during the warranty period or maintenance period, or if the contractor should declare bankruptcy. In the event of any of the above, the AO shall direct the contractor to notify the custodian to release to the AO the source code and all documentation.

H.9.2 Rights to Requested Modifications

The contractor shall provide the AO unrestricted rights to any software modification provided in response to any task orders issued under this contract.

H.9.3 Rights for Upgrade

The contractor shall provide the AO the source code for all commercial updates, including the same base (H.5..2) or extended (H.5.3) rights, for all software covered under the maintenance provisions of this contract. The contractor shall provide all tools and documentation needed to allow the AO to convert and/or install unmodified software to the new version. When specified by individual delivery order, the contractor shall install version upgrades at the site(s) specified.

H.10 SOFTWARE WARRANTIES

H.10.1 Limitation of Warranty for AO Furnished Software

In lieu of any other warranty expressed or implied herein, the AO warrants that any software supplied for contractor usage as AO-furnished property will be suitable for their intended use on the system(s) for which designed. In the case of software acquired by the AO from a commercial source, such warranty is limited to that set forth in the contractual document covering the product(s). Should AO-furnished software not be suitable for their intended use on the system(s) for which designed, except where such property is furnished "as is", the contractor shall notify the CO and supply documentation regarding any defects and their effect on progress under this contract. The CO, upon receipt of such written request, will consider equitably adjusting the delivery or performance dates or contract price, or both, and any other contractual provision affected by the Government-furnished property. This shall be the contractor' exclusive remedy.

H.10.2 Software Defects Warranty

At no additional charge to the AO the contractor shall warrant, for a period of one (1) year from the date of acceptance (see Section E, "Inspection and Acceptance"), that each contractor-provided item of software will be kept in full operating condition without any cost to the AO; and, further, that the contractor will bear all costs related thereto, including, but not limited to, travel, labor and documentation. This warranty shall cover changes, updates (including modifications required by changes in Federal legislation or regulations), enhancements, and detection and correction of all software errors, as well as the correction of all errors or the replacement of defective software within five (5) days after notification that a software correction is required. Failure to comply with this requirement will result in the extension of the warranty period to include one (1) day for each day the software is not fully operative, computed from the initial notification to the contractor.

H.10.3 Currentness of Package with Technical Environment

The contractor shall warrant that all contractor-provided software accepted by AO shall be kept operational and current with respect to the latest version/release of the related DBMS, operating system and supporting utilities; and that in no case will this be accomplished more than six (6) months after a commercial release of an aforementioned item without the AO's agreement.

H.11 HARDWARE WARRANTY

The contractor shall provide a minimum one-year hardware warranty for any equipment delivered under this contract. The warranty period shall begin at the date of acceptance. In addition, the contractor shall pass-thru to the Government any additional Original Equipment Manufacturer (OEM) warranty for the equipment delivered under this contract.

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SECTION I - CONTRACT CLAUSES

I.8 DEFINITIONS (AOUSC 1985)

As used in this Agreement, the following terms shall have the meanings set forth below:

a. The term "Director" means the Director of the Administrative Office of the United States Courts (unless in the context of a particular section, the use of "Director" manifestly shows that the term was intended to refer to some other officer for purposes of that section), and the term "his duly authorized representative" means any person or persons or board (other than the Contracting Officer) authorized in writing to act for the Director.

b. The term "Contracting Officer" means the person executing this Agreement on behalf of the Government, and any other successor Contracting Officer who has responsibility for this Agreement.

c. The term "subcontracts" includes purchase orders.

I.9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 1989)

This contract is renewable at the prices stated in Section B, at the option of the Government, by the Contracting Officer giving written notice of renewal to the contractor by the first day of the next one year period or within 30 days after funds for that contract year become available, whichever date is the later; provided that the Contracting Officer shall have given preliminary notice of the Government's intention to renew at least 30 days before this contract is to expire. Such a preliminary notice of intent to renew shall not be deemed to commit the Government to renewals. If the Government exercises this option for renewal, the contract as renewed shall be deemed to include this option provision. However, the total duration of this contract, including the exercise of any options under this clause, shall not exceed September 30, 2001.

I.10 DISCLOSURE OF INFORMATION (AO 1995)

a. Information made available to the contractor by the Federal Judiciary for the performance or administration of this contract shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer. The contractor agrees to assume responsibility for protection of the confidentiality of Government records.

b. To the extent the information is otherwise publicly available, it is public information and is not restricted by operation of this clause. However, if public information is provided to the contractor for use in performance or administration of this contract o n a media, format, or otherwise in a manner in which it is not available to the public, such information may not be used for any other purpose by the contractor except with the written permission of the

Contracting Officer. If the contractor is uncertain about the availability or proposed use of information provided for the performance or administration of this contract, the contractor will consult with the COTR regarding use of that information for other purposes.

c. Each officer or employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein, and that further disclosure, of any such information for a purpose or to an extent not so authorized may subject the person(s) responsible to criminal sanctions imposed by 18 U.S.C. § 641. That section provides, in pertinent part, that whoever without authority, sells, conveys, or disposes of any record of the United States or whoever receives the same with intent to convert it to their use or gain, knowing it to have been converted, shall be guilty of a crime punishable by a fine of up to $10,000, or imprisoned up to ten years, or both.

d. This clause expressly limits the applicability of the Rights in Data - General Clause FAR 52.227-14(d)(1), if it is also in this contract.

SECTION J - ATTACHMENTS

SECTION J, ATTACHMENT A - Part 1

J.A.
1 - ILS QUESTIONNAIRE

The Offeror Shall indicate by answering "yes" or "no" in the last column whether or not the proposed system provides the capability in question.

J.A.1.1	**ACQUISITION MODULE**	
J.A.1.1.1	**General Features**	
J.A.1.1.1.1	Does the acquisitions module interface fully with the:	
	a. online catalog module	
	b. cataloging module	
	c. circulation module	
	d. serials control module	
	e. reports module	
J.A.1.1.1.2	Is the system acquistion fuction capable of taking in, retaining, and outputting bibliographic records in the full MARC format?	
J.A.1.1.1.3	Is the system acquistion fuction capable of taking in, retaining, and outputting authority records in the full MARC format?	
J.A.1.1.1.4	Is it possible to suppress from public display in the online catalog any or all acquisitions records?	
J.A.1.1.1.5	Do the types of materials accommodated include:	
	a. Monographs	
	b. Monographs in series	
	c. Serially updated mongraphs	
	d. Serials	
	e. Law reports and statutes	
	f. Continuations	

	g. Documents	
	h. Blanket orders	
	i. Memberships	
J.A.1.1.1.6	Does the ILS accommodate and identify items in the following formats:	
	a. print	
	b. microfilm	
	c. microfiche,	
	d. film	
	e. video	
	f. audio	
	g. floppy disk	
	h. CD-ROM	
J.A.1.1.1.7	Does the data stored in the acquisitions files include:	
	a. Bibliographic information	
	b Acquisitions type, such as order, gift, or approval	
	c. Status information, such as on order or received	
	d. Consignee/copy/fund information, including non-library procurement	
	e. Price and invoice information, both list and discounted prices	
	f. Vendor information	
	g. Vendor report information	
	h. Accounting information	
	i. Requestor	
	j. Location(s)(i.e., destination)	
	k. Instructions to vendor (free text)	

J.A.1.1.3	**Fund File Records**	
J.A.1.1.3.1	Does the ILS provide fund accounting to track the expenditure of funds during the acquisitions process by the federal fiscal year (October 1 through September 30)?	
J.A.1.1.3.2	Does the ILS provide fund accounting files containing records for each fund set up for purchase of materials?	
J.A.1.1.3.3	Does the ILS maintain completely separate fund files for each library in the circuit, thereby allowing completely different fund structures for each library in the circuit?	
J.A.1.1.3.4	Does the ILS provide constantly updated fund information as a result of actions on the acquisitions file?	
J.A.1.1.3.5	Does the ILS update the encumbrances in the fund file concurrently with the production of purchase orders?	
	Are encumbrances also updated as order cancellations are produced?	
J.A.1.1.3.6	Do the ILS fund file records include the following information:	
	a. Fund identifier or code	
	b. Budget object code	
	c. Amount budgeted	
	d. Amount encumbered fiscal year to date	
	e. Amount expended fiscal year to date	
	f. Uncommitted balance	
	g. Encumbrances carried from previous year	
	h. Cash balance	
	i. Supplementary budget allotments and rescissions	
	j. Reprogramming from one fund to another	
	k. Any alterations in obligated funds	
J.A.1.1.3.7	a. Does the ILS accommodate an unlimited number of fund file records?	

J.A.1.4.17	Does the system permit keyboard shortcuts when implemented with the GUI interface?	
J.A.1.4.18	Does the system permit the use of a mouse when in a character based interface?	
J.A.1.5	**Reports**	
J.A.1.5.1	Does the system produce batch reports for time periods specified by the libraries, including but not limited to daily, weekly, monthly, quarterly and annual reports?	
J.A.1.5.2	Does the system support a wide range of formatting options including:	
	a. Tabular and text presentation	
	b. Column justification	
	c. Column widths	
	d. Number of lines per page	
	e. Number of significant digits	
	f. Paragraph indentation	
	g. Page headers and footers	
	h. Footnotes	
	i. Underscoring	
	j. Overstriking	
	k. Choice of titles	
	l. Column headings	
	m. Row labels	
	n. Automatic or forced pagination	
J.A.1.5.3	Reserved.	
J.A.1.5.4	Does the system provide at least four levels of report nesting capabilities as determined by the libraries at the time of the report?	

	a. selection of details of charging and discharging	
	b. placing holds	
	c. formatting	
	d. changing text of notices	
J.A.1.6.1.4	Is the system capable of accommodating a variety of material types including:	
	a. serials	
	b. documents	
	c. microforms	
	d. audio-visual materials	
	e. CD-ROM	
	f. other	
J.A.1.6.1.5	Does the system provide the ability to record in-library use by scanning labels on materials being reshelved?	
J.A.1.6.1.6	Does the system supply management information about utilization of the collection to aid in staff scheduling and library material selection, weeding and storage?	
J.A.1.6.1.7	Does the system support retention of historical records on title use, including borrower category data, but provide for deletion of individual borrower use information to protect the privacy of borrowers?	
J.A.1.6.1.8	In all circulation functions, does the system display item location, brief title, and complete call number in any summary list, e.g., of items on loan to a borrower and renewable items to authorized library users?	
J.A.1.6.1.9	Does the system accept partially cataloged or uncataloged materials?	
J.A.1.6.1.10	Does the system provide an item status function?	
J.A.1.6.1.11	Does the system provide statistics on the number of times a title or a copy has circulated?	
J.A.1.6.2	**Charging and Discharging Features**	

J.A-2.1.9 Describe how the ILS supports a six-line consignee address, at a minimum, and a variable length note field.

J.A-2.1.10 Does the ILS fund file structure allow multiple levels of file record nesting? How many levels are allowed? What is the maximum length of the fund code field?

J.A-2.1.11 Explain how the proposed system, at a minimum, accommodates and provides access by a variety of classification schemes, including LC, Dewey, Los Angeles County Law, and Superintendent of Documents.

J.A-2.1.12 Explain how the proposed system accommodates simple changes in serials titles, as well as title changes resulting from publication splits and mergers.

J.A-2.1.13 Describe how the proposed system handles changes in publication patterns and frequencies.

J.A-2.1.14 Indicate the number of borrower types supported by the proposed system.

J.A-2.1.15 Explain how the proposed system carries out back up of circulation files.

J.A-2.1.16 Describe the loan periods available in the system being proposed.

J.A-2.1.17 Specify the material types handled by the system being proposed.

J.A-2.2 EASE OF USE

J.A-2.2.1 Describe the online help system. This description should include:

a. the method of accessing help at any point during an ILS session;

b. whether context sensitive help is available;

c. whether help modes are configurable according to user login type (online catalog users, library staff, system administrators);

d. whether help for the entire system is available at any time during a session.

e. whether the library's staff has the ability to alter these messages.

b. Issues arrive earlier or later than prediction specification;

c. Issue carries a date or enumeration different from that expected;

d. Issue is an unexpected "extra" not included in the prediction record.

J.A-2.2.11 Describe, step-by-step, how the proposed system provides for check-in of titles that do not have a predictable pattern of enumeration or chronology, with a minimum of keystrokes and screen changes. This description should contain what provisions are furnished by the system to assure uniformity and consistency in data entry when check-in procedure requires that issue-specific information be manually entered into the system.

J.A-2.2.12 If offered, describe the Graphical User Interface (GUI) implementation, highlighting the advantages relating to the requirements of this solicitation. Discuss the impact upon the sizing of equipment, configuration of workstations, and response time for remote connections if GUI is used.

J.A-2.2.13 Identify (any) differences in content between the display for GUI and text based systems for each proposed modules.

J.A-2.3 CORPORATE QUALIFICATIONS

J.A-2.3.1 The offeror shall provide detailed information on the corporation's past performance. The offeror shall provide the following information for a minimum of three (most recent)contracts for integrated library systems, or modules thereof, for special libraries and law libraries in the U.S.: The company name, address, telephone number, point of contact, services provided, dollar value of the contract, modules installed and date of installation.

J.A-2.3.2 Describe how the offeror provides customer service and ensures its continuous improvement and responsiveness.

J.A-2.3.3 Describe any users' group on the offeror's software, the offeror's involvement in the users' group, the membership, and the officers and their telephone numbers.

J.A.2.4 Standards

J.A.2.4.1 Which of the standards listed in J.E. Part II, J does the proposed ILS comply with? Explain/describe how the ILS complies with each of the J.E, Part II, J Standards.

The United States Courts Library Program was approved and funded by Congress in fiscal year 1981. Today there are 13 Circuit libraries. All but two of the circuit libraries consist of a headquarters library and satellite libraries at some distance from headquarters. There are more than 100 satellite libraries throughout the federal court library system. There are also many shared or chambers facilities. The goals of the federal court library program are to provide judges and other court personnel with efficient and effective library and information services and with assistance in managing law book collections in libraries and judges' chambers. All libraries are responsible for providing general and legal research and reference services to judges and their staff as well as other researchers employed by the courts. The library program is coordinated in Washington, D.C., by the Appellate Court and Circuit Administration Division of the AOUSC.

The library program within each of the thirteen circuits is under the management of the United States Courts of Appeals by statute (28 U.S.C. Sec. 713). The library program in each circuit, including all satellite libraries, is administered by a circuit librarian. The circuit librarians are responsible for library program management within the circuit and the following applications: circulation, acquisitions, interlibrary loan, cataloging and classification, and serials control. In addition to developing and operating a library collection, circuit and satellite librarians are responsible for ordering and renewing all titles for nearly 2000 judges' chambers collections, as well as other court offices and court-related agencies, for maintaining the Property Accountability Reports (title lists) of law books and subscriptions for these same collections, and for ordering the basic recommended collections for all newly appointed Article III (circuit and district) and Article I (bankruptcy and magistrate) judges.

Although the U.S. Courts Library Program has a common mission, the nature and scope of responsibilities vary among the circuit libraries depending upon the size of the circuit and the number of satellite libraries within the circuit. For example, the thirteen circuit libraries and five of the 100+ satellite libraries are selective depository libraries of the Government Printing Office's depository library program.

Each circuit has an identity of its own and preferred ways of operating that may differ from other circuits. Thus, an ILS must be flexible to meet the requirements of each circuit and still be able to generate a cohesive statistical picture of the Court library program as a whole. See Section J, Attachment F for descriptions of three different circuit libraries: the D.C. Circuit Library is the smallest library, the Fifth Circuit Library is an example of mid-sized library, and the Ninth Circuit Library is the largest library of the federal court system.

There are many unique features about the federal circuit courts library program:

- Most circuit libraries serve a wide geographic area spread over several states. Librarians are apt to be dispersed to satellite libraries at remote locations, and judges' chambers are even more widely dispersed.

- The collections managed by the circuit libraries include judges chambers collections. Thus, a circuit library typically orders hundreds of copies of certain multi-volume publications to be shipped individually to large numbers of consignee names and addresses. See Section J, Attachment J for a list of books approved for judges' chambers.

- Judges' chambers collections are not cataloged. However, the circuit libraries are responsible for providing a current and ongoing title and cost list called a Property Accountability Report (PAR) for each chambers. (See Section J, Attachment I for a sample PAR.)

- Bulk transfers of uncataloged materials occur frequently in the federal court library program and must be recorded on PARs.

- Circulation in federal court libraries is minimal, but, borrowers must have twenty four hour access, so a simple procedure for checking out materials without library staff must be provided. The law books in judges' chambers are not available for general circulation.

RLIN - Research Libraries Information Network. A bibliographic utility used by the Ninth Circuit Library for some cataloging of library materials.

Satellite Library - Any library in a circuit that reports to the Headquarters library; equivalent to a branch library in other types of library systems.

Ship to - Consignee.

System - The total package of modules, including software and hardware (including telecommunications devices) which make up one complete configuration; the ILS.

Total Monthly Charges - Total monthly charges are the total amount the contractor charges for full coverage monthly maintenance in accordance with the provisions of Section C, The Statement of Work and Section B, Supplies or Services and Process/Costs.

USMARC - An implementation of ANSI/NISO Z39.2, the American National Standard for Bibliographic Information Interchange. The USMARC format documents contain the definitions and content designators for the fields that are to be carried in records structured according to Z39.2 GILS records in *USMARC Format for Bibliographic Data*. This documentation is published by the Library of Congress.

Voucher - A form used to authorize and document expenses which will be paid from appropriated funds. Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal is prescribed for the payment of all supplies purchased from commercial vendors. All invoices submitted to a court disbursing office for payment must be accompanied by a voucher certifying payment. See further *Guide to Judicial Policies and Procedures*, Vol. I, Chap.VII, Pt.E, Sec.2.

ATTACHMENT E
FIP STANDARDS, OTHER STANDARDS AND DOCUMENTS

I. Introduction.

The standards, specifications, handbooks, and other documents listed below in II. A. through II.I are mandatory requirements that must be complied with under this solicitation. The standards in II.J are evaluation items under the Technical Evaluation Excellence factor as described in M.3.1.4. The Contractor shall address all of the standards below, shall provide certification that the proposed Integrated Library System is in compliance or non-compliance, with each item. The following documents of the exact issue shown form a part of the contract to the extent specified elsewhere in the contract. In the event of conflicts between the documents referenced below and the contents of Section C, Specifications, the contents of Section C shall be considered a superseding requirement. In the event of conflicts between Government and non-Government documents, Government documents shall take precedence. Where Government documents are in draft form, the corresponding non-Government documents will apply until Government documents become final.

II. Standards Documents.

Government Documents:

A. Federal Information Processing Standards.

FIPSPUB1-2	Code for Information Interchange, Its Representations, Subsets, and Extensions, 14 Nov 84
FIPSPUB107	Local Area Networks; Baseband Carrier Sense Multiple Access with Collision Detection Access Method and Physical Layer Specifications and Link Layer Protocol, 31 Oct 84
FIPSPUB120-1	Graphical Kernel System (GKS), 8 Jan 91
FIPSPUB127-2	Database Language SQL, 2 June 93
FIPSPUB128-1	Computer Graphics Metafile (CGM), 11 Mar 93

FIPSPUB151-2	POSIX: Portable Operating System Interface for Computer Environments, 12 May 93
FIPSPUB152	Simple Generalized Markup Language (SGML), 26 Sept 88
FIPSPUB153	Programmers Hierarchical Interactive Graphics Standard (PHIGS), 14 Oct 88
FIPSPUB156	Information Resource Dictionary System (IRDS), 5 Apr 89
FIPSPUB158-1	The User Interface Component of the Applications Portability Profile, 29 May 90

B. National Institute for Standards and Technology (formerly National Bureau of Standards) Documents.

NBSIR 88-3813	Initial Graphics Exchange Specification (IGES) (June 1988: Version 4.0
NIST Special Pub 500-187	Applications Portability Profile (June 1993)

C. Code of Federal Regulations.

Reserved

D. Federal Communications Commission Regulations.

FCC Rules Part 15	Subpart J (certification for control of electromagnetic emissions: Class B)

Non-Government Documents:

E. American National Standards Institute Documents.

ANSI X3.4-86	7 Bit American National Standard Code for Information Interchange (ASCII)
ANSI X4.114-84	Keyboard Arrangement of Alpha-Numeric machines

F. Electronic Industries Association Standards.

Reserved.

G. Institute of Electrical and Electronics Engineers Standards.

IEEE 802.3-85	Standard for Local Area Networks (1985)
IEEE 802.3A-88	Supplement to IEEE 802.3 (1988)

H. International Standards Organization Documents.

ISO/IS 8613	Information Processing Systems -- Open Systems Interconnection -- Specification for Office Document Architecture/Office Document Interchange Format(ODA/ODIF)
ISO 8802-2	Information Processing Systems - Local Area Networks - Part 2: Logical Link Control, 1989
ISO 8802-3	Information Processing Systems -- Local Area Networks --Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specification, 1989

I. National Fire Protection Association.

NFPA 70-87	National Electrical Code

The headquarters library staff also has access to specialized electronic information services for research ranging over a wide variety of topics. These services include *NEXIS* and *Westlaw*, the *Washington Alert* service which covers actions by the Congress from the 99th Congress to date, the *Dialog Information Service* which has more than 500 data files with citations to publications in subject areas such as business, finance, international relations, sciences, social sciences, and the humanities, and the *DataTimes News* service which includes the full text of the *Wall Street Journal* and a number of regional newspapers. Additional research is carried out using a variety of other online services such as FedWorld and many specialized resources on the Internet.

The acquisitions staff of the headquarters library handle publications orders for court libraries, judges' chambers, and other court units. Services provided by the headquarters acquisition staff include verification of order information, preparation of orders, and follow up to resolve problems with orders and subscriptions. Satellite librarians serve as liaison between their local court and the headquarters acquisitions staff. The satellite librarians submit requisitions for items to be ordered for their court libraries and local judges and work with headquarters, Administrative Office, and publisher staffs to track outstanding orders and resolve order fulfillment and payment problems.

The requisition submission and tracking is automated through a library-developed database management application installed in each branch library. Each librarian submits orders electronically by transferring PC files to the headquarters for processing and transmittal to the Administrative Office. The LIBRA application, developed at the Administrative Office, is used to finally submit orders for processing to the Administrative Office Lawbooks Section.

Because of its size and the number of personal computers used in its libraries, the Ninth Circuit is the only Federal court library system that has a dedicated personal computer systems analyst who is responsible for local support of circuit libraries' automation efforts. The headquarters library maintains a Novell Netware local area network for file/printer sharing and electronic mail. In order to extend access to this local area network to all branch libraries, the communications software package pcAnywhere is used in conjunction with a Chatterbox communication server to implement system-wide electronic mail and file transfer.

ESTIMATED CONCURRENT USERS*

COURT	YEAR 1 HQ LIB	YEAR 1 SAT. LIB	YEAR 1 ON LINE CAT	YEAR 1 TOT	YEAR 2 HQ LIB	YEAR 2 SAT. LIB	YEAR 2 ON LINE CAT	YEAR 2 TOT	YEAR 3 HQ LIB	YEAR 3 SAT. LIB	YEAR 3 ON LINE CAT	YEAR 3 TOT	YEAR 4 HQ LIB	YEAR 4 SAT. LIB	YEAR 4 ON LINE CAT	YEAR 4 TOT
DC	3	0	4	7	3	0	4	7	4	0	5	9	4	0	5	9
Circuit 1	2	1	6	9	2	1	7	10	2	1	7	10	3	1	8	12
Circuit 2	6	4	6	16	7	4	7	18	7	5	7	19	8	5	8	21
Circuit 3	5	5	19	29	6	6	21	33	6	6	23	35	7	7	25	39
Circuit 4	6	5	4	15	7	6	4	17	7	6	5	18	8	7	5	20
Circuit 5	6	5	12	23	7	6	13	26	7	6	14	27	8	7	16	31
Circuit 6	4	10	9	23	4	11	10	25	5	12	11	28	5	13	12	30
Circuit 7	5	5	5	15	6	6	6	18	6	6	6	18	7	7	7	21
Circuit 8	6	6	18	30	7	7	20	34	7	7	22	36	8	8	23	39
Circuit 9	7	20	33	60	8	22	36	66	8	24	40	72	9	26	43	78
Circuit 10	4	3	10	17	4	3	11	18	5	4	12	21	5	4	13	22
Circuit 11	5	12	8	25	6	13	9	28	6	14	10	30	7	16	10	33
Circuit Fed	3	0	2	5	3	0	2	5	4	0	2	6	4	0	3	7

* Figures for Year 2 through Year 4 reflect the the estimated growth of concurrent users to increase by 30 per cent over the life of the contract

Section J, Attachment I - Part 1
Sample Forms

Section J, Attachment I - Part 2
Reports

Libra Reports

1. BOC status of funds

Date of Report For the Period

Circuit	Period	BOC 3121		BOC 3122		Total	
		Obligated	Expended	Obligated	Expended	Obligated	Expended
First	Oct						
	Nov						
	Dec						
	1st Qtr						
	Jan						
	Feb						
	Mar						
	2nd Qtr						
	Apr						
	May						
	Jun						
	3rd Qtr						
	Jul						
	Aug						
	Sep						
	4th Qtr						

Second							

Final Page is a Roll-Up of Year to Date Spending

Circuit		BOC 3121		BOC 3122		Total	
		Obligated	Expended	Obligated	Expended	Obligated	Expended
Second		YTD	YTD	YTD	YTD	YTD	YTD
Fourth							
Seventh							
Eight							
Ninth							
Eleventh							
DC							
Claims							
Total							

2. Obligation Expenditure by Publisher (Year to Date)

Date of Report For the Period

Publisher	Circuit	BOC 3121		BOC 3122		Total	
		Obligated	Expended	Obligated	Expended	Obligated	Expended
CBC							
	Second						
	Fourth						
	Seventh						
	Eight						
	Ninth						
	Eleventh						
	DC						
	Claims						
	Multi-district						
	Total						

2. Obligation Expenditure by Publisher (Year to Date) (continued from previous page)

Final Page is a Roll-Up of Year to Date Spending

Publisher		BOC 3121		BOC 3122		Total	
		Obligated	Expended	Obligated	Expended	Obligated	Expended
West							
Lawyers Coop							
BNA							
CCH							
Michie							
Matthew Bender							
CBC							
Shepards							
Other							

3. Title and Cost Inventory
Name: Judge John T. Doe
Address: U.S. Courthouse, room 1111, City, ST 00000
Date of Printing:

Publisher	Title	Author	New	Cost	Continuation	Cost	Copies	Status	PO ID	Order Date	Notes
West	Federal Reporter, 2d		X	$1800.00			1	NCS	93-1111	NA	Title ceased publication: Replaced by Federal Reporter, 3d
West	Federal Reporter, 3d				X	$1050.00	1	Active	96-0001	11/15/95	
LAWC	United States Code Service		X	$3500.00				NCS	94-1212	NA	
LAWC	United States Code Service				X	$635.00		Active	96-009	01/01/96	
Total				$5300.00		$1685.00					

4. Spending by Consignee Groups

Circuit	Consignee Groups	Consignee Type	Consignee Count	BOC 3121		BOC 3122		Total	
				Obligated	Expended	Obligated	Expended	Obligated	Expended
Second	Chambers	Appellate Judge							
		District Judge							
		Bankruptcy Judge							
		Magistrate Judge							
	Total								
	Library	Headquarter							
		Satellite							
	Total								
	Shared Collection	District							
		Bankruptcy							
		Magistrate							
	Total								
	Other	Staff Attorney							
		Probation & Pre Trial							
	Total								
Total									

ATTACHMENT K
DATA COMMUNICATIONS NETWORK (DCN)

The Federal Judiciary Data Communications Network (DCN) (USCA19001) provides local and wide area connectivity for major areas of the judiciary including judges' chambers, clerks' offices, and other court organizations. A DCN connection allows transfer of information between organizations; enables access to existing and future courts' host data processing systems on a variety of platforms; provides access to legal data base services; and establishes a connection to a common electronic mail service.

DCN services can be logically divided into the following three areas (Exhibit 1-1):

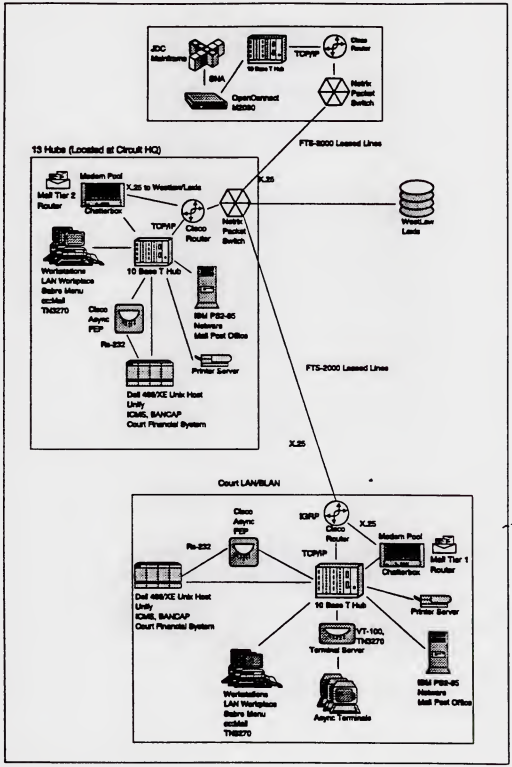
1. Local Area Networks (LANs): DCN LANs include the Novell NetWare 3.11 Operating System running on IBM PS/2 Model 95 file servers interconnected with existing DOS-based workstations using the 10BASE-T implementation of the IEEE 802.3i protocol. Connection to the LAN is via 802.3i Ethernet network interface cards. LAN users are also provided electronic mail access through cc:Mail.

2. Building LANs (BLANs): DCN LANs and other computing resources are locally interconnected through Building LANs (BLANs) via SynOptics concentrators using 10BASE-T. Resources connected through the BLAN include LANs, U.S. Courts' UNIX based host computers, terminals and printers. The BLAN supports TCP/IP and IPX/SPX in a hierarchical star topology. Connections to the BLAN are via unshielded twisted pair or fiber optic connection to a bridge or router module in the BLAN concentrator.

3. Wide Area Network (WAN): The Wide Area portion of the network consists of BLANs connected to the FTS2000-based WAN via customer premise equipment consisting of X.25 gateways, and switched dedicated digital equipment. As designed, 56Kbs lines provide connections between circuit hubs and 9.6Kbs between other locations. Computer Assisted Legal Research (CALR) access is supplied via a X.25 gateway.

DCN users are provided remote access through pcANYWHERE via the Chatterbox/NRS and 9.6 or faster modems. A separate 80386SX processor provides mail routing.

Exhibit 1-1. Current DCN Architecture



ATTACHMENT N - CAPABILITIES DEMONSTRATION INSTRUCTIONS

At the Government's option, the otherwise successful offeror shall perform a functional capabilities demonstration (FCD) of its capability to meet the requirements of this solicitation. Offerors shall provide the Government with a proposed FCD plan, prepared in accordance with the instructions in Section L.18.2.2.4 of the solicitation. The FCD plan, as well as the results of the FCD, will be used to validate the results of the technical evaluation as described in Section M of the solicitation. This shall include both the mandatory and color-scored capabilities/ functionality features proposed by the offerors.

J.N.1 INTRODUCTION

J.N.1.1 Demonstration Objectives

The FCD is structured to validate the capabilities of the proposed ILS system solution and allow the Government to view the offeror's capabilities. Offerors are required to develop and present a series of demonstrations in compliance with the requirements of this solicitation.

J.N.1.2 Scope

Offerors are responsible for assembling, configuring, and maintaining the FCD environment and for developing specific FCD plans, procedures, data, programs, and scripts in compliance with the requirements defined herein. The Government will review the FCD plans submitted with each offerors' proposal, and, at its option, monitor the execution and evaluate the results of the FCD. Upon Government notification, the otherwise successful offeror shall perform the FCD at a site of its choosing. All offerors shall submit a complete FCD plan as part of their proposal. Offerors shall be prepared to conduct the FCD within 10 working days of formal notification by the Government.

J.N.1.3 FCD Duration

The FCD shall be successfully completed within 2 consecutive business days during the hours of 9:00 AM and 5:00 PM, local time. If the FCD is not completed successfully in this time period, the offeror has two (2) working days from receipt of notification by the Government of such failure to request one retest, except that no retest shall be granted if such failure is the result of the proposed ILS failure to satisfy a mandatory requirement of this solicitation. Any retest shall be subject to the Contracting Officer's approval, and in no case will the offeror be permitted to change or revise their proposed ILS in preparation for or as a result of the FCD. If a request for a retest is granted, the offeror shall be prepared to conduct the retest within five (5) working days of receipt of formal notification from the Government. The same FCD rules concerning time and duration shall apply to any retest. If the FCD and any retest is not successfully completed within the allotted time, the offeror will be deemed to have failed and be dropped from further consideration if a mandatory requirement (C.3) is the reason for such failure. Failure to successfully demonstrate a non-mandatory, color-scored capability/functionality for which the offeror received credit in the technical

testing, the Government may examine the structure and content of the offeror's test data to verify compliance with this requirement.

J.N.2.5 Post-FCD Evaluation

The results of the FCD will be used by the Government to validate the results of the final technical evaluation, in accordance with Section M of the RFP. Failure to adequately demonstrate a mandatory requirement (C.3) will result in disqualification of that offeror. Failure to adequately demonstrate a capability/functionality for which the offeror received credit in the color-scored technical evaluation will result in a rescoring of the offeror's proposal consistent with the results of the FCD. Such rescoring may result in affording another Offeror the opportunity to participate in a FCD and may affect the source selection decision.

J.N.3 FCD SCENARIOS

The Government will witness and validate the results of each demonstration by requesting the offeror to execute the scenarios described on the following pages. These FCD scenarios describe functionality based on Section C requirements and the ILS Questionnaire. Beside each demonstration activity in parenthesis is the related Section C and/or ILS Questionnaire reference.

The offeror shall perform all FCD scenarios (or subsections thereof) identified by a reference to Section C.

In addition, the FCD scenarios (or subsections thereof) contain references to the questionnaire in Section J, Attachment A (parts 1 and 2). If the offeror answered the referenced question with a "Yes" or has described a capability in the narrative part of the questionnaire, then the FCD scenario demonstration shall be required. If the answer to the referenced question was "No" or the narrative response indicated that the capability did not exist, the FCD scenario does not have to be performed and no penalty will be assessed for not performing it.

The FCD scenarios are divided into functional areas as defined by the AO. However, it is not a requirement to have the ILS modules correspond directly to these areas. Each ILS module must work independently and in an integrated manner with the other ILS modules.

Demonstration: 2
Component: Initiate Purchase - New Orders

Demonstration Activities:

1. Demonstrate local requisition/order initiation process. (C.3.2.2.1)

2. Demonstrate remote requisition/order initiation process (from physically separate workstation). (C.3.1.3)

3. Demonstrate the following variations on a Purchase Order (P.O.): (C.3.2.2.2.a, C.3.2.2.2.e)

   a. 1 title, 1 consignee;

   b. 1 title, multiple consignees (more than 100) with multiple addresses and accounts;

   c. Multiple titles, 1 consignee;

   d. Multiple titles, multiple consignees (more than 100) with multiple addresses and accounts;

   e. Variations in the number of copies, number of consignees and number of addresses and accounts.

4. Demonstrate P.O. approval and issuing (printing) process. (C.3.2.2.1)

5. Demonstrate the generation of notices for impending deliveries (expect delivery reports/tickler lists). (C.3.2.2.1)

6. Demonstrate receiving process: (C.3.2.2.1.f)

   a. Receive against an open P.O.;

   b. Receive partial shipments;

   c. Process shipping discrepancies;

   d. Validate invoices against shipping documents;

   e. Close P.O.s;

   f. Receive against a closed P.O..

7. Demonstrate "Claims Notification" process. (C.3.2.2.1.c)

Demonstration: 3
Component: Initiate Purchase - Renewals

Demonstration Activities:

1. Demonstrate local requisition/order initiation process. (C.3.2.2.1)

2. Demonstrate remote requisition/order initiation process (from physically separate workstation). (C.3.1.3)

3. Demonstrate the following variations on a Purchase Order (P.O.): (C.3.2.2.2.a, C.3.2.2.2.e)

   a. Title, 1 consignee;

   b. Title, multiple consignees (more than 100) with multiple addresses and accounts;

   c. Multiple titles, 1 consignee;

   d. Multiple titles, multiple consignees (more than 100) with multiple addresses and accounts);

   e. Variations in the number of copies, number of consignees and number of addresses and accounts.

4. Demonstrate P.O. approval and issuing (printing) process. (C.3.2.2.1)

5. Demonstrate receiving process: (C.3.2.2.1.f)

   a. Receive against an open P.O.;

   b. Receive partial shipments;

   c. Process shipping discrepancies;

   d. Validate invoices against shipping documents;

   e. Close P.O.s;

   f. Receive against a closed P.O..

6. Demonstrate automatic renewal P.O. list/P.O. generation. (C.3.2.2.2.c)

7. Demonstrate ability to change automatically generated renewal P.O.. (C.3.2.2.1)

Demonstration: 4
Component: Accounting

Demonstration Activities:

1. Demonstrate ability to initiate and track funds in multiple accounts. (C.3.2.2.1.i)

2. Demonstrate the ability to have multiple accounting codes within a single P.O. and within a line item in single P.O.. (C.3.2.2.2.b)

3. Demonstrate ability to incorporate Administrative Office (AO) specified accounting codes. (J.A.1.3.2.3, J.A.1.3.3)

4. Demonstrate fund management through P.O. issuing, receiving, invoice processing, etc. and manual modifications of budget amounts. Demonstrate audit features. (J.A.1.3.3)

5. Demonstrate vouchering process. (C.3.2.2.1.g)

6. Demonstrate fund reconciliation process. (J.A.1.3.3.4, J.A.1.3.3.7)

7. Demonstrate historical accounting capabilities. (J.A.1.3.3)

Demonstration: 6
Component: Reporting

Demonstration Activities:

1. Demonstrate a standard ILS report (examples included in Section J, Attachment I) and direct output to: (C.3.2.6.2, C.3.2.6.4)

   a. screen;

   b. attached printer;

   c. network printer;

   d. ASCII files.

2. Demonstrate user modification and saving of existing reports. (J.A.1.8.7)

3. Demonstrate user-defined local report generation. (C.3.2.6.5)

4. Demonstrate the following reports:
   a. Title inventory (C.3.2.6.8)
   b. Obligations and expenditures (C.3.2.6.9)
   c. Status of funds (C.3.2.6.10)
   d. User-defined report sorting capabilities with user-defined categories. (C.3.2.6.6, C.3.2.6.7)

5. Demonstrate on-line and batch reports. (C.3.2.6.1)

6. Demonstrate ability to include graphics in reports. (C.3.2.6.3)

7. Demonstrate the generation of barcode, spine, address, call number, card, and other labels. (J.A.1.1.9)

8. Demonstrate background processing of reports. (J.A.1.8.11, J.A.1.8.12)

Demonstration: **11**
Component: **User Interface**

Demonstration Activities:

1. Demonstrate Graphical User Interface (GUI) capabilities (e.g., pull-down menus, on-line help, mouse). (J.A-2.5.4)

2. Reserved (demonstration item deleted).

3. Reserved (demonstration item deleted).

4. Demonstrate the content differences between the Graphical User Interface (G.U.I) based ILS screens and text only based ILS screens. (JA-2.5.4)

5 Demonstrate text only interface using existing AO systems. (J.A.2.2.d)

ATTACHMENT P
LIBRA Information

This attachment contains information about the LIBRA legal publications ordering system currently in use at the AO. The information in this attachment has been provided to assist offerors in estimating the conversion effort from LIBRA to the proposed ILS.

b. Your proposal should be prepared simply and economically, providing straight-forward, concise delineation of capabilities to perform satisfactorily the contract being sought. Your proposal should therefore be practical, legible, clear and coherent. In order that evaluation may be accomplished strictly on the merit of the material submitted, no dollar costs are to be included in your technical proposal.

c. Simply repeating or paraphrasing the Statement of Work/Specification is not acceptable and may be cause for non-consideration of your proposal. The Statement of Work/Specification reflects the problems and objectives of the program under consideration and on occasion some of the possible approaches to the problem as recognized by this Agency. Unless otherwise specified, you are not limited to the suggested approaches for consideration. However, any deviations must be fully substantiated in the proposal, clearly delineating how the proposed contract objective will be fulfilled.

d. The ILS solution proposed must be commercially available at the time that proposals are submitted. See paragraph C.3.1.2.

L.18.2.1 Format and Instructions for Technical Proposals

The Technical Proposal submitted in response to this solicitation will be formatted as follows. The offeror shall furnish one original and five copies of their technical proposal, and the attachments (unless specified otherwise). Offerors shall submit their proposal in three-ring binders with tabs to separate each of the major parts.

a. Offerors must thoroughly examine and follow the entire contents of each section of the solicitation document, without exception. Failure to do so shall be at the offeror's own risk.

b. The Government shall not pay any offeror for preparation of its offer.

c. Responses to mandatory requirements shall be concise and directly address the requirement statement, and be legible in all required copies. Foldout pages are allowed for figures and tables, but the use of foldouts for text is prohibited. The proposal shall be provided on 8.5 inch by 11 inch paper using 10 to 12 pitch type at no more than 60 lines of type per page.

d. Responses to mandatory requirements shall stand on their own merit. Manuals, brochures and pamphlets shall be used for supplementary information. The responses to requirements shall not consist of only a reference to accompanying manuals, brochures and pamphlets.

In this section of the proposal, the offeror will submit technical publications regarding both hardware and software characteristics of the proposed ILS and training support proposed. In addition, the offeror will submit a list of the technical publications to be supplied.

L.18.2.2.3 Section 3 - Offeror Questionnaire

The offeror shall respond to both Parts 1 and 2 of the questionnaire provided in Section J, Attachment A.

In Part 1, the offeror shall indicate, with a YES or NO response, for each question.

In Part 2, the offeror shall provide a written response to each item. As was the case in Section 1, paragraph L.18.2.2.1 above, the offeror shall restate the item in **BOLD** and then follow with the response.

L.18.2.2.4 Section 4 - Plans

The offeror's technical approach to each plan required by Section C plan shall be discussed in detail. The final plans are deliverables under the anticipated contract. Plans to be addressed in Section 4 of the Technical Proposal include:

a. Training Plan (Section C.3.8.2)
b. Implementation Plan (Section C.3.11)

In addition, the offeror shall prepare and include as part of the proposal, a comprehensive, thorough, and detailed plan for the implementation of the Functional Capabilities Demonstration (FCD) described in Section M.7, and Section J, Attachment N. This plan shall be revised by the offeror to reflect any changes in their technical proposal during the acquisition process. Upon approval by the AO, this plan shall be the basis on which the FCD's will be performed. The plan will describe the configuration to be used for the FCD, the method by which the proposed ILS will be demonstrated, and all other technical information necessary to understand the offeror's implementation of the FCD.

L.18.2.2.5 Section 5 - Reports

The offeror shall provide sample standard reports as identified in C.3.2.6.8 thru C.3.2.6.10 generated by the propsed ILS.

L.18.3 Instructions for Preparation of Volume III, Cost Price Proposal

This part of the Proposal shall consist of two sections. All information regarding prices, including pricing tables, shall be logically enclosed in this volume.

L.18.3.1 Section 1 - Unit Price Tables.
In this section of the Proposal, the offeror is required to submit Unit Price Tables as described in Section B of the Solicitation Document. These Unit Price Tables must contain all the costs pertinent to hardware, software, maintenance, and support services proposed.

L.18.3.2 Section 2 - Summary Price Tables

In this section of the Proposal, the offeror is required to show the summation of his or her unit prices into total prices by each year over the contract life as described in the Solicitation Document. (See example - page B-6)

L.19 ACCEPTABLE PROPOSALS

The Government will consider for contract award, as specified in Section M, proposals responding to all of the requirements contained in this solicitation.

An offer is unbalanced when prices offered are significantly less than cost for some services/items, and/or significantly overstated in relation to cost for other services/items. The Government may reject an offer proposing unreasonable and/or unbalanced pricing in their proposals.

L.20 FUNCTIONAL CAPABILITIES DEMONSTRATION (FCD)

The otherwise successful offeror may be required to perform an FCD in accordance with the procedures specified in Section J, Attachment N. The FCD will be evaluated as stated in Section J, Attachment N and Section M.

L.21 PROPOSAL SUBMISSION ADDRESS

Proposals shall be submitted to:

Hand-Carried Address:
Administrative Office of the United States Courts
Information Resources Management Services Division
Acquisition Support Branch
1 Columbus Circle, N.E. Suite 3-100
Washington, D.C. 20544

Mailing Address:
Administrative Office of the United States Courts
Information Resources Management Services Division
Acquisition Support Branch
1 Columbus Circle, N.E. Suite 3-100
Washington, D.C. 20544

TABLE OF CONTENTS

SECTION M - EVALUATION FACTORS FOR AWARD

SECTION M - EVALUATION FACTORS FOR AWARD

M.1 CLAUSES INCORPORATED BY REFERENCE (JULY 1985)

This contract incorporates the following clauses by reference, with the same force and effect as if they were in full text. Upon request, the Contracting Officer will make their full text available.

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.232-15 Progress Payments Not Included (APR 1984)

M.2 EVALUATION PROCESS

M.2.1 General

This section describes the technical and cost/price factors for proposal evaluation.

This procurement is being conducted using formal source selection procedures, and contract award will be made to the offeror whose proposal conforms to the solicitation, and is determined to be most advantageous to the Government, price and other factors considered, in accordance with the requirements stated below.

The technical evaluation will be conducted using the evaluation criteria as set forth in this Section. The Government reserves the right to determine the specific order and duration of individual activities as the evaluation proceeds, or call for discussions, proposal clarifications, or revisions at any time as may be determined to be in the Government's best interests, and in accordance with Federal Acquisition Regulations. However, each initial offer should contain the offeror's best terms from a price and technical standpoint. Proposal clarification/revision requests may be issued which encompass any and all written documentation submitted in response to the RFP as may be deemed necessary by the Contracting Officer to fully explore and evaluate the merits of proposals submitted.

Each proposal shall be initially evaluated for; (1) responsiveness to the solicitation, agreed upon terms and conditions, and (2) the ability to satisfy the requirements of the solicitation. The AOUSC reserves the right to consider as acceptable only those proposals that are submitted in accordance with all requirements set forth or referenced in this solicitation. Offerors shall demonstrate an understanding of all requirements and a capability to provide the required services. Offerors not fulfilling all mandatory requirements shall be rejected. The AOUSC reserves the right to reject

proposals that do not address the totality of the solicitation requirements, including the contract terms and conditions.

Any award resulting from this solicitation will be made to the responsive, responsible offeror whose proposal is determined to offer the best overall value to the Government. In making this comparison, the Government is more concerned with obtaining superior technical capability than with making an award at the lowest reasonable contract price to the Government. Award will not be automatically determined by numerical calculation or formula relationship between price and technical merit.

Offerors are hereby notified that the AOUSC may utilize a private Contractor to assist in the evaluation of proposals. The Contractor will have access to any and all information contained in an offeror's proposal and will be subject to the appropriate conflict of interest, standards of conduct, and confidentiality restrictions.

Offerors are cautioned that their proposed ILS solution must be commercially available at the time that proposals are submitted. See paragraph C.3.1.2.

All proposals received will be evaluated under the same procedures. The evaluation of proposals will be accomplished in three parts as follows:

(1) Mandatory Compliance Evaluation

(2) Technical Evaluation.

(3) Cost/Price Evaluation.

The cost/price evaluation will be conducted separately from the other two.

A technical evaluation will be conducted on all offeror's proposals submitted in accordance with Section L and that pass the Compliance Evaluation (M.2.2.). Proposals will be evaluated as described in M.2.3, based upon the evaluation factors and subfactors specified in sub-section M.3.1 using offeror responses to the Questionnaire, Section J, Attachment A, as well as any other information contained in their proposal. The cost/price evaluation will be conducted in accordance with sub-section M.3.2.

M.2.2 Mandatory Compliance Evaluation

The Government will evaluate each offeror's proposal for compliance with the solicitation's requirements on an acceptable or unacceptable basis. To be considered technically acceptable, a proposal must address and clearly indicate compliance with all the requirements of the RFP including

Section C - DESCRIPTION/SPECIFICATION/STATEMENT OF WORK, in accordance with the instructions contained in Section L.

Any offeror failing to comply with all of the requirements will be deemed technically unacceptable, and shall be dropped from further consideration for contract award.

M.2.3 Technical Evaluation

The basis for the technical evaluation will be the offeror's proposal, and supporting data such as past performance as determined from corporate reference checks (J.A.2.3) and other sources such as Dunn and Bradstreet Reports, which demonstrate the degree to which the solutions and services offered in the proposal provide additional capability and merit. The evaluation will address the quality, effectiveness, and technical advantages of the solutions, products, and services offered in response to the solicitation.

Offerors are reminded when preparing proposals that the information included in Volume II (including responses to the Questionnaire, Section J, Attachment A) will be considered in the evaluation and, therefore, should consider the evaluation factors in this section, and the questions pertaining to them in the Technical Questionnaire, carefully in preparing their technical response.

The overall evaluation rating scheme is listed below:

Blue: Proposal provides enhanced additional capability/functionality that is of significant benefit to the Judiciary, and/or has low risk/weakness.

Green: Proposal provides enhanced additional capability/functionality that is of some benefit to the Judiciary, and/or has moderate risk/weakness.

Yellow: Proposal provides little enhanced additional capability/functionality that is of benefit to the Judiciary, and/or has high risk/weakness.

Red: Proposal contains unacceptable risks and/or weaknesses.

M.2.4 Price Evaluation

M.2.4.1 Evaluation of Prices

The evaluation of prices will be based upon a life cycle/contract life period of 60 months. The proposed prices will be evaluated to determine accuracy, completeness, reasonableness, and price realism.

M.2.4.2 Evaluation of Unbalanced Offers

An offer which is unbalanced as to prices for mandatory items or which is deficient with respect to price reasonableness, completeness, and realism will be rejected. An unbalanced offer is usually based upon prices significantly less than established prices for some service and supply items and/or prices which are significantly overstated for other service and/or supply items. Generally speaking there must be a direct and reasonable relationship between the compensation paid by the Government and the value received by the Government within a given period of time.

M.3 EVALUATION CRITERIA

Those proposals which demonstrate compliance (on a pass/fail basis) with all of the mandatory requirements of this solicitation will be further evaluated to determine the offer most advantageous to the Government, price and other factors considered. For this solicitation, technical excellence is considered more important than cost/price. Cost/price will, however, be an important consideration in the selection decision for contract award. The offeror's response to the questions contained in the Questionnaire, Section J, Attachment A, pertaining to the evaluation factors listed below, responses from references, information obtained from other sources such Dunn and Bradstreet, as well as any other information contained in their proposal, will be utilized in the source selection decision to determine the most advantageous offer (best value) to the Government.

Selection of an offeror for award will be based on an evaluation of proposals in two factors: Technical Excellence and Cost/Price. Each factor is separately described below in greater detail. *The technical excellence factor will not be numerically scored but rather will be rated in an adjectival and narrative manner. The subfactors may be combined based upon a numerical weighting in order to reach an overall technical color rating*. The ultimate objective of the evaluation is to determine which proposal offers the best prospect for optimum attainment of the objectives of this solicitation. Negotiations may be conducted with those offerors determined to be in a competitive range by the contracting officer.

For the technical excellence factor, the evaluation will consist of an assessment of the degree to which the solutions or services offered in the proposal provide added value and added capability that is of benefit to the Judiciary. In addition, the evaluation will identify the strengths, weaknesses, and risks in each offeror's proposal based on the evaluation factors identified herein. The technical excellence factor has a corresponding set of subfactors as reflected in the questions listed in the Questionnaire. Offeror responses to these questions will be considered when evaluating the strengths and weaknesses and determining the risks of each proposal.

M.3.1 Technical Excellence Factor

The four technical excellence subfactors (1 thru 4) listed below will be utilized in the source selection decision to determine the most advantageous offer to the Government. These subfactors are listed in their relative order of importance. The subfactors are in descending order of importance. Evaluators will utilize information provided in proposals, responses to the Offeror Questionnaire and responses from references provided in the Offeror Questionnaire to determine technical excellence.

1. Software Functionality: Software will be evaluated for technical excellence within each of the following three groups which are listed in descending order of importance. The components within each group are of equal importance. Excellence will be established based on the quality and functionality of offered products.

   a. Group I: Acquisitions (C.3.2.2) (Section J.A.1.1), Catalog (C.3.2.3) (Section J.A.1.2), Serials Control (C.3.2.4) (Section J.A.1.3), General ILS Requirements (C.3.1) (Section J.A.1.4), General Software Requirements (C.3.2.1) (Section J.A.2.1), Reports (C.3.2.6) (Section J.A.1.5).

   b. Group II: Ease of Use - Ease of use is an assessment of how supportive the software is of the user. Areas that will be considered when evaluating ease of use include use of features such as:

      - Graphical User Interface;
      - Context Sensitive Help;
      - Integration among modules;
      - Data entry efficiency and effectiveness; and
      - OPAC interface.

      Ease of use will also be evaluated based on the responses to the Offeror Questionnaire (Section J.A.2.2,).

   c. Group III: Circulation (C.3.2.5) (Section J.A.1.6), System Administration (C.3.2.7) System Administration will be assessed for its flexibility and the control that it provides over establishing, configuring and managing ILS configurations and assets.

2. Corporate Qualifications - Offerors will be evaluated based on responses to the Offeror Questionnaire (Section J.A.2.3), and the responses received from the references provided when contacted by the Government, as well as any other source of information on the offeror's performance and/or customer satisfaction (such as Dunn and Bradstreet Reports).

Offerors that, because of a lack of relevant past performance, are unable to provide the references requested in J.A-2.3.1 will receive a Neutral rating for that item. The items covered by J.A-2.3.1 and J.A-2.3.2 are of equal importance, and are more important than J.A-2.3.3.

3. Standards (Section J, Attachment E, Part II J) - Offerors will be evaluated on how many of the standards cited in J-E, Part II J their proposed ILS complies with.

4. Plans

   a. Implementation Plan (C.3.11)

   b. Training Plan (C.3.8.2, C.3.8.3)

M.3.2 Price/Cost Factor

The proposal's contract cost will be separately evaluated from the proposal's technical excellence. Offers will be evaluated for purposes of award by adding the price of all option years to the total price for the basic requirement to arrive at a total price.

M.4 UNREALISTIC PROPOSALS

Offerors are placed on notice that any proposals which are unrealistic in terms of technical commitment or unreasonably low or high in cost or price may be deemed reflective of an inherent lack of technical competence or indicative of failure to comprehend the complexity and risk of the contract requirements and may be grounds for the rejection of the proposal.

M.5 EVALUATION OF OPTIONS - FIP RESOURCES (201-39.5202-4) (OCT 90 FIRMR)

The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the options. Offers containing any charges for failure to exercise any option will be rejected.

Selection of an offer will be made on the basis of the most advantageous alternative to the Government provided that the contract prices reasonably represent the value of bona fide requirements for each fiscal year. This determination with respect to contract prices will be made after consideration of such factors as commercial or catalog prices for short-term leases, offeror system startup expenses, multi-year price protection, assured system life availability of equipment, software,

and vendor support. If a determination is made that an offer does not meet these criteria, that offer cannot be accepted for award.

M.6 FINAL EVALUATION

Although the Government anticipates requesting Best and Final Offers from all offerors within the competitive range, the Government reserves the right to make award on the basis of the initial proposal submission; therefore, offerors should submit initial proposals which respond most favorably to the Government's requirements.

M.7 FUNCTIONAL CAPABILITIES DEMONSTRATION

At the Government's option, in accordance with Section L.20, the otherwise successful offeror shall perform a functional capabilities demonstration (FCD) as described in Section J, Attachment N. The results of the FCD will be used by the Government to validate the results of the Government's technical evaluation, including mandatory requirements as reflected in C.3 as well as additional capabilities/functionality for which the offeror received credit in the color-scored portion of the technical evaluation. Failure to adequately demonstrate a mandatory requirement (Section C.3) will result in a disqualification of the Offeror. Failure to adequately demonstrate a capability/function for which the Offeror has received credit in the color scored technical evaluation will result in a rescoring of the proposal with the results of the FCD. Such rescoring may result in offering another Offeror the opportunity to participate in an FCD and may affect the source selection decision.

M.8 AWARD SELECTION BASIS

Award will be made to the single, responsible offeror whose technically acceptable proposal is most advantageous to the Government, price and other factors considered.

M.9 DETERMINATION OF RESPONSIBILITY

A Determination of Responsibility, as defined in FAR 9.104-1, shall be made on the apparent successful offeror prior to contract award. Should the prospective Contractor be found non-responsible, that offeror shall be rejected and will receive no further consideration for award. In the event a Contractor is rejected based on a determination of non-responsibility, a determination shall be made on the next apparent successful offeror.

08504

Library Document

Library Use Only:

Reference #: # of Pages (or disk):
Date Entered:
Document Type:

Title: Integrated Library System
Publication Date: 1/3/96 Cost:$

Author

Department: US Courts
Agency:
Office:

Subject

Department:
Agency:
Subject:

RFP#: USCA95R001 Contract #:
Amend/Mods: Contractor:

Description of Document/Other Notes (if any):

Comments (if any):

VIII-30-005

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE 1 OF PAGES 1

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
01	02/06/96		

6. ISSUED BY CODE

Administrative Office of the U.S. Courts
OAT/IRMSD/ASB, Suite 3-100
1 Columbus Circle, N.E.
Washington, DC 20544

7. ADMINISTERED BY (If other than Item 6) CODE

Kevin Sullivan
(202) 273-2700

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

ALL PROSPECTIVE OFFERORS

CODE FACILITY CODE

(X) 9A. AMENDMENT OF SOLICITATION NO.

X USCA-95-R-001

9B. DATED (SEE ITEM 11)

01/03/96

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The Hour and date specified for receipt of Offers [X] is extended, [ ] is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a) By completing Items 8 and 15, and returning ___1___ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

N/A

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [ ] is not, [ ] is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Solicitation RFP USCA-95-R-001 for an Integrated Library System (ILS) is hereby amended to indefinitely extend the due date for receipt of proposals.
Amendment 2 to this solicitation will provide answers to vendor questions and make necessary changes to the solicitation. It will also establish a new due date for receipt of proposals. Amendment 2 will be issued as soon as possible.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Kevin Sullivan Contracting Officer	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY Kevin Sullivan (Signature of Contracting Officer)	16C. DATE SIGNED 02/06/96

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA, FAR (48 CFR) 53.243

VIII-30-005

L. RALPH MECHAM
DIRECTOR

CLARENCE A. LEE, JR.
ASSOCIATE DIRECTOR

ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

WASHINGTON, D.C. 20544

DENNIS MOREY
CHIEF, INFORMATION RESOURCES
MANAGEMENT SERVICES DIVISION

January 3, 1996

NOTICE TO INTERESTED VENDORS

The Administrative Office of the U.S. Courts, Office of Automation and Technology is issuing this Request For Proposals (RFP) USCA-95-R-001 for an Integrated Library System. The period of performance will be for an initial contract period ending September 30, 1997 with four one-year options.

Vendors are requested to review the solicitation carefully and submit any questions and/or comments by no later than 2:00 PM (local time) January 17, 1996 to the following address:

Administrative Office of the U.S. Courts
IRM Services Division
Acquisition Support Branch
1 Columbus Circle, N.E., Suite 3-100
Washington, D.C. 20544

Questions may be sent by FAX to (202) 273-2720.

Please note that the response date for the receipt of proposals in block 9 of the Standard Form 33 is: **2:00 PM (local time) February 16, 1996.** A copy of the Bidders Mailing List is enclosed for your information.

Vendors are cautioned that any contact with Government personnel other than the Contracting Officer pertaining to this solicitation may result in disqualification from submitting a proposal for this requirement and other administrative action.

Sincerely,

Kevin Sullivan

Kevin Sullivan
Contracting Officer

Enclosure

Abex Data Inc.
Attn: Abe Kumar
26 Littel Road
East Hanover, NJ 07936

Advanced Computer Concepts, Inc.
Attn:
46 Hillvale
St. Louis, MO 63105

AERA, Inc
Attn: Sophonrn Mao
2011 Crystal Drive, Suite 300
Arlington, VA 20544

American Computer Solutions, Inc.
Attn: Esy Espari
1990-C Post Oak Blvd
Houston, TX 77056

American Automation, Inc.
Attn: Lori D. Smith
3rd & Hunt Street (412B), MAIP
Pryor, OK 74362

American Management Systems, Inc
Attn: Sheree McGuckin
1777 North Kent Street
Arlington, VA 22209

Ameritech Library Services
Attn: Kate Vincent
4404 Fairfield Drive
Bethesda, MD 20814

Applied Management Sys., Inc.
Attn: Norman Enger
6116 Executive Blvd, Suite 440
Rockville, MD 20544

Applied Quality Communications Inc
Attn: George H. Essex
5201 Leesburg Pike
Falls Church, VA 22041-3203

Astro Systems, Inc.
Attn: Ralph Miller
7979 Old Georgetown Road
Bethesda, VA 20814-2429

Atlantic Rim Information Systems, Inc.
Attn:
One Linden Court
Bloomfield, CT 06002

Axent
Attn: S. I. Lazerowich
2440 Research Blvd
Rockville, MD 20850

Best-Seller Library Systems, Inc.
Attn:
701 Merion Avenue
Havertown, PA 19083

CARL Corp.
Attn:
3801 E. Florida Avenue, Suite 300
Denver, CO 80210

Chip Factory, Inc
Attn: Jack Kong
151 S. Pfingsten RD, Unit M
Deerfield, IL 6005-4934

CIE America, Inc.
Attn: Bruce Breton
1003 Old Philadelphia Road, Suite 14
Aberdeen, MD 21001-4026

CoBIT
Attn:
3380 Tremont Road
Columbus, OH 43221-2112

Computer Upgrade Corp.
Attn: Paul Thurman
1921 Sampson Avenue
Corona, CA 91719

CompuTrend Systems, Inc
Attn: AiLan Wu
1306-1308 John Reed Crt
Industry, CA 91745

Comstow Information Services
Attn:
P.O. Box 277, 249 Ayer Road
Harvard, MA 01451-0277

Concept Automation, Inc.
Attn: Judith W. Stoebe
1319 Moran Road
Sterling, VA 20166

Concept Automation, Inc.
Attn: Judith W. Stoebe
1319 Moran Road
Sterling, VA 20166

Cordant, Inc.
Attn:
11400 Commerce Park Drive
Reston, VA 22091-1506

Corporate Computer Consultants
Attn: Stephen C. Bronson
11300 S. Halstead Ave.
Chicago, IL 60628

D & W Associates, Inc.
Attn: Bob Wilson
2745 Hartland Road
Falls Church, VA 22043-3529

D. Johnson Enterprises
Attn: Daniel C. Johnson
930 Bryn Mawr Dr.
Gahanna, OH 43230

Data Research Associates, Inc.
Attn:
1276 N. Warson Road
St. Louis, MO 63132-1806

Data Trek, Inc.
Attn:
5638 Edison Place
Carlsbad, CA 92008

DATAWARE
Attn: Cy Farkas
30 Bay Street
Staten Island, NY 10301

Delta Technoligies, Inc
Attn: Patrick Hanner
P.O. 2784
Reston, VA 22091

Digital Technologies, Inc
Attn: Jeanne Marie Klein
1800 Robert Fulton Drive
Reston, VA 22091

Dynamic Concept, Inc.
Attn: George Bohler
2176 Wisconsin Ave. NW
Washington, DC 20007

Dynix
Attn: Brent Pribil
400 Dynix Drive
Provo, UT 84604-5650

Eagle Eye Publishers Inc.
Attn:
115 Park Street, SE, Suite 300
Vienna, VA 22180

ELiAS N.V.
Attn:
60 Kapeldreef, B-3001
Leuven, Belgium

FDC Technologies, Inc.
Attn: Jay Spicer
4800 Hampden Lane
Bethesda, MD 20814

Federal Consulting Services
Attn: Darrell E. Housey Jr.
8245 Boone Blvd Suite 700
Vienna, VA 22182

Federal Sources, Inc.
Attn: Chris Milner
7926 Jones Branch Drive
McLean, VA 22102

Federal Systems Group, Inc
Attn: Edward D. McCabe
7799 Leesburg Pike, South Tower
Falls Church, VA 22043

First Image Management Company
Attn: Larry Seymour
3951 Pender Drive, Suite 110
Fairfax, VA 22030

Gateway Software Corp.
Attn:
10 S. Montana Avenue
Fromberg, MT 59029

Gaylord Information Systems
Attn: Joseph Spiegel
Box 4901
Syracuse, NY 13221

GCAS, Inc
Attn: Terry DeSutter
120 South Olive, 7th Floor
West Palm Beach, FL 33401

Geac Computers Inc.
Attn:
320 Nevada Street
Newtonville, MA 02160

Hadron, Inc.
Attn: 703-359-6100
9990 Lee Highway
Fairfax, VA 22030

Harris Corporation
Attn: Mannie Maddox
1201 E. Abindon Drive Suite 300
Alexandria, VA 22314

Health Care Solutions Internat'l Inc.
Attn: Kathy Coonce
the Lamar Bdlg
753 Broad Street
Augusta, GA 30901

I-NET
Attn: Hope Lang
6700 Rockledge Drive Suite 100
Bethesda, MD 20817-1804

IBIS Corp.
Attn:
131 Elden Street, Suite 200
Herndon, VA 22070

IBM
Attn: Tom Cowell
6705 Rockledge Drive
Bethesda, MD 20617

IDC Government
Attn: Ellen M. Dietz
3110 Fairview Park Drive, Suite 1100
Falls Church, VA 22042

Infodata Systems, Inc.
Attn: Pete Mendez
12150 Monument Drive, Suite 400
Fairfax, VA 22033

Information Technology Solutions, Inc
Attn: Leandro V. Delgado
1516 South Brentwood, Suite 100
Brentwood, MO 63144

Information Tech. Solutions, Inc.
Attn: Richard J. DeBastiani
11600 Sunrise Vally Drive
Suite 832
Reston, VA 22091

Information Dimensions, Inc.
Attn:
5080 Tuttle Crossing Blvd.
Dublin, OH 43107

Inline Corp.
Attn: Melinda Reinertson
12110 Sunset Hills Rd. Suite 450
Reston, VA 22090

Innovative Interfaces, Inc.
Attn:
2344 Sixth Street
Berkeley, CA 94710

INPUT IT Intelligence Services
Attn: Barbara Austin
1953 Gallows Road, Suite 560
Vienna, VA 22182

Integrated Technologies Group, Inc.
Attn: Harry E. Engel
2745 Hartland Road
Falls Church, VA 22043

Integrated Computer Technology
Attn: Delia Chinn
25 Mauchly, Suite 320
Irvine , CA 9218-2305

Interface Electronics, Inc.
Attn: Sheri Pinnell
4579 Abbotts Bridge Rd., Suite 8
Duluth, GA 30136

Iomega Corporation
Attn: Lauara J. Larson
8230 Leesburg Pike
Vienna, VA 22182

Johnson Controls, Inc
Attn: Christine McDonald
600 North Bell Avenue, Bldg II
Carnegie Park, PA 15106

KJM Marketing, Inc.
Attn: Bryan Hamilton
P.O. Box 785
Sioux City, IA 51102

LA Systems
Attn: James Geehan
9027 Greylock Street
Alexandria, VA 22308

Lanlani Consulting
Attn: Hadi S. Lanlani
652 Johnson Drive
Coppell, TX 75019

Lee Technologies, Inc.
Attn: Debbie L. Soderstrom
4401 Fair Lakes Court Suite 200
Fairfax, VA 22033

LGB & Associates, INC.
Attn: Automated Library Systems
1950 Roland Clark Place
Reston, Va 22091

Maden Tech Consulting, Inc.
Attn: Janice Liggins
2110 Washington Blvd., Suite 200
Arlington, VA 22204

Mannesmann Tally Corp.
Attn: N. Gregory Nelson
6580 Dobbin Road
Columbia, MD 21045

MARCorp
Attn:
2000 Alameda de las Pulgas, Suite
202
San Mateo, CA 94403

Marketing, Technology & Sales, Inc
Attn: Howard Wetzell
2 Maryland Avenue
Gaithersburg, MD 20877

MAXCESS Library Systems, Inc.
Attn: Karen Hommann Zilla
8930 Knowles Avenue, Suite 204
Kensington, MD 20895

McBride & Associates, Inc.
Attn: Tammy Simpson
4400 Fair Lakes Ct. Suite 102
Fairfax, VA 22033

Media Flex
Attn: Harry Chan
Box 117
Champlain, NY 12919

Micro Solutions!, Inc.
Attn: Matthew J. Kinnahan
1300 Mercantile Lane, Suite 132
Landover, MD 20785

National Micrographics Systems Inc
Attn: Robert Shonk
1194-L Bournefield Way
Silver Spring, MD 20904

Noblestar Systems Corp.
Attn: Shana McGivern
3141 Fairview Park Drive, Suite 400
Falls Church, VA 22042

NOTIS Systems, Inc.
Attn:
1007 Church Street, 2nd Floor
Evanston, IL 60201

NSC, Inc
Attn:
428 West Ryan Street
Brillion, WI 54110

Oracle Complex Systems Corp.
Attn: Jacquie Hamilton/Eileen Sleigh
196 Van Buren Street
Herndon, VA 22070

Oracle Federal
Attn: Robert Schumm
#3 Bethesda Metro Center, Suite
1400
Bethesda, MD 20814

Pyramid Technology Corp.
Attn: Jack Clark
1921 Gallows Road
Vienna, VA 22182

Quality Information Systems, Inc.
Attn: Joel Fleiss
10680 West Pico Blvd
Los Angeles, CA 90064

QueTel
Attn: James R. Cleveland
1000 Potomac Street, NW, Suite 501
Washington, DC 20007

Ringgold Management Systems, Inc.
Attn:
Box 368
Beaverton, OR 97075-0369

RMS Technologies, Inc.
Attn: Steve Kahler
4221 Forbes Blvd
Lanham, MD 20706

Severn Companies, Inc.
Attn: Kelly Stearns
9701-S Philadelphia Court
Lanham, MD 20706-4400

Silicon Graphics
Attn: Keith M. Bodell
12200-G Plum Orchard Drive
Silver Spring, MD 20904

Simms Industries, Inc.
Attn: D. David Hutchings
110 University Park Drive, Suite 285
Winter Park, FL 32792

SIRSI
Attn: Steve Rowley
689 Discovery Drive
Huntsville, AL 35806

Sobeco Ernst & Young
Attn:
505 Rene-Levesque Blvd. West
Montreal, Quebec, Canada H2Z 1Y7

Software AG Federal Systems, Inc
Attn: Nancy D. Peters
11130 Sunrise Valley Drive
Reston, VA 22091

SONY Electronics Inc.
Attn: Lou Gershenson
9901 Business Parkway
Lanham, MD 20706

Storage Technology Corp.
Attn: John F. Meier
12200 Tech Road
Silver Spring, MD 20904

Sylvest Management Systems Corp.
Attn: Henry Gerlich/Kathy Monaco
10001 Derekwood Lane, Suite 225
Lanham, MD 20706

Synnex Information Tchnologies
Attn: Victor M. Rudd
3797 Spinmaker Court
Fremont, CA 94538

Systems Research & Appl. Corp.
Attn: Elizatbeth Clendenin
4300 Fair Lakes Court
N. Bldg Suite 200
Fairfax, VA 22033-4232

Sytel
Attn: Dave Cotton
7315 Wisconsin Avenue, Suite 650N
Bethesda, MD 20814

T.E. Corp.
Attn: Walter Derengowski
7901 Queenair Drive, Suite 108
Gaithersburg, MD 20879

Telestar International Corp.
Attn: Frank Liu
1461 S. Balboa Avenue
Ontario, CA 91761

The IME Group
Attn:
990 Washington Street
Dedham, MA 02026

Theragen, Inc.
Attn: S.N. Royster
9244 East Hampton Drive Building
605
Capitol Heights, MD 20743

Tisoft
Attn: Angela Pretlow
10521 Rosehaven Stree , Suite 200
Fairfax, VA 22030

Universal Data Systems, Inc.
Attn: Doris O. Birn
15121 Timberlake Drive
Silver Spring, MD 20905

ViGYAN
Attn: Barbara A. Kraft
30 Research Drive
Hampton, VA 23666

Voices R Us, Inc.
Attn: Hari P. Kunamneni
10071 Santa Clara Avenue
Cupertino, CA 95014

VTLS, Inc.
Attn:
1800 Kraft Drive
Blacksburg, VA 24060

Wang
Attn: Jame Brady
7900 Westpark Drive
McLean, Va 220102-4299

Western Scientific, Inc.
Attn: 619-565-6699
4631 Viewridge Avenue
San Diego, CA 92123-1639
Brian Lyddy

Zenith Data Systems
Attn: Judy Anderson
2455 Horse Pen Road
Herndon, VA 22071

Zimmerman Associates, Inc.
Attn: Laura Latyak
8229 Boone Boulevard, Suite 200
Vienna, VA 22182

Automation Research Sytems, Ltd.
Attn: Jon Crawford
4480 King Street Suite 300
Alexandria, VA 22302

Abacus Technology Corporat
5454 Wisconsin Avenue
Suite 1100
Chevy Chase, MD 20815
ATTN: Marc Ashley

Integrated Library System

Request for Proposal

SOLICITATION, OFFER AND AWARD

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) ▶ RATING

2. CONTRACT NO.

3. SOLICITATION NO. USCA-95-R-001

4. TYPE OF SOLICITATION
☐ SEALED BID (IFB)
☒ NEGOTIATED (RFP)

5. DATE ISSUED 01/03/96

6. REQUISITION/PURCHASE NO.

7. ISSUED BY CODE

Administrative Office of the U.S. Cou
OAT/IRMS/ASB, Suite 3-100
1 Columbus Circle, N.E.
Washington, DC 20544

8. ADDRESS OFFER TO (If other than Item 7)

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and 6 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository listed in see L.21 until 2:00 local time 02/16/96 (Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-10. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL: ▶ A. NAME Kevin Sullivan

B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS) 202-273-2700

11. TABLE OF CONTENTS

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52-232-8) ▶

10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
%	%	%	%

14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:

AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR — CODE — FACILITY

16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)

15B. TELEPHONE NO. (Include area code)

15C. ☐ CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.

17. SIGNATURE

18. OFFER DATE

AWARD (To be completed by government)

19. ACCEPTED AS TO ITEMS NUMBERED

20. AMOUNT

21. ACCOUNTING AND APPROPRIATION

22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:

☐ 10 U.S.C. 2304(c) ( ) ☐ 41 U.S.C. 253(c) ( )

22. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) ▶ ITEM

24. ADMINISTERED BY (If other than Item 7) CODE

25. PAYMENT WILL BE MADE BY CODE

26. NAME OF CONTRACTING OFFICER (Type or print)
Kevin Sullivan

27. UNITED STATES OF AMERICA (Signature of Contracting Officer)

28. AWARD DATE

IMPORTANT - Award will be made of this Form, or on Standard Form 26, or by other authorized official written notice.

TABLE OF CONTENTS

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 INTRODUCTION

These price tables are designed to determine the costs to the Government associated with each proposal. In addition, after evaluation and award, the price tables will be used to administer the contract. Offerors shall provide unit and extended prices on the price tables for all goods and services which are required by Section C of this solicitation. The evaluation will be made based upon the purchase of complete ILS systems. However, the Government anticipates and must have the right to purchase individual modules. The Government also reserves the right to decide whether to order hardware. The total price for all modules must equal the price of a complete ILS. Offerors must provide separate prices for each ILS software module. Offerors must provide individual prices for CLINs in table B-1 and indicate if there are modules that must be ordered together. The Contractor shall incur the costs for any goods or services which are required by Section C but not identified in the price tables. Offerors shall submit all pricing information as part of Volume I - Contractual and Cost/Price Proposal.

Offerors shall submit completed versions of Table-B1 for the base year and each option year of the contract. While the Government will consider yearly pricing, Offerors are warned that materially unbalanced offers may be unacceptable in accordance with Section M.

In addition to printed copies of Table-B1, Offerors shall provide all pricing information on electronic media (5 1/4" or 3 1/2" floppy diskette) in the format prescribed by the Tables B-1. These submissions shall be in Lotus 1-2-3 (DOS or Windows version). In the event of a conflict between the printed and electronic versions of the tables, the printed copies shall govern.

B.2 GENERAL SUBMISSION REQUIREMENTS

Prices contained in these tables are fixed prices for the life of the contract in accordance with the terms of the contract and may only be changed under the terms of the contract.

Quantities listed in the price tables are estimates for each applicable year and shall be used for evaluation purposes only to determine the total evaluated cost to the Government. The Government is not obligated to order these quantities.

Offered prices shall be constant within each contract year.

A four digit CLIN is assigned to each major item or service required under this contract. Offerors shall use these CLINs when completing their tables. If a particular CLIN is not applicable, the Offeror shall insert " N/A " (Not Applicable) in the unit price column relative to that CLIN. If there is no price

associated with a particular CLIN, the Offeror shall insert "N/C" (No Charge) in the unit price column relative to that CLIN.

Offerors shall propose additional CLINs and SUBCLINs as necessary to ensure that their technical solutions are complete and fully priced within the contract CLIN structure. Additional CLINs and SUBCLINs must be fully documented in the Offeror's technical proposal, including the context and circumstances under which they are applied.

B.3 CLIN DESCRIPTION

The following are general descriptions for the CLINs identified in Tables-B1 through B-5.

Offerors are to assume for purposes of evaluation that each site is to receive a complete ILS.

CLIN 1000 - Integrated Library System (ILS) Software. Offerors shall use CLIN 1000 to provide a firm-fixed-price for each software module proposed to meet the requirements of the ILS (Sections C.3.1 & C.3.2). All software packages modules shall be described by name and version number. An offeror's price for CLIN 1000 shall include licenses, installation, acceptance testing, warranties, documentation, and escrow. The total price for all modules (CLINS 1100 - 1999) must equal the price of a complete ILS (CLIN 1000). Offerors must provide individual prices for CLINs in table B-1 through B-5 including all ILS software modules and indicate if there are modules that must be ordered together.

CLIN 2000 - ILS Software Maintenance. Offerors shall use CLIN 2000 to provide a firm-fixed-price for maintenance of each software module included in CLIN 1000. Included in software maintenance is the provision of upgrades to the ILS S/W and the installation of those upgrades at each of the sites for which maintenance has been ordered.

CLIN 3000 - Training. Offerors shall use CLIN 3000 to provide a firm-fixed-price for training. Offerors are instructed to add CLINs and SubCLINs as necessary to reflect the training approach identified in the Training Plan.(Section C.3.8.2). This price shall include all training materials (Section C.3.8). Although the Government intends to primarily utilize on-site training, prices shall be provided for both training at Government locations (on site) and at the contractor's facilities (off site).

CLIN 4000 - Hotline Support. Offerors shall use CLIN 4000 to provide a firm-fixed-price for hotline support (Section C.3.7).

CLIN 5000 - Data Conversion from OCLC. Offerors shall use CLIN 5000 to provide a firm-fixed-price for converting OCLC data.

CLIN 5100 - Data Conversion of LIBRA Files. Offerors shall use CLIN 5100 to provide a firm-fixed-price for converting LIBRA data.

CLIN 6000 - Hardware. Offerors shall use CLIN 6000 to provide a firm-fixed-price for each piece of equipment proposed to meet the requirements of the ILS (Sections C.3.1 & C.3.3). Each piece of hardware shall be described by name, manufacturer and model number. Offerors shall propose additional CLINs and SUBCLINs as necessary to ensure that their technical solutions are complete and fully priced within the contract CLIN structure. An offeror's price for CLIN 6000 shall include installation, acceptance testing, warranties, and documentation. The Government may or may not decide to order any or all of these CLINs.

CLIN 7000 - Hardware Maintenance. Offerors shall provide a firm-fixed-price for providing maintenance (Section C.3.6) for each piece of equipment listed in CLIN 6000.

CLIN 8000 - Additional Hardware and Software Documentation. Offerors shall propose a price for a complete additional set of all hardware and software documentation. If hardware and software documentation are priced separately, offerors shall add SUBCLINs as necessary.

B.4 INSTRUCTIONS FOR THE COMPLETION OF TABLES B-1 THROUGH B-5

All items designated by CLIN in Tables B1 through B-5 must be addressed. The rates proposed for the work listed in Tables B1 through B-5 for the Base Year and the first four Option Years, shall be fully loaded; that is, the price shall include all costs that the Contractor shall charge for that CLIN. Such costs include, but are not limited to: labor, overhead, General and Administrative costs, fringe benefits, and profit.

1. **Column 1, Contract Line Item Number (CLIN)** -- Provided. Numerical listing of CLINs assigned to each item or service required by Section C. Additional CLINs and SUBCLINs must be fully documented in the Offeror's technical proposal, including context and circumstances under which they are applied.

2. **Column 2, Description** -- Provided. Brief narrative description of the CLIN. Offerors shall provide descriptions for any added CLINs or SUBCLINs.

3. **Column 3, Unit of Measure** -- Provided. Indicates the type of unit to be used in calculating quantity.

4. **Column 4, Estimated Quantity** -- Offeror Provides. Estimated quantities for each CLIN. These quantities represent the evaluated quantities that the Government will use to determine expected contract life cycle costs. If Offerors add CLINs or SUBCLINs, Offerors must

provide the Quantities for them. Quantities provided by the Offerors must be substantiated in the technical proposal. The Governments estimated ILS quantities per year are provided.

5. **Column 5, Unit Price** -- Offeror provides. Enter the unit price for each CLIN or SUBCLIN in this column. For Maintenance, CLIN 2000 and CLIN 7000, the unit price is the monthly maintenance price.

6. **Column 6, Extended Price**-- Offeror provides. Enter the product of column 4 (Quantity) and column 5 (Unit Price) for each CLIN or SUBCLIN. For Maintenance, CLIN 2000 and CLIN 7000, Extended Price is the product of column 4 (Quantity) and column 5 (Unit Price) multiplied by 12 months to develop a yearly Maintenance Extended Price.

B.5 TRAVEL REIMBURSEMENT

Travel, which may be required during the performance of this contract, will be specifically authorized by individual delivery order in accordance with FAR 31.205-46, and applicable Government travel and property regulations, as determined by the Contracting Officer.

CLIN	Description	Unit of measure	Base Year		
			Est. Qty.	Unit Price	Extended Price
1000	Integrated Library System (ILS) S/W				$
1100	Acquisitions (C.3.2.2)	Module	6		$
1200	Cataloging (Local - C.3.2.3.1)	Module	6		$
1300	Cataloging (On-Line - C.3.2.3.2)	Module	6		$
1400	Serials Control (C.3.2.4)	Module	6		$
1500	Circulation (C.3.2.5)	Module	6		$
1600	Operating System Software (C.3.2.1.1)	Module	6		$
1700	Database Software (C.3.2.1.2)	Module	6		$
	Total for ILS Software (add CLINs 1100 thru 1999)				$
2000	ILS Software Maintenance (Total System)				
2100	Acquisitions (C.3.2.2)	Month			N/A
2200	Cataloging (Local - C.3.2.3.1)	Month			N/A
2300	Cataloging (On-Line - C.3.2.3.2)	Month			N/A
2400	Serials Control (C.3.2.4)	Month			N/A
2500	Circulation (C.3.2.5)	Month			N/A
2600	Operating System Software (C.3.2.1.1)	Month			N/A
2700	Database Software (C.3.2.1.2)	Month			N/A
	Total ILS Software Maintenance (add CLIN s 2100 thru 2999)				N/A

Table B-1. Base Year

CLIN	Description	Unit of measure	Base Year		
			Est. Qty.	Unit Price	Extended Price
3000	**Training Support**				
3100	On Site Training	N/A	N/A		
3110	ILS Overall Training	Class	6		$
3120	Acquisitions Module Training	Class	6		$
3130	Local Cataloging Training	Class	6		$
3140	On-Line Cataloging Training	Class	6		$
3150	Serials Control Training	Class	6		$
3160	Circulation Training	Class	6		$
3170	System Administrator Training	Class	6		$
3500	Off Site Training	N/A	N/A		
3510	ILS Overall Training	Person	1		$
3520	Acquisitions Module Training	Person	1		$
3530	Local Cataloging Training	Person	1		$
3540	On-Line Cataloging Training	Person	1		$
3550	Serials Control Training	Person	1		$
3560	Circulation Training	Person	1		$
3570	System Administrator Training	Person	1		$
	Total Training (add CLINs 3100 thru 3999)				$
4000	**Hotline Support**	Month	12		$
5000	**Data Conversion from OCLC (C.3.1.13)**	Record	5,000		$
5100	**Data Conversion of LIBRA Files (C.3.1.14)**	Record	5,000		$

CLIN	Description	Unit of measure	Base Year		
			Est. Qty.	Unit Price	Extended Price
6000	**Hardware (Total System)**	System	6		
6100	To be listed by offeror	Each			$
					$
	Total Hardware (add CLINs 6100 thru 6999)				$
7000	**Hardware Maintenance (Total System)**				
7100	To be listed by offeror	Month			N/A
					N/A
	Total Hardware Maintenance (add CLIN 7100 thru 7999)				N/A
8000	**Additional Hardware/Software Manuals**	Set	1		$
	Estimated Total Costs				$

Table B-1. Base Year (continued)

CLIN	Description	Unit of measure	Option Year 1		
			Est. Qty.	Unit Price	Extended Price
1000	Integrated Library System (ILS) S/W				
1100	Acquisitions (C.3.2.2)	Module	5		$
1200	Cataloging (Local - C.3.2.3.1)	Module	5		$
1300	Cataloging (On-Line - C.3.2.3.2)	Module	5		$
1400	Serials Control (C.3.2.4)	Module	5		$
1500	Circulation (C.3.2.5)	Module	5		$
1600	Operating System Software (C.3.2.1.1)	Module	5		$
1700	Database Software (C.3.2.1.2)	Module	5		$
	Total for ILS Software (add CLINs 1100 thru 1999)				$
2000	ILS Software Maintenance (Total System)				
2100	Acquisitions (C.3.2.2)	Month	72		$
2200	Cataloging (Local - C.3.2.3.1)	Month	72		$
2300	Cataloging (On-Line - C.3.2.3.2)	Month	72		$
2400	Serials Control (C.3.2.4)	Month	72		$
2500	Circulation (C.3.2.5)	Month	72		$
2600	Operating System Software (C.3.2.1.1)	Month	72		$
2700	Database Software (C.3.2.1.2)	Month	72		$
	Total ILS Software Maintenance (add CLIN s 2100 thru 2999)				$

Table B-2. Option Year 1

CLIN	Description	Unit of measure	Option Year 1		
			Est. Qty.	Unit Price	Extended Price
3000	**Training Support**				
3100	On Site Training	N/A	N/A		
3110	ILS Overall Training	Class	5		$
3120	Acquisitions Module Training	Class	5		$
3130	Local Cataloging Training	Class	5		$
3140	On-Line Cataloging Training	Class	5		$
3150	Serials Control Training	Class	5		$
3160	Circulation Training	Class	5		$
3170	System Administrator Training	Class	5		$
3500	Off Site Training	N/A	N/A		
3510	ILS Overall Training	Person	1		$
3520	Acquisitions Module Training	Person	1		$
3530	Local Cataloging Training	Person	1		$
3540	On-Line Cataloging Training	Person	1		$
3550	Serials Control Training	Person	1		$
3560	Circulation Training	Person	1		$
3570	System Administrator Training	Person	1		$
	Total Training (add CLINs 3100 thru 3999)				$
4000	**Hotline Support**	Month	12		$
5000	**Data Conversion from OCLC (C.3.1.13)**	Record	5,000		$
5100	**Data Conversion of LIBRA Files (C.3.1.14)**	Record	5,000		$

CLIN	Description	Unit of measure	Option Year 1		
			Est. Qty.	Unit Price	Extended Price
6000	**Hardware (Total System)**	System	5		
6100	To be listed by offeror	Each			$
					$
	Total Hardware (add CLINs 6100 thru 6999)				$
7000	**Hardware Maintenance (Total System)**				
7100	To be listed by offeror	Month	72		$
					$
	Total Hardware Maintenance (add CLIN 7100 thru 7999)				$
8000	**Additional Hardware/Software Manuals**	Set	1		$
	Estimated Total Costs				$

Table B-2. Option Year 1 (continued)

CLIN	Description	Unit of measure	Option Year 2		
			Est. Qty.	Unit Price	Extended Price
1000	Integrated Library System (ILS) S/W				
1100	Acquisitions (C.3.2.2)	Module	1		$
1200	Cataloging (Local - C.3.2.3.1)	Module	1		$
1300	Cataloging (On-Line - C.3.2.3.2)	Module	1		$
1400	Serials Control (C.3.2.4)	Module	1		$
1500	Circulation (C.3.2.5)	Module	1		$
1600	Operating System Software (C.3.2.1.1)	Module	1		$
1700	Database Software (C.3.2.1.2)	Module	1		$
	Total for ILS Software (add CLINs 1100 thru 1999)				$
2000	ILS Software Maintenance (Total System)				
2100	Acquisitions (C.3.2.2)	Month	132		$
2200	Cataloging (Local - C.3.2.3.1)	Month	132		$
2300	Cataloging (On-Line - C.3.2.3.2)	Month	132		$
2400	Serials Control (C.3.2.4)	Month	132		$
2500	Circulation (C.3.2.5)	Month	132		$
2600	Operating System Software (C.3.2.1.1)	Month	132		$
2700	Database Software (C.3.2.1.2)	Month	132		$
	Total ILS Software Maintenance (add CLIN s 2100 thru 2999)				$

Table B-3. Option Year 2

CLIN	Description	Unit of measure	Option Year 2		
			Est. Qty.	Unit Price	Extended Price
3000	**Training Support**				
3100	On Site Training	N/A	N/A		
3110	ILS Overall Training	Class	1		$
3120	Acquisitions Module Training	Class	1		$
3130	Local Cataloging Training	Class	1		$
3140	On-Line Cataloging Training	Class	1		$
3150	Serials Control Training	Class	1		$
3160	Circulation Training	Class	1		$
3170	System Administrator Training	Class	1		$
3500	Off Site Training	N/A	N/A		
3510	ILS Overall Training	Person	1		$
3520	Acquisitions Module Training	Person	1		$
3530	Local Cataloging Training	Person	1		$
3540	On-Line Cataloging Training	Person	1		$
3550	Serials Control Training	Person	1		$
3560	Circulation Training	Person	1		$
3570	System Administrator Training	Person	1		$
	Total Training (add CLINs 3100 thru 3999)				$
4000	**Hotline Support**	Month	12		$
5000	**Data Conversion from OCLC (C.3.1.13)**	Record	5,000		$
5100	**Data Conversion of LIBRA Files (C.3.1.14)**	Record	5,000		$

CLIN	Description	Unit of measure	Option Year 2		
			Est. Qty.	Unit Price	Extended Price
6000	**Hardware (Total System)**	System	1		
6100	To be listed by offeror	Each			$
					$
	Total Hardware (add CLINs 6100 thru 6999)				$
7000	**Hardware Maintenance (Total System)**				
7100	To be listed by offeror	Month	132		$
					$
	Total Hardware Maintenance (add CLIN 7100 thru 7999)				$
8000	**Additional Hardware/Software Manuals**	Set	1		$
	Estimated Total Costs				$

Table B-3. Option Year 2 (continued)

CLIN	Description	Unit of measure	Option Year 3		
			Est. Qty	Unit Price	Extended Price
1000	Integrated Library System (ILS) S/W				
1100	Acquisitions (C.3.2.2)	Module	1		$
1200	Cataloging (Local - C.3.2.3.1)	Module	1		$
1300	Cataloging (On-Line - C.3.2.3.2)	Module	1		$
1400	Serials Control (C.3.2.4)	Module	1		$
1500	Circulation (C.3.2.5)	Module	1		$
1600	Operating System Software (C.3.2.1.1)	Module	1		$
1700	Database Software (C.3.2.1.2)	Module	1		$
	Total for ILS Software (add CLINs 1100 thru 1999)				$
2000	ILS Software Maintenance (Total System)				
2100	Acquisitions (C.3.2.2)	Month	144		$
2200	Cataloging (Local - C.3.2.3.1)	Month	144		$
2300	Cataloging (On-Line - C.3.2.3.2)	Month	144		$
2400	Serials Control (C.3.2.4)	Month	144		$
2500	Circulation (C.3.2.5)	Month	144		$
2600	Operating System Software (C.3.2.1.1)	Month	144		$
2700	Database Software (C.3.2.1.2)	Month	144		$
	Total ILS Software Maintenance (add CLIN s 2100 thru 2999)				$

Table B-4. Option Year 3

CLIN	Description	Unit of measure	Option Year 3		
			Est. Qty.	Unit Price	Extended Price
3000	Training Support				
3100	On Site Training	N/A	N/A		
3110	ILS Overall Training	Class	1		$
3120	Acquisitions Module Training	Class	1		$
3130	Local Cataloging Training	Class	1		$
3140	On-Line Cataloging Training	Class	1		$
3150	Serials Control Training	Class	1		$
3160	Circulation Training	Class	1		$
3170	System Administrator Training	Class	1		$
3500	Off Site Training	N/A	N/A		
3510	ILS Overall Training	Person	1		$
3520	Acquisitions Module Training	Person	1		$
3530	Local Cataloging Training	Person	1		$
3540	On-Line Cataloging Training	Person	1		$
3550	Serials Control Training	Person	1		$
3560	Circulation Training	Person	1		$
3570	System Administrator Training	Person	1		$
	Total Training (add CLINs 3100 thru 3999)				$
4000	**Hotline Support**	Month	12		$
5000	**Data Conversion from OCLC (C.3.1.13)**	Record	5,000		$
5100	**Data Conversion of LIBRA Files (C.3.1.14)**	Record	5,000		$

CLIN	Description	Unit of measure	Option Year 3		
			Est. Qty.	Unit Price	Extended Price
6000	**Hardware (Total System)**	System	1		
6100	To be listed by offeror	Each			$
					$
	Total Hardware (add CLINs 6100 thru 6999)				$
7000	**Hardware Maintenance (Total System)**				
7100	To be listed by offeror	Month	144		$
					$
	Total Hardware Maintenance (add CLIN 7100 thru 7999)				$
8000	**Additional Hardware/Software Manuals**	Set	1		$
	Estimated Total Costs				$

Table B-4. Option Year 3 (continued)

CLIN	Description	Unit of measure	Option Year 4		
			Est. Qty.	Unit Price	Extended Price
1000	Integrated Library System (ILS) S/W				
1100	Acquisitions (C.3.2.2)	Module	1		$
1200	Cataloging (Local - C.3.2.3.1)	Module	1		$
1300	Cataloging (On-Line - C.3.2.3.2)	Module	1		$
1400	Serials Control (C.3.2.4)	Module	1		$
1500	Circulation (C.3.2.5)	Module	1		$
1600	Operating System Software (C.3.2.1.1)	Module	1		$
1700	Database Software (C.3.2.1.2)	Module	1		$
	Total for ILS Software (add CLINs 1100 thru 1999)				$
2000	ILS Software Maintenance (Total System)				
2100	Acquisitions (C.3.2.2)	Month	156		$
2200	Cataloging (Local - C.3.2.3.1)	Month	156		$
2300	Cataloging (On-Line - C.3.2.3.2)	Month	156		$
2400	Serials Control (C.3.2.4)	Month	156		$
2500	Circulation (C.3.2.5)	Month	156		$
2600	Operating System Software (C.3.2.1.1)	Month	156		$
2700	Database Software (C.3.2.1.2)	Month	156		$
	Total ILS Software Maintenance (add CLINs 2100 thru 2999)				$

Table B-5. Option Year 4

CLIN	Description	Unit of measure	Option Year 4		
			Est. Qty.	Unit Price	Extended Price
3000	**Training Support**				
3100	On Site Training	N/A	N/A		
3110	ILS Overall Training	Class	1		$
3120	Acquisitions Module Training	Class	1		$
3130	Local Cataloging Training	Class	1		$
3140	On-Line Cataloging Training	Class	1		$
3150	Serials Control Training	Class	1		$
3160	Circulation Training	Class	1		$
3170	System Administrator Training	Class	1		$
3500	Off Site Training	N/A	N/A		
3510	ILS Overall Training	Person	1		$
3520	Acquisitions Module Training	Person	1		$
3530	Local Cataloging Training	Person	1		$
3540	On-Line Cataloging Training	Person	1		$
3550	Serials Control Training	Person	1		$
3560	Circulation Training	Person	1		$
3570	System Administrator Training	Person	1		$
	Total Training (add CLINs 3100 thru 3999)				$
4000	**Hotline Support**	Month	12		$
5000	**Data Conversion from OCLC (C.3.1.13)**	Record	5,000		$
5100	**Data Conversion of LIBRA Files (C.3.1.14)**	Record	5,000		$

CLIN	Description	Unit of measure	Option Year 4		
			Est. Qty.	Unit Price	Extended Price
6000	**Hardware (Total System)**	**System**	1		
6100	To be listed by offeror	Each			$
					$
	Total Hardware (add CLINs 6100 thru 6999)				$
7000	**Hardware Maintenance (Total System)**				
7100	To be listed by offeror	Month	156		$
					$
	Total Hardware Maintenance (add CLIN 7100 thru 7999)				$
8000	**Additional Hardware/Software Manuals**	Set	1		$
	Estimated Total Costs				$

Table B-5. Option Year 4 (continued)

TABLE OF CONTENTS

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

C.1 INTRODUCTION

The Administrative Office (AO) of the U.S. Courts plans to acquire modular, commercially available integrated library systems (ILS) for individual use by each federal circuit library, and possibly, additional judiciary and satellite libraries. The contractor shall have, at the time of submission of the response, commercially available modules providing the following functions: Acquisitions; Cataloging (Local and On-Line); Serials Control; and Circulation. The contractor's ILS shall also provide for ILS database maintenance; system administration; reporting; and online interface to other systems.

The products and services needed to fulfill this requirement include:

- Integrated library system software
- Computer hardware
- Software maintenance
- Hardware maintenance
- Training and documentation
- Data conversion from OCLC tapes.
- Data conversion from LIBRA.
- Installation services
- Implementation assistance services

Section J provides essential information concerning the federal circuit libraries:

- Attachment B provides a summary description of the circuit libraries and their present automation and communications environment.
- Attachment C provides a glossary of terms.
- Attachment D provides the location of the circuit libraries.
- Attachment F provides a description of three circuit libraries.

- Attachment P provides information on LIBRA.

C.2 SCOPE OF CONTRACT (FIP SYSTEMS - EQUIPMENT, SOFTWARE & MAINTENANCE)

The contractor shall furnish the equipment, software, maintenance, and other contractor support services required for the installation and support of all items supplied under this contract. The contractor shall provide/meet all of the mandatory requirements identified in Section C.3 - Mandatory Requirements.

C.3 MANDATORY REQUIREMENTS

C.3.1 General ILS Requirements

C.3.1.1 A complete integrated library system—one for each Circuit—shall consist of hardware, software, shipping, installation, database load, training, hardware maintenance, software maintenance and ongoing software enhancements and enhancement installation necessary for full operation. Circuit libraries may choose to acquire all or part of a complete ILS (hardware and software).

C.3.1.2 The contractor shall have at the time of submission of the proposal, commercially available modules providing the following functions: Acquisitions; Cataloging (Local and On-Line); Serials Control; and Circulation.

C.3.1.3 All system applications shall be fully operational in a multi-library environment, that is, the ILS shall support more than one library accessing data at the same time and shall allow each library to conduct their own operations as well as access data from the headquarters library.

C.3.1.4 The ILS shall be configured for each circuit library to support 20 concurrent users. The ILS shall be capable of being upgraded to 40 concurrent users. These concurrent users may be local users, remote users or both. (See Section J, Attachment H.)

C.3.1.5 The contractor shall provide an integrated library system (ILS) that accepts brief and full MARC records. Capacity shall be provided for full MARC records, without limit to the record or field length plus tags and the necessary indexes.

C.3.1.6 The full MARC record shall be displayable in the tagged and coded format defined in the USMARC Format for Bibliographic Data. (Section J Attachment C).

C.3.1.7 The contractor shall provide for data conversion from OCLC tapes. (See Section J, Attachment L for number of bibliographic records.)

C.3.1.8 The system shall provide a gateway to the OCLC and RLIN bibliographic utilities and at least one other online system.

C.3.1.9 The system shall provide interfaces with the OCLC online system for transfer of bibliographic records, authorities, and name/address file information.

C.3.1.10 The system shall allow the importing and exporting of files in ASCII flat file format with field and record delimiters.

C.3.1.11 The system shall operate in an interactive mode with the capability to create, update, maintain and access all data for library materials and borrowers in real-time.

C.3.1.12 The contractor shall install the ILS including all hardware and software ordered.

C.3.1.13 The contractor shall provide for data conversion of existing LIBRA data to work with the ILS. (See Section J, Attachment P for information on LIBRA.)

C.3.2 Software Requirements

C.3.2.1 General Software Requirements

C.3.2.1.1 The contractor shall furnish the applications and/or operating system software to support requirements described in Section C.

C.3.2.1.2 The contractor shall furnish any software necessary for the ILS to operate.

C.3.2.1.3 ILS software shall be compatible with DCN Novell networking software. Users shall be able to access, in a multi-tasking environment, the DCN services identified in Section J, Attachment K.

C.3.1.2.4 The contractor shall provide, install and support the operating system/ILS application software required to make use of the equipment acquired under this contract. Operating system software refers to those routines that interface directly with hardware peripheral devices, the computer operations, and applications and utility programs.

C.3.2.1.5 The contractor shall provide, install and support such operating system software, including any contractor-sponsored modification, new release, or revisions thereof,

for the duration of this contract. The support provided will consist of correction of errors, provision of contractor-sponsored modifications, improvements, and revisions.

C.3.2.1.6 The contractor shall provide, install and support new operating system releases utilized by the ILS software. The installation of new releases shall be with the consent of the government.

C.3.2.1.7 The contractor shall furnish full documentation of all contractor changes and/or modifications to the applications and/or operating ILS software provided to meet the Government requirements.

C.3.2.1.8 All latent and patent software defects shall be corrected by the contractor at no additional cost to the Government.

C.3.2.1.9 The software provided by the contractor shall perform validation actions on data entered into the ILS, whether entered manually or by batch input from tape or file download. Validation shall include checking for the presence or absence of library-specified fields or tags with appropriate error messages to the operator.

C.3.2.1.10 The contractor shall notify the Government as soon as updated versions of the software become available. The updated software shall be installed at a date mutually agreed to by the contractor and the Government.

C.3.2.1.11 Future enhancements to the applications software shall be made available to each circuit library as long as the library continues to use the system software (during the life of the contract).

C.3.2.1.12 The contractor shall provide a method that allows each Circuit to test each software release without affecting actual library data.

C.3.2.2 Acquisitions Module Requirements

C.3.2.2.1 The ILS shall have an acquisitions module that provides the following functions:

a. Pre-order searching: The capability to search existing purchase orders, consignee lists, the catalog, inventories (PARs) and OCLC for information about a book or publication and transfer appropriate bibliographic and consignee information into a new purchase order.
b. Ordering: The ability to create and generate purchase orders.
c. Claiming: The ability to automatically notify staff when purchase orders are past due and the ability to generate notices/claims to publishers against those purchase orders when desired.

d. Cancellation of orders: The ability to generate a cancellation of an existing purchase order and to process associated accounting information.

e. Processing: The ability to move order information through its phases (order initiation, order modification, order acceptance, order closure).

f. Receiving: The ability to acknowledge the receipt of the items in purchase orders as they are received, including the ability to acknowledge partial shipments.

g. Payment: The ability to authorize payment to a vendor for items on a purchase order.

h. Routing: The ability to generate and track lists of patrons and/or staff to receive specified publications for review.

I. Fund accounting: The ability to track expenditures and encumbrances against available funds in accordance with accounting practices.

j. Vendor accounting: The ability to establish vendor accounts and track activities against those accounts.

k. Statistics and report compilation: The ability to extract statistical information and the ability to generate standard and ad hoc reports (see Section C.3.2.6).

l. Link to the online catalog: The ability to access information in the Circuit's libraries (see Section C.3.2.3.2).

C.3.2.2.2 The acquisitions module shall be capable of performing the following tasks:

a. Production of purchase orders for single or multiple copies of one title for one consignee, multiple copies of a single title with multiple ship-to addresses on a single purchase order, multiple titles with one ship-to address on a single purchase order, and varied titles and numbers of copies for each ship-to address on a multiple consignee purchase order. The standard ILS purchase order form shall be modifiable to meet local library requirements.

b. Provision of library specified accounting reports for separate fund codes defined for each ship-to account. See Section J, Attachment I for samples of such reports.

c. Automatic production of renewal lists for all subscription titles.

d. Production of title lists for each consignee (PARs) and consignee lists for each title in the acquisitions databases.

e. Accommodate multiple copies of multiple titles for multiple consignees (more than 100 ship-to addresses) on a single purchase order.

C.3.2.3 Catalog Module Requirements (Local and Online)

C.3.2.3.1 The catalog module shall provide local cataloging, including provision for local data fields in bibliographic, authority, and item records, and OCLC access.

C.3.2.3.2 The online catalog module shall allow the user to conduct an online catalog search for materials held by a specified library, by a set of specified libraries within the circuit library, and by a specified circuit library outside the circuit where the search is being performed.

C.3.2.4 Serials Control Module Requirements

C3.2.4.1 The serials control module shall provide the capability to perform the following tasks:

a. Checking in items received, including predicting: The ability to record and track information about serial publications, including when they are received, and the ability to predict when the next issue of a serial should arrive.
b. Claiming: The ability to notify staff when serials are past due and generate notices/claims to suppliers against those items when desired.
c. Routing: The ability to generate and track a list of personnel who should receive a serial for review.
d. Holdings display: The ability to display serial inventory.
e. Union listing: The ability to generate an alphabetized listing of holdings for the library or the entire Circuit.
f. Binding: The ability to notify staff when a volume of a serial is ready for binding.

C.3.2.5 Circulation Module Requirements

C.3.2.5.1 The circulation module shall provide the capability to:

a. Charge and discharge library materials;
b. Register borrowers, maintain and query borrower files;
c. Produce overdue and recall notices;
d. Maintain item inventories of circuit library collections;
e. Place holds on items in a facility or library.

C.3.2.6 Reports

C.3.2.6.1 The software applications shall produce reports online and in batch mode.

C.3.2.6.2 All software shall provide for the online production of pre-formatted reports, with the option to print the reports. (See Section J, Attachment I)

C.3.2.6.3 The system shall provide flexible output modes including export of data in standard ASCII flat files, system video display, printed graphics, and printed text.

C.3.2.6.4 Users shall be able to view a report on screen with the option to direct report output to attached printer, to a network printer, and to standard ASCII flat files.

C.3.2.7 System Administration

The contractor shall provide a menu-driven system administration capability that allows users, data and equipment/peripherals to be identified and managed. The system administration function shall include a help function.

C.3.2.7.1 The system administration capability shall include commonly found system administration capabilities such as:

a. User management
b. File management
c. System/Software management
d. Peripheral management
e. Disk management

C.3.3 Hardware Requirements

The contractor shall provide hardware, adapters, cables, and hardware interfaces required to support the ILS system. The Government shall provide the end-user workstations and may choose to use other existing equipment where applicable. The contractor shall provide a standard hardware solution for all circuits. The contractor shall identify both the minimum hardware configuration and recommended hardware configuration necessary to operate the ILS software. Any proposed hardware shall comply with all Federally mandated standards (Section J, Attachment E).

C.3.3.1 General Hardware Requirements

a. The contractor shall provide only new warranted equipment in the manufacturer's current sales line. Used equipment or reconditioned equipment does not meet the mandatory requirements of this solicitation.

b. The expansion capability in main memory as configured for the ILS shall accommodate a 30 percent per year increase in database size and activity levels.

c. The primary ILS installation of hardware shall be placed at the headquarters library of each circuit.

C.3.3.2 Equipment

a. The contractor shall provide a Central Processing Unit (CPU) with sufficient speed and capacity to operate the ILS system.

b. The contractor shall provide standard configuration disk drives and controllers coordinated to the largest database size for all libraries. The disk capacity proposed shall be capable of supporting a 100 percent growth from the figures listed in Section J, Attachment L without the addition of more or larger disk drives.

c. The contractor shall provide tape drive capability, if required for initial file loading and backups.

d. Reserved.

e. The contractor shall provide all the necessary equipment and software to support the implementation of the proposed solution.

f. The contractor shall provide all cables required for the installation and operation of equipment necessary to satisfy the processing requirements. All power distribution cables necessary to provide electrical power to the ILS's proposed shall be provided by the contractor.

g. The ILS shall support VT100 emulation.

C.3.3.3 Environmental Constraints

a. The ILS shall be installed and operate properly within the existing libraries and the future designated libraries listed in Section J, Attachment D. Arrangements for a site inspection, if necessary, shall be made by contacting the Contracting Officer's Technical Representative (COTR).

b. All equipment shall be required to operate from single phase 50-60 Hz, 110 VAC. The total power drain, excepting that for terminals, shall not exceed 3300 watts, not to exceed 15 amps per electrical circuit.

c. All equipment and storage media shall operate satisfactorily over a temperature range between 60 degrees and 85 degrees Fahrenheit.

d. All equipment and storage media shall operate satisfactorily with noncondensing relative humidities in the range of 30 percent to 70 percent.

e. All equipment and storage media shall operate satisfactorily within an area no larger than a standard office desk (approximately 40" X 60"). If special racks or housings are required for the system, they shall be provided as part of the ILS.

C.3.4 Security Requirements

C.3.4.1 The ILS shall provide multilevel access security.

C.3.4.2 The ILS shall provide the ability to set standard data access privileges such as:

a. Create;
b. Read;
c. Update;
d. Delete; and
e. No access.

C.3.4.3 The ILS shall allow the security administrator to establish groups of users. Users shall be allowed to be in multiple user groups.

C.3.4.4 The contractor shall provide a method of backup and recovery of data with the ILS.

C.3.4.5 The ILS shall be capable of generating an audit trail of system usage and data manipulation by user.

C.3.5 DCN Interface and Network Requirements

C.3.5.1 The system proposed shall accommodate access through the U.S. Courts Data Communications Network (DCN) which is described in Section J, Attachment K.

C.3.5.2 Where the DCN WAN is not fully implemented, it shall be possible to access the system over data communication systems consisting of standard, unconditioned voice-grade telephone circuits. No conditioned or special purpose data circuits shall be required to connect remote users to the central site. The Government will supply phone lines. The contractor shall supply any additional hardware and software necessary to ensure connectivity.

C.3.5.3 ILS software shall be compatible with DCN Novell networking software. Users shall be able to access the ILS at the same time as the LAN (Netware) file servers.

C.3.5.4 The ILS shall not compromise the security of the DCN. Therefore, if the ILS is connected to the DCN and outgoing connectivity must be established, then the ILS must be capable of restricting access, including prohibiting access, back into the DCN. A filtering router solution is not an acceptable approach to satisfying this requirement.

C.3.6 Maintenance Requirements

C.3.6.1 Remedial Maintenance

The contractor shall provide remedial maintenance at the Government's facility after notification that the ILS requires repair. The contractor shall provide each circuit library with a designated point(s) of contact and make arrangements to enable its maintenance representative to receive such notification or provide an answering service or other telephone coverage to permit the Government to make such contact.

C.3.6.2 Remote Diagnostics

The contractor shall assure that the system will permit remote diagnostics.

C.3.6.3 On-Call Maintenance

The contractor shall provide on-call maintenance service. On-call maintenance shall be initiated by a call to the hotline (see Section C. 3.7) by the designated Government point of contact. If maintenance personnel fail to arrive at the Government site within the designated response time, the contractor shall grant a credit to the Government based on the time in excess of the specified response time and up to actual arrival time (see Section F).

C.3.6.4 Maintenance Coverage

All equipment and software which is a part of the system delivered under this contract shall be covered by the same maintenance terms. The effective date of maintenance service, the type and model number(s) of the equipment/software and applicable charges shall be specified on an order or as otherwise specified in the schedule. The effective date of maintenance shall not be prior to the expiration of the warranty period prescribed elsewhere in the contract, if applicable.

C.3.6.5 Maintenance Response Time

The contractor shall provide on-call maintenance service with a next business day (PPM) response time, during the principal period of maintenance at the fixed monthly charge shown in Section B of this contract. The principal period of maintenance (PPM) shall be Monday through Friday, 7:00 AM to 7:00 PM local time at each circuit library.

C.3.6.6 Reserved

C.3.6.7 Repair/Replacement Parts

Only new standard parts (or parts equal in performance to new parts) shall be used in effecting repairs. Defective parts which have been replaced shall become the property of the contractor.

C.3.6.8 Diagnosis of Malfunctioning Equipment

a. If directed by the Government, the contractor shall participate with other maintenance contractors in the diagnosis of malfunctions which cannot be pinpointed to the malfunctioning equipment (or malfunctions which have been incorrectly diagnosed). If directed by the Government, such coordinated maintenance activity shall continue until responsibility for the malfunctioning equipment and/or software has been established. In no instance shall the failure to resolve the issue of responsibility relieve the contractor of the obligation to assist in restoration of operations with the least impact on the Government's production capabilities. The Government reserves the right to adjudicate such matters after the fact, and validate charges and/or maintenance credits applicable to this contract.

b. The contractor shall pay for any services and parts billed to the Government for those service calls, which are eventually traced to the contractor-supplied equipment, provided the contractor was notified prior to service calls to other maintenance contractors. The contractor may bill separately (at the contractor's then current GSA ADP Schedule Contract price (if any), or standard commercial rates, whichever is less) for service and parts provided for service calls which are eventually traced to other than the contractor-supplied equipment.

C.3.6.9 Malfunction Reports

The contractor shall furnish a signed malfunction incident report to the Circuit Court librarian upon completion of each maintenance call. The contractor shall furnish a copy of each malfunction report to the Contracting Officer's Technical Representative (COTR) or designee within five (5) business days of the completion of the service provided. The report shall include, at a minimum, the following information:

a. Date and time notified;

b. Date and time of arrival;

c. Type and serial number(s) of ILS component or version number of software;

d. Service call reference number and chargeable time spent for repair;

e. Description of malfunction;

f. Description of action taken, repairs made, parts replaced, and current status;

g. Date and time equipment is returned to operational status; and,

h. Name and signature of the court library representative on duty.

C.3.6.10 Responsibilities of the Government

C.3.6.10.1 Designated Government Point of Contact

The contractor shall only accept calls for maintenance from individuals at each circuit headquarters library who have been designated by the COTR to place such calls.

C.3.6.10.2 No Government Maintenance

The system shall require no specialized in-house maintenance or operating personnel for the central site and peripheral equipment other than the regular library personnel using the system. Government personnel shall not perform maintenance or attempt repairs to equipment while such equipment is under the purview of this contract unless agreed to by the contractor.

C.3.6.10.3 Contractor Access

Subject to security regulations, the Government shall permit access to the installed equipment to be maintained any time during the PPM, or extensions thereto.

While the contractor's personnel are at the library, the contractor shall be responsible for compliance with all laws, rules and regulations governing conduct with respect to health and safety--not only as they relate to its employees and agents, but to other personnel who are court employees or agents of the courts and to property at the site regardless of ownership.

While on library premises and in possession of library property, the contractor shall be responsible for such property and any damages thereto.

C.3.6.10.4 Site Requirements

The Government will maintain site requirements in accordance with the equipment environmental specifications furnished by the contractor and agreed to at time of award.

C.3.6.11 Responsibilities of the Contractor

a. The contractor shall provide maintenance (labor and parts) and shall return the equipment and software to good operating condition. Maintenance service shall not include electrical work external to the contractor supplied equipment, furnishing of supplies, and adding or removing accessories, attachments or other devices which are not supplied by the contractor under this contract. However, the contractor shall provide diagnostic services, when necessary, to rule out the possibility of malfunction of either hardware or software (or a combination) provided by the contractor. The contractor shall supply, when necessary, information on precisely what behavior is required by equipment and/or software supplied by the contractor in order for other equipment furnished by the Government to properly interact with the contractor's equipment or software.

b. Maintenance shall be managed, coordinated and requested via designated point(s) of contact at each site for all installed equipment. The contractor shall provide for the monitoring of service calls for the Principal Period of Maintenance (PPM) and for any optional extensions thereto.

c. Maintenance shall not include repair of damage resulting from accident, transportation between Government sites, neglect, misuse, failure of electrical power, air-conditioning, or humidity control, or causes other than ordinary use.

d. The contractor shall provide for automatic escalation and established escalation timeframes for unresolved ILS problems to successively higher levels of support in the contractor's organization. Should a problem remain unresolved, despite the use of remote diagnostics and/or Contractor's personnel giving instructions via telephone

to qualified ILS library staff, the Contractor shall provide on-call, on-site maintenance the next business day.

C.3.6.12 Consumable Supplies

Maintenance charges shall not include consumable operational supplies, such as paper, tape, and carbon. Consumable supplies used by the Government will conform to the contractor's technical specifications or equivalent.

C.3.7 Hotline Support

a. The contractor shall provide a staffed toll-free telephone hotline for use by the Government in asking technical questions about the contractor-supplied ILS and software. The assistance required by the Government will cover all aspects of the ILS and software acquired under this contract; including, but not limited to, questions related to the ILS operating system.

b. Technical support shall be available through this hotline 7:00 AM to 7:00 PM local circuit time Monday through Friday.

c. The contractor shall provide a sufficient number of phone lines and staff to ensure that Government personnel are able to talk with technical support personnel.

d. Telephone support for contractor supplied hardware and software shall commence when the ILS is installed and declared ready-for-use.

C.3.8 Training Support

The Government intends to primarily utilize on-site training, however the contractor shall provide both on-site and off-site training. Further, the Government intends to train approximately 25% of the circuit library staff (see Section J, Attachment H). On-site training shall be designed to provide training for training candidates ranging from 5 - 25 inidividuals in each circuit library. The training is to enable the staff to operate the system on a regular basis and also to train other staff without contractor assistance. The contractor shall provide training courses for all levels of training identified in the Training Plan (see Section C.3.8.2).

C.3.8.1 Training Material

The contractor shall provide all group/individual instruction and reference materials, as well as individual copies of the appropriate manuals, text material, course outlines, workbooks, and any other documentation necessary to accommodate each student trained.

C.3.8.2 Training Plan

The contractor shall prepare a training plan that specifies, at a minimum, the following:

a. Session topics and learning objectives
b. Intended audience for each session
c. Number of people per session
d. Number and length of sessions
e. Location of sessions
f. Schedule of sessions proposed
g. New skill demonstration criteria

C.3.8.3 New Software Release Training

The contractor shall provide a method for the Circuits to be trained on new software releases without impacting current library operation and data integrity.

C.3.9 Manuals and Documentation

C.3.9.1 Installation Copies

The contractor shall furnish one (1) copy of the most current version of all manuals and documentation relating to the hardware and ILS software provided under this contract for each circuit headquarters library at each new installation.

C.3.9.2 ILS User Manuals

The contractor shall provide each headquarters and satellite library one (1) clear and complete set of user manuals detailing all operations necessary for the access and use of the ILS.

C.3.9.3 Government Reproduction

The contractor shall permit reproduction without restriction, by the Government, of any documentation as needed for court users.

C.3.9.4 Documentation Updates

The contractor shall notify the Government as soon as updated versions are available. The contractor shall furnish to the Government updated versions and full documentation prior to activation of any contractor changes and/or modifications to the equipment, applications and/or operating system software provided as part of the ILS. Updated version is defined as any changes to the documentation due to: (1) changes the contractor originates; or (2) changes necessitated by the correction of deficiencies in the system delivered which render any information furnished in the documentation incorrect. The updates shall be supplied, at no cost to the Government, in quantities equal to the initial distribution plus any quantities purchased.

C.3.9.5 Other Documentation

In addition to the above required documentation, the contractor may provide any other manuals that would be helpful to the user (e.g., user documentation for the online catalog module which includes materials designed to introduce first-time users to the system).

C.3.10 Implementation of the ILS for each Circuit Library

At least 30 days prior to the installation and implementation of the ILS at any library, the contractor shall provide a draft implementation plan for the approval of the circuit court librarian, the COTR, and the CO. The contractor shall have ten business days to incorporate any changes required by the court and deliver a final implementation plan.

The implementation plan shall describe the strategy for accomplishing the implementation of a complete integrated library system encompassing all software modules. At a minimum the strategy shall address several cut-over approaches: Abrupt cut-over, parallel operation with single or multiple cut-over points, and parallel operation with a gradual shift. The implementation plan shall include a schedule for all pre-installation, installation, and post-installation implementation tasks of ILS hardware and all ILS software modules.

The implementation plan shall include a site implementation plan for the circuit library. The site implementation plan shall cover all the activities and plans described in the remainder of this section.

a. Configuration Management

The contractor shall provide estimated time, roles and responsibilities to complete the implementation of the ILS configuration, including both hardware and software. In addition, the plan shall include estimated time to re-align the acceptance plan, training plan, and documentation to conform with the requested configuration, if appropriate.

The contractor shall provide the methods, procedures, and additional measures to ensure the quality of the data. The contractor shall estimate time and designate responsible parties for completion of a site quality assurance plan that shall include, at a minimum, the following activities: Definition of the data standards, definition of process that will help ensure that data adheres to the standards, and methods and time frames for correcting defective data. Methods and standards to ensure the quality of the data should be completed before the start of the installation phase. The site quality assurance plan is considered an integral part of the projects' implementation plan.

b. Site Preparation

The contractor shall identify all site-preparation tasks. Time estimates and designation of responsible parties will be included for, at a minimum, the following activities: Environment preparation, workplace reconfiguration (if necessary), existing equipment to be used, any software required, and requisition of additional supplies. Completion of environment preparation, workplace reconfiguration, and receipt of software and supplies shall be scheduled to be completed before the start of any installation phase.

c. Data Conversion

The contractor shall identify all data conversion requirements (if any). Data conversion shall include converting existing data in LIBRA (see Section J, Attachment P). The contractor shall estimate time and designate responsible parties for data conversion tasks. Those tasks include, at a minimum, preparation of conversion programs, running of the programs, verification of data reliability, and cost estimating. Completing conversion data will depend on the implementation approach selected.

d. Documentation

Prior to installation, the contractor shall provide a copy of the user and operation guides to the circuit librarian.

e. Staff Preparation

Prior to installation of each module, the contractor shall identify which users of the new software package will receive information about the new module. This information shall include a demonstration of the software. The contractor shall recommend responsible parties and determine the start and duration of this demonstration.

Requisite training on support and use of the ILS system and/or its respective software modules shall be identified, planned, and scheduled for personnel specified by the Government.

Estimated time of receipt and review of the training documentation and designation of responsible parties shall be identified in the plan along with the start and duration of these activities. Completion of these tasks shall be ensured before the start of the software installation stage.

Prior to installation of each module, the circuit librarian will identify to the contractor which users of the new software package should receive information about the new module. This information shall include a demonstration of the software. Together, the circuit librarian and the contractor will designate responsible parties and determine the start and duration of this demonstration.

Requisite training on support and use of the ILS system and/or its respective software module shall be identified, planned, and scheduled for personnel specified by the Government.

Estimated time of receipt and review of the training documentation and designation of responsible parties shall be identified in the plan along with the start and duration of these activities. Completion of these tasks shall be ensured before the start of the software installation stage.

C.3.11 Overall Implementation Plan

The Contractor shall provide an overall Implementation Plan that describes the strategy for accomplishing the implementation of a complete Integrated Library System encompassing all software modules. The contractor shall identify processes for establishing user accounts, access/security levels, configuring serials prediction templates, establishing funding structures, and configuring code tables. At a minimum the strategy shall address several cut-over approaches: abrupt cut-over, parallel operation with single or multiple cut-over points, and parallel operation with a gradual shift. The Implementation Plan shall include a schedule model for all pre-installation, installation, and post-installation implementation tasks of ILS hardware and all ILS software modules.

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SECTION D - PACKAGING AND MARKING

SECTION D - PACKAGING AND MARKING

D.1 PACKAGING AND MARKING

Preservation, packaging, and marking for all items delivered hereunder shall be in accordance with commercial practice and adequate to insure acceptance by common carrier and safe arrival at destination. The contractor shall place the contract number and delivery order number on or adjacent to the exterior shipping label.

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SECTION E - INSPECTION AND ACCEPTANCE

SECTION E - INSPECTION AND ACCEPTANCE

E.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

NUMBER	DATE	TITLE
52.246-2	Jul 1985	INSPECTION OF SUPPLIES--FIXED-PRICE
52.246-4	Feb 1992	INSPECTION OF SERVICES--FIXED-PRICE
52.246-16	Apr 1984	RESPONSIBILITY FOR SUPPLIES

E.2 STANDARD OF PERFORMANCE AND ACCEPTANCE OF SYSTEM

This clause establishes a standard of performance which must be met before any equipment and/or software delivered under this contract is accepted by the Government. This provision also includes replacement, substitute equipment, equipment which is added or field-modified (modification of equipment from one model to another) and other software or ILS modules added after a successful performance period.

(a) PERFORMANCE PERIOD (FOR TESTING AND ACCEPTANCE)

The performance period shall begin on the workday following completion of the installation of ILS hardware and software and any data conversion that has been tasked to the contractor. The performance period shall end when the-system has met the standard of performance for a period of thirty (30) calendar days by operating in conformance with the Contractor's technical specifications and functional descriptions, or as quoted in the Contractor's proposal, which must satisfy the requirements of Section C. The acceptable level of performance for the ILS is defined as not having more than one (1) service call during the thirty calendar day performance period. Only service calls which represent an actual failure/problem caused by the contractor-provided ILS hardware/software or conversion will be counted under this provision.

(b) CONTINUANCE OF PERFORMANCE PERIOD

If the system does not meet the standard of performance during the initial consecutive thirty (30) calendar days, the performance period may continue on a day-by-day basis until the standard of performance is met for a total of thirty (30) consecutive calendar days.

(c) FAILURE TO MEET STANDARD OF PERFORMANCE

If the system fails to meet the standard of performance after 90 calendar days from the installation date or start of the performance period, whichever is later, the Government may at its option request a replacement of the equipment and/or software or terminate the contract for default and request the immediate removal of the equipment and software.

E.3 DATE OF ACCEPTANCE

The Government shall not accept the ILS hardware and software and shall not pay charges until the standard of performance is met.

Upon successful completion of the thirty (30) day performance test period, the Government will provide the contractor with written notice of acceptance. The actual date of acceptance will be the first business date following successful completion of the thirty (30) day performance period.

E.4 DELAY OF START OF PERFORMANCE PERIOD

If necessary, the Government may delay the start of the performance period, but such a delay shall not exceed thirty (30) consecutive days.

E.5 DAILY RECORDS

The Government shall maintain appropriate daily records to satisfy the requirements of the paragraph entitled "Standard of Performance and Acceptance of System E.2 and shall notify the Contractor in writing of the date of acceptance.

E.6 Government Accepting Authority

The Government Accepting Authority will be specified in each delivery order.

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SECTION F - DELIVERIES OR PERFORMANCE

SECTION F - DELIVERIES OR PERFORMANCE

F.1 TERM OF CONTRACT

The initial term of this contract is from date of award through September 30, 1997. Total term of this contract shall not exceed September 30, 2001.

F.2 RESERVED

F.3 ALTERATIONS AND ATTACHMENTS

F.3.1 Government Alterations

Upon thirty (30) days written notice, the Government may make alterations or install attachments to the equipment, provided that such action will not create a safety hazard. The Government shall assume full liability for any damages and/or degradation in equipment performance attributable directly to such alteration or attachment. This requirement for written notice does not apply to the attachment of a peripheral device, such as a printer, to an existing external port.

F.3.1.1 Maintenance Charges

If alterations made by the Government increase the cost of maintenance, mutually agreeable arrangements for additional maintenance under this contract, as applicable, shall be made for each installation.

F.3.1.2 Re-programming

Any re-programming mutually agreed to by the contractor and the Government which is required to accommodate such alterations and/or attachments will be accomplished at the Government's expense.

F.3.2 Contractor Alterations

Contractor-sponsored alterations or attachments to the system shall be made only with the consent of the Government.

F.4 RELOCATION OF EQUIPMENT

F.4.1 Emergency Movement

Except in an emergency, equipment shall not be moved from the general location in which installed unless the contractor has been notified that a move is to be made.

F.4.2 Authorized Movement

Upon written notification to the contractor, equipment may be transferred from one Government location to another under this contract. Maintenance charges shall be suspended during the period of transfer not to exceed thirty (30) calendar days. There will be no cessation of maintenance charges if equipment to be transferred will be re-installed within a thirty (30) calendar day period of the start of transfer.

F.4.3 Supervision

The contractor shall furnish necessary labor for packing and unpacking the equipment. The contractor shall supervise packing, unpacking, and relocation of the equipment at the contractor's then current most favored customer standard rates, provided that the contractor charges his commercial customers for similar services associated with relocation. All other costs associated with the relocation shall be the responsibility of the Government.

F.4.4 Notice

The Government shall give at least thirty (30) days, written notice of movement of equipment unless such movement is required because of an emergency. Such relocation shall be by electronic padded van or air freight at the Government's expense.

F.4.5 Geographic Area

If the equipment is relocated to a geographic area where the contractor does not have the necessary and required support facilities or if the contractor will incur additional support costs at the new

location, then continued maintenance support of the relocated equipment shall be subject to mutual agreement.

F.5 TRANSPORTATION OF EQUIPMENT

F.5.1 Transportation

All shipments to and from the site(s) specified in the delivery order shall be made at the contractor's expense. The contractor shall make all arrangements for transportation and shipment on Commercial Bills of Lading.

F.5.2 Rigging and Drayage

The Government shall pay only those rigging and drayage costs incurred at the Government's location except that the contractor shall pay all rigging and drayage costs when the equipment is moved for mechanical replacement purposes.

F.6 Reserved.

F.7 MAINTENANCE DOWNTIME CREDITS

F.7.1 Definition

System downtime is that period of time during the Principal Period of Maintenance when the system is inoperative and no scheduled workload can be accomplished due to a malfunction in the hardware equipment or operating software covered under this contract, or the system is inoperative and no scheduled workload can be accomplished because the system is released to the contractor for remedial services.

F.7.2 Period of Downtime

Downtime shall commence at the time of the actual contact with the contractor's maintenance representative at the designated point of contact or with the contractor's answering service or other continuous telephone coverage provided to permit the Government to make such contact. Downtime shall end when the system and/or machine is returned to the Government in operable condition, including operating software regeneration, if required, ready to perform the scheduled workload.

F.7.3 Maintenance Credit for Downtime

If the system or individual machine(s) remains inoperative and cannot perform the scheduled workload due to an equipment or operating software malfunction through no fault or negligence of the Government for a period of ten (10) consecutive PPM hours (7:00AM-7:00PM) or more than ten (10) non-consecutive PPM hours during a forty-eight (48) hour period, the contractor shall grant a credit to the Government, not to exceed the Total Monthly Charges as defined in Section J, Attachment C, for each hour of downtime in the amount of one (1) percent of the Total Monthly Charges due under this contract. However, no credit shall be due the Government for operating software malfunctions when

a. the malfunction is not attributable solely to the contractor supplied software, and/or

b. the Government has made any additions or alterations or otherwise modified the operating software.

The credit for downtime shall be computed to the nearest whole hour. No credit shall accrue to the Government during those periods when the contractor is denied access to the equipment and the amount of credit granted shall not exceed 1/22nd of the Total Monthly Charges for the Court Site for any calendar day.

F.7.4 Use of Equipment during Downtime

During a period of downtime, the Government may use operable equipment when such action does not interfere with remedial maintenance. The credit provisions of paragraph F.8.3 do not apply to machine(s) that remain in use by the Government.

F.8 DELIVERY REQUIREMENTS AND OPTIONS

F.8.1 Delay of Installation

The Government reserves the right to delay the delivery date (as specified on the delivery order) by up to thirty (30) days at no additional cost to the Government, provided that:

a. The contractor will receive written notice from the Contracting Officer or designated COTR fifteen (15) working days prior to the scheduled delivery date.

b. Any delivery delays beyond thirty (30) calendar days shall be mutually agreed to by the contractor and the Government.

F.8.2 Receipt of Order

In the absence of contrary evidence a Delivery Order shall be presumed received by the contractor when issued and placed in the mail, 'Faxed' or hand delivered to the contractor.

F.8.3 Deliverable Items/Delivery Time

Deliverable items required hereunder are specified as to item number and item description in Section B of the contract. The actual quantities to be provided as well as the locations shall be stated in each delivery order issued pursuant to this contract. Delivery shall be within 30 days after receipt of a delivery order.

F.9 CLAUSES INCORPORATED BY REFERENCE

STOP-WORK ORDER	FAR 52.212-13	(APR 1989)
GOVERNMENT DELAY OF WORK	FAR 52.212-15	(APR 1984)
F.O.B. DESTINATION	FAR 52.247-34	(NOV 1991)

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SECTION G - CONTRACT ADMINISTRATION DATA

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 INVOICE REQUIREMENTS

a. Invoices shall be submitted in an original and two (2) copies to the address specified on the delivery order. To constitute a proper invoice, the invoice must include the following information and/or attached documentation:

1. Name of the business concern and invoice date.

2. Contract number, or other authorization for delivery of property or services.

3. Description, price, and quantity of property and services actually delivered or rendered.

4. Shipping and Payment terms.

5. Name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent. The "remit to" address must correspond to the remittance address in the contract.

6. Other substantiating documentation, reports, or information as required by the contract.

b. To assist the Government in making timely payments, the contractor shall furnish the following additional information either on the invoice or on an attachment to the invoice:

1. Date(s) that property was delivered or services rendered.
2. Address where services were rendered.
3. Credits (if applicable).
4. Contractor's complete remittance or check mailing address.
5. Delivery Order Number
6. Serial Numbers of Property Delivered

G.2 DISCOUNTS FOR PROMPT PAYMENT

a. Discounts for early payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a

prompt payment discount in conjunction with the offer, offerors awarded contracts may include prompt payment discounts on individual invoices.

b. In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the date on which an electronic funds transfer was made.

c. The ending date of the discount period will be determined by applying the number of calendar days specified by the contractor beginning with the later of:

1. The date of completion of performance of the services, or

2. The date a proper invoice or voucher is received in the office specified by the Government.

G.3 ADDITIONAL INVOICE AND PAYMENT PROVISION

G.3.1 Invoices for Full Month

The contractor shall render invoices (original and 2 copies) for basic charges at the end of the month for which the charges accrue. (See General Provision G.1, Invoice Requirements.)

G.3.2 Reserved

G.3.3 Credits

Any credits due the Government shall be applied against the contractor's invoices with appropriate information from the Government substantiating the credit attached.

G.3.4 Purchase Invoice and Payment Provision

a. The contractor shall be paid, upon submission of proper invoice after acceptance of services and deliverables. (E.1, E.2, Inspection of Services/Supplies - Fixed Price, E.6, Standard of Performance and Acceptance of Equipment; G.1, Invoice Requirements.)

b. Payment of invoices will be made based upon acceptance by the Government of the complete service or the tangible product deliverable(s) invoiced. For any services that have no tangible products, payments will be based upon certification by the Government of satisfactory service provided.

c. If the supplies or services are rejected for failure to conform to the technical requirements of the contract, or for damage in transit or otherwise, the provisions in paragraph a. of this clause will apply to the new delivery of replacement supplies.

d. Payment to the contractor will not be made for temporary work stoppage due to circumstances beyond the control of the agency such as Acts of God, inclement weather, power outages, etc., and results thereof, and/or temporary closing of facilities at which contractor personnel are performing. This may, however, be justification for excusable delays.

e. Normally no overtime payments will be made on this contract. However, the Contracting Officer may authorize payment for overtime by contractor employees, at the rate of one and one-half times the applicable direct labor rate, when required to meet any task order requirements on a bona fide exigency basis. The contractor must receive the approval of the Contracting Officer for all overtime prior to it being performed. Overtime will not be authorized to compensate for shortcomings in contractor performance.

f. Final services will be so identified and submitted monthly when tasks have been completed and no further charges are to be incurred. A copy of the written acceptance of any service completion must be attached.

g. An Invoice Summary Report will be submitted monthly and contain the following information:

1. Contractor payment address.
2. Contract Number/Purchase Order Number/Task Number
3. Invoiced Period.
4. Detail of monthly invoices.

(a) Invoice type and number.

(1) Support service authorized amount.

(2) Total invoice amount (cumulative to date).

(3) Total invoice amount (current month).

(4) Prompt payment discount amount.

(5) Prompt payment invoice amount.

(6) Skill level number and total hours for skill level including employee name and total hours for each employee.

(b) Sub-totals by invoice type.

(c) Monthly totals for all support service invoices.

G.4 METHOD OF PAYMENT

a. Payments under this contract will be made by check through the Treasury Financial Communications System at the option of the Government.

b. The contractor shall forward the following information in writing to the Contracting Officer located at:

Administrative Office of U.S. Courts
Automation Resources Division
ADP Contracting Branch
One Columbus Circle, NE, Suite 3-100
Washington, D.C. 20544
ATTN: Kevin Sullivan

Not later than 7 days after receipt of notice of award.

1. Full name (where practicable), title, phone number, and complete mailing address of responsible official(s) to whom check payments are to be sent.

G.5 AUTHORITIES OF GOVERNMENT PERSONNEL

Notwithstanding the contractor's responsibility for total management of this contract, the administration of the contract will require maximum coordination between the Government and the contractor. The following individuals will be the Government's points of contact during the performance of the contract:

G.5.1 Contracting Officer

The Contracting Officer will be Kevin Sullivan. The contractor shall forward all communications pertaining to contractual and/or administrative matters to the Contracting Officer located at:

Administrative Office of U.S. Courts
Automation Resources Division
ADP Contracting Branch
One Columbus Circle, NE, Suite 3-100
Washington, D.C. 20544
ATTN: Kevin Sullivan

G.5.2 Contracting Officer's Technical Representative (COTR)

The COTR after contract award, will be Larry Boyer, Administrative Librarian, Appellate and Circuit Court Administration Division, Office of Court Programs, or his/her designee. The COTR will receive for the Government any additional work called for and will represent the CO in the technical phases of the work. The COTR will provide no supervisory or instructional assistance to contractor's personnel. The COTR is not authorized to change any of the terms and conditions of the contract. Changes in scope shall be made only by the CO by properly executed modifications to the contract. Responsibilities of the COTR include:

a. Monitoring the contractor's performance to ensure compliance with technical requirements of the task.

b. Reviewing and approving of progress reports, technical reports, etc., which require Government approval.

c. Approving the payment of contractor invoices.

d. Notifying the CO immediately if performance is not proceeding satisfactorily.

e. Ensuring that changes in work under the contract are not initiated before written authorization or modification is issued by the CO.

f. Providing the CO a written request and justification for changes.

g. Furnishing interpretations relative to the meaning of technical specifications and technical advice relative to CO approvals of subcontracts, overtime, travel to general purpose meetings, etc.

h. Taking responsibility for inspection and acceptance of services and deliverables. Visiting the contractor's facilities to check performance as authorized by the contract's inspection clause.

G.6 INTEREST ON OVERDUE PAYMENTS

The Prompt Payment Act of 1982 is not applicable to the Federal Judiciary; therefore, interest on overdue payments, in accordance with the provisions of this Act and OMB Budget Circular A-125, is not available under this contract.

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SECTION H - SPECIAL CONTRACT REQUIREMENTS

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SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 FIRMR 201-39.5202-6 WARRANTY EXCLUSION AND LIMITATION OF DAMAGES (OCT 90 FIRMR)

Except as expressly set forth in writing in this agreement, and except for the implied warranty of merchantability, there are no warranties expressed or implied.

In no event will the contractor be liable to the Government for consequential damages as defined in the Uniform Commercial Code, Section 2-715, in effect in the District of Columbia as of January 1, 1973, i.e.–

Consequential damages resulting from the seller's breach include:

a. Any loss resulting from general or particular requirements and needs of which the seller at the time of contracting had reason to know and which could not reasonably be prevented by cover or otherwise; and

b. Injury to person or property proximately resulting from any breach of warranty.

H.2 REPLACEMENT PARTS AVAILABILITY

The contractor guarantees that replacement parts for each machine in this contract will be available for the systems (items) life of sixty (60) months. The contractor shall notify the Government 180 days before the end of the systems (items) life as to the continuing availability of parts subsequent to this period. If parts will not be available from the contractor, then the Government may require the contractor to furnish data that is available to assist the Government to obtain such parts from another source.

H.3 ENGINEERING CHANGES

a. After contract award, the Government may solicit, and the contractor is encouraged to propose independently, engineering changes to the equipment, software specifications, or other requirements of this contract. These changes may be proposed to save money, to improve performance, to save energy, or to satisfy increased data processing requirements. However, if proposed changes relating to improved performance are necessary to meet increased data processing requirements of the user, those requirements shall not exceed the contract requirements by more than fifty percent (50%). If the proposed changes are acceptable to both parties, the contractor shall submit a price change proposal to the Government for evaluation. Those proposed

engineering changes that are acceptable to the Government will be processed as modifications to the contract.

b. Section H.3. applies only to those proposed changes identified by the contractor, as a proposal submitted pursuant to the provisions of this clause. As a minimum, the following information shall be submitted by the contractor with each proposal:

1. A contract requirement and the proposed change, and the comparative advantages and disadvantages of each;

2. Itemized requirements of the contract which must be changed if the proposal is adopted, and the proposed revision to the contract for each such change;

3. An estimate of the changes in performance and cost, if any, that will result from adoption of the proposal;

4. An evaluation of the effects the proposed change would have on collateral costs to the Government, such as Government-furnished property costs, costs of related items, and costs of maintenance and operation;

5. A statement of the time by which the change order adopting the proposal must be issued so as to obtain the maximum benefits of the changes during the remainder of this contract. Also, any effect on the contract completion time or delivery schedule shall be identified.

c. Engineering change proposals submitted to the Contracting Officer shall be processed expeditiously. The Government shall not be liable for proposal preparation costs or any delay in acting upon any proposal submitted pursuant to this clause. The contractor has the right to withdraw, in whole or in part, any engineering change proposal not accepted by the Government within the period specified in the engineering change proposal. The decision of the Contracting Officer as to the acceptance of any such proposal under this contract shall be final and shall not be subject to the "Disputes" clause of this contract.

d. The Contracting Officer may accept any engineering change proposal submitted pursuant to this clause by giving the contractor written notice thereof. This written notice may be given by issuance of a modification to this contract. Unless and until a modification is executed to incorporate an engineering change proposal under this contract, the contractor shall remain obligated to perform in accordance with the terms of the existing contract.

e. If an engineering change proposal submitted pursuant to this clause is accepted and applied to this contract, an equitable adjustment in the contract price and in any other affected provisions of this contract shall be made in accordance with this clause and other applicable clauses of this contract. When the cost of performance of this contract is increased or decreased as a result of the change, the equitable adjustment increasing or decreasing the contract price shall be in accordance with the "Changes" clause rather than under this clause, but the resulting contract modification shall state that it is made pursuant to this clause.

f. The contractor is requested to identify specifically any information contained in the engineering change proposal which the contractor considers confidential and/or proprietary and which the contractor prefers not be disclosed to the public. The identification of information as confidential and/or proprietary is for information purposes only and shall not be binding on the Government to prevent disclosure of such information.

H.4 PROJECT MANAGEMENT RESPONSIBILITY

The contractor shall appoint a Project Manager who will be the Contractor's Authorized Representative for technical and administrative performances of all services required hereunder. The Project Manager shall provide the single point of contact through which all contractor/Government communications, work, and technical direction shall flow. The Project Manager shall receive and execute, on behalf of the contractor, such technical direction as the COTR may issue within the terms and conditions of the contract. All administrative support of the contractor technical personnel required to fulfill the tasks assigned under this contract shall be the responsibility of the contractor.

H.5 MINIMUM GUARANTEE

The Government shall order an amount equal to $400,000 under the purchase provisions of this contract during the life of the contract.

H.6 SUBSTITUTIONS AND TECHNOLOGY UPGRADES

H.6.1 Substitution of Functionally Equivalent Replacement Product

a. After contract award, the contractor may initiate proposals, or the Government may request a proposal, for the substitution or replacement of hardware or software called for in this contract, but which is no longer in production at the time of scheduled

delivery, by existing or newly announced contractor hardware or software. For each item of equipment or software proposed as a substitute, the contractor shall certify and provide documentation to support:

1. that the functionality for the substitute equipment or software is equal to or greater than the equipment or software for which the substitute is proposed;

2. that the substitute equipment or software is a) a commercial item, b) sold to the general public, c) sold at an established commercial price, and d) sold in substantial quantities (note: the contractor shall provide the established commercial price list(s) for the substitute equipment);

3. that the unit price for the substitute equipment or software is not greater than the unit price for the equipment or software for which the substitute is proposed; however, if at the time of the substitution, the replacement product has a lower published commercial or GSA Schedule price or a lower price charged to its most favored customer, under comparable terms and conditions, then the lower price shall be paid in lieu of the stated price in Section B;

4. that the maintenance cost to the Government will not be greater than the maintenance cost for the equipment or software for which the substitute is proposed;

5. that all support costs which are borne by the Government will not be greater than the support costs for which the substitute equipment or software is proposed.

b. The Government shall, in its sole discretion, determine the technical acceptability of any equipment proposed as a substitution or replacement. In the event that a substitute or replacement is proposed which fails to meet all of the above criteria, the substitution or replacement will be subject to mutual agreement.

c. Disapproval of a substitution or replacement shall not give rise to or in any way entitle the contractor to any extension of time, equitable adjustment, or suspension of liquidated damages or other credit provided under this contract.

d. The Government reserves the right to request the contractor to submit cost or pricing data pursuant to FAR 15.804 in support of prices for substitute or replacement equipment or software and related services.

e. The Government will not be liable for proposal preparation cost or any delay in acting upon any proposal submitted pursuant to this clause.

H.6.2 Technology Upgrade

a. After contract award the contractor may propose commercially announced technology upgrades to the ADP components or other requirements of this contract.

b. For each item of equipment or software proposed as a technology upgrade, the contractor shall provide the following documentation and/or certification:

1. A description of the difference between the existing contract items and the proposed technology upgrade, and the comparative advantages and disadvantages of each.

2. Itemized requirements of the contract which shall be changed if the proposal is adopted, and proposed revision to the contract for each such change.

3. An estimate of the changes in performance, if any, that will result from adoption of the proposal.

4. A complete item by item unit price for items comprising the technology upgrade.

5. A certification that the upgrade equipment or software is a) a commercial item, b) sold to the general public, c) sold at an established commercial price, and d) sold in substantial quantities (Note: the contractor shall provide the established commercial price list(s) for the upgrade). When certification can not be provided, the Government reserves the right to request cost or pricing data.

6. An evaluation by the contractor of the effects the proposed technology upgrade would have on collateral costs to the Government, such as Government-furnished property costs, costs of related items, cost of maintenance and operation, and costs of software support.

7. The Government shall, in its sole discretion, determine the technical acceptability of any equipment proposed as a technology upgrade. Furthermore, although the technology upgrade is technically acceptable, the Government reserves the right to reject the technology upgrade. The Government will not be liable for proposal preparation cost or any delay in acting upon any proposal submitted pursuant to this clause.

8. The Government reserves the right to request the contractor to submit cost or pricing data pursuant to FAR 15.804 in support of prices for technology upgrade equipment or software and related services.

H.7 PRICE REDUCTION

If at any time after the date of award, the contractor reduces its commercial list price for any item or service covered by the contract so that such list price is less than the Government's contract price for such item or service, then effective at the time such list price is so reduced, the price charged to the Government for such item or service will be reduced to an amount not greater than the then current commercial list price, however, in no event shall the prices for the particular item or service be in excess of the GSA ADP Schedule Price or the price charged to the contractor's most favored commercial customer, under comparable terms and conditions, whichever is less.

The contractor shall invoice the ordering office(s) at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" clause of this contract. The contractor, in addition, shall, within ten (10) working days of any such price reduction, notify the Contracting Officer of such reduction by letter. Failure to do so may result in termination of the contract, as provided in the "Default" clause in Section I. Upon receipt of any notice of a price reduction, this contract will be modified accordingly.

Prior to exercising any option years under this contract, the Contracting Officer will conduct a price analysis for that option year's price schedule. Exercising any option will be contingent upon the Contracting Officer making a favorable price reasonableness determination. The Government reserves the right to renegotiate prices prior to exercising an option year to ensure contract pricing remains competitive.

H.8 INSURANCE

The contractor shall carry and maintain during the entire period of performance under this contract adequate insurance as follows:

a. Workman's Compensation and Employee's Liability Insurance - minimum $100,000 per incident.

b. Automobile General Liability Insurance - minimum $200,000 per person; $500,000 per accident; property damage $20,000.

c. Comprehensive General Liability Insurance - minimum of $500,000 for bodily injury per incurrence.

Prior to commencement of work hereunder, evidence of required insurance and bonds shall be furnished in a form satisfactory to the Contracting Officer. In addition, the contractor shall furnish evidence of a commitment by the insurance carrier to notify the Contracting Officer in writing of any material change, expiration, or cancellation of any of the insurance policies or bonds required hereunder not less than thirty (30) days before such change, expiration or cancellation is effective.

H.9 SOFTWARE RIGHTS

H.9.1 COTS Software Escrow Account

Prior to the delivery of the initial copy of any commercial off-the-shelf (COTS) software acquired by the AO under this contract, the contractor shall designate a custodian who is acceptable to the AO and shall deposit with that custodian two copies of all source code and complete maintenance documentation for the software, in both hard copy and electronic format. The contractor shall warrant that the deposited source code is suitable for reproduction and consists of the full source language statement of the programs that make up the system and complete program maintenance documentation including all schematics and annotations that constitute the program design specifications, as well as all other material necessary to allow a reasonably skilled programmer or analyst to maintain or enhance the program without the help of any other person or reference material. The contractor shall maintain all revisions, corrections, enhancements, or other changes so that they apply directly to the current or updated release of the source code.

Prior to deposit of the source code and documentation and after each update/release, the contractor shall give the AO the opportunity to examine the code and all documentation to verify the above requirements are fully met. The material shall be held by the designated custodian for delivery to the district courts if the contractor becomes unable to, or otherwise fails to, maintain the software during the warranty period or maintenance period, or if the contractor should declare bankruptcy. In the event of any of the above, the AO shall direct the contractor to notify the custodian to release to the AO the source code and all documentation.

H.9.2 Rights to Requested Modifications

The contractor shall provide the AO unrestricted rights to any software modification provided under the service delivery order tasks.

H.9.3 Rights for Upgrade

The contractor shall provide the AO the source code for all commercial updates, including the same base (H.5..2) or extended (H.5.3) rights, for all software covered under the maintenance provisions of this contract. The contractor shall provide all tools and documentation needed to allow the AO to convert and/or install unmodified software to the new version. When specified by individual delivery order, the contractor shall install version upgrades at the site(s) specified.

H.10 SOFTWARE WARRANTIES

H.10.1 Limitation of Warranty for AO Furnished Software

In lieu of any other warranty expressed or implied herein, the AO warrants that any software supplied for contractor usage as AO-furnished property will be suitable for their intended use on the system(s) for which designed. In the case of software acquired by the AO from a commercial source, such warranty is limited to that set forth in the contractual document covering the product(s). Should AO-furnished software not be suitable for their intended use on the system(s) for which designed, except where such property is furnished "as is", the contractor shall notify the CO and supply documentation regarding any defects and their effect on progress under this contract. The CO, upon receipt of such written request, will consider equitably adjusting the delivery or performance dates or contract price, or both, and any other contractual

H.10.2 Software Defects Warranty

At no additional charge to the AO the contractor shall warrant, for a period of one (1) year from the date of acceptance (see Section E, "Inspection and Acceptance"), that each contractor-provided item of software will be kept in full operating condition without any cost to the AO; and, further, that the contractor will bear all costs related thereto, including, but not limited to, travel, labor and documentation. This warranty shall cover changes, updates (including modifications required by changes in Federal legislation or regulations), enhancements, and detection and correction of all software errors, as well as the correction of all errors or the replacement of defective software within five (5) days after notification that a software correction is required. Failure to comply with this requirement will result in the extension of the warranty period to include one (1) day for each day the software is not fully operative, computed from the initial notification to the contractor.

H.10.3 Currentness of Package with Technical Environment

The contractor shall warrant that all contractor-provided software accepted by AO shall be kept operational and current with respect to the latest version/release of the related DBMS, operating system and supporting utilities; and that in no case will this be accomplished more than six (6) months after a commercial release of an aforementioned item.

H.11 HARDWARE WARRANTY

The contractor shall provide a minimum one-year hardware warranty for any equipment delivered under this contract. The warranty shall period shall begin at the date of acceptance. In addition, the contractor shall pass-thru to the Government any additional Original Equipment Manufacturer (OEM) warranty for the equipment delivered under this contract.

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SECTION I - CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

I.1. 52.252-2 CLAUSES INCORPORATED BY REFERENCE. (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	JUL 1995
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	SEP 1990
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JAN 1990
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	AUG 1995
52.215-2	AUDIT AND RECORDS NEGOTIATION	OCT 1995
52.215-26	INTEGRITY OF UNIT PRICES	APR 1994
52.215-33	ORDER OF PRECEDENCE	JAN 1986
52.222-20	WALSH-HEALEY PUBLIC CONTRACTS ACT	APR 1984
52.222-35	AFFIRMATIVE ACTION FOR SPECIAL DISABLED AND VIETNAM ERA VETERANS	APR 1984
52.222-36	AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS	APR 1984

52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA	JAN 1988
52.223-2	CLEAN AIR AND WATER	APR 1984
52.223-6	DRUG-FREE WORKPLACE	JUL 1990
52.225-3	BUY AMERICAN ACT - SUPPLIES	JAN 1994
52.227-1	AUTHORIZATION AND CONSENT	JUL 1995
52.227-3	PATENT INDEMNITY	APR 1984
52.227-19	COMMERCIAL COMPUTER SOFTWARE - RESTRICTED RIGHTS	JUN 1987
52.228-5	INSURANCE - WORK ON A GOVERNMENT INSTALLATION	SEP 1989
52.229-3	FEDERAL, STATE, AND LOCAL TAXES	JAN 1991
52.229-5	TAXES - CONTRACTS PERFORMED IN U.S. POSSESSIONS OR PUERTO RICO	APR 1984
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.233-3	PROTEST AFTER AWARD	AUG 1989
52.243-1	CHANGES - FIXED-PRICE	AUG 1987
52.249-2	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE).	APR 1984
52.249-8	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)	APR 1984

I.2 52.203-9 REQUIREMENT FOR CERTIFICATE OF PROCUREMENT INTEGRITY-MODIFICATION. (SEP 1995)

a. Definitions. The definitions set forth in FAR 3.104-4 are hereby incorporated in this clause.

b. The contractor agrees that it will execute the certification set forth in paragraph (c) of this clause when requested by the Contracting Officer in connection with the execution of any modification of this contract.

c. Certification. As required in paragraph (b) of this clause, the officer or employee responsible for the modification proposal shall execute the following certification. The certification in paragraph (c) (2) of this clause is not required for a modification which procures commercial items.

CERTIFICATE OF PROCUREMENT INTEGRITY-MODIFICATION (NOV 1990)

1. I, _____ (Name of certifier) am the officer or employee responsible for the preparation of this modification proposal and hereby certify that, to the best of my knowledge and belief, with the exception of any information described in this certification, I have no information concerning a violation or possible violation of subsection 27(a), (b), (d), or (f) of the Office of Federal Procurement Policy Act, as amended* (41 U.S.C. 423), (hereinafter referred to as "the Act"), as implemented in the FAR, occurring during the conduct of this procurement _____ (contract and modification number).

2. As required by subsection 27(e)(1)(B) of the Act, I further certify that to the best of my knowledge and belief, each officer, employee, agent, representative, and consultant of _____ (Name of Offeror) who has participated personally and substantially in the preparation or submission of this proposal has certified that he or she is familiar with, and will comply with, the requirements of subsection 27(a) of the Act, as implemented in the FAR, and will report immediately to me any information concerning a violation or possible violation of subsections 27(a), (b), (d), or (f) of the Act, as implemented in the FAR, pertaining to this procurement.

3. Violations or possible violations: (Continue on plain bond paper if necessary and label Certificate of Procurement Integrity-Modification (Continuation Sheet), ENTER NONE IF NONE EXISTS)

_____

(Signature of the officer or employee responsible for the modification proposal and date)

_____

(Typed name of the officer or employee responsible for the modification proposal)

* Subsections 27 (a), (b), and (d) are effective on December 1, 1990. Subsection 27(f) is effective on June 1, 1991.

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, UNITED STATES CODE, SECTION 1001.

(End of certification)

d. In making the certification in paragraph (2) of the certificate, the officer or employee of the competing contractor responsible for the offer or bid, may rely upon a one-time certification from each individual required to submit a certification to the competing contractor, supplemented by periodic training. These certifications shall be obtained at the earliest possible date after an individual required to certify begins employment or association with the contractor. If a contractor decides to rely on a certification executed prior to the suspension of section 27 (i.e., prior to December 1, 1989), the contractor shall ensure that an individual who has so certified is notified that section 27 has been reinstated. These certifications shall be maintained by the contractor for a period of 6 years from the date a certifying employee's employment with the company ends or, for an agency, representative, or consultant, 6 years from the date such individual ceases to act on behalf of the contractor.

e. The certification required by paragraph (c) of this clause is a material representation of fact upon which reliance will be placed in executing this modification.

I.3 52.216-18 ORDERING. (APR 1984)

a. Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders.

b. All delivery orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order and this contract, the contract shall control.

c. If mailed, a delivery order is considered issued when the Government deposits the order in the mail. Orders may be issued orally or by written telecommunications only if authorized in the Schedule.

I.4 52.216-22 INDEFINITE QUANTITY. (APR 1984)

a. This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

b. Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule.

c. Except for any limitations on quantities in the Delivery-Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

d. Any order issued during the effective period of this contract and not completed within that period shall be completed by the contractor within the time specified in the order. The contract shall govern the contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the contractor shall not be required to make any deliveries under this contract later than six months after contract expiration date.

I.5 FREEDOM OF INFORMATION ACT CLAUSE (AOUSC 1994)

The Administrative Office of the United States Courts (AO) reserves the right to disclose information provided by the Contractor in response to a request by a member of the general public. Upon receipt of a written request, the AO shall disclose information which would constitute public records in an agency covered by the Freedom of Information Act, or which is disclosable under the Federal Acquisition Regulations. In the event the requested information consists of or includes commercial

or financial information, including unit prices, the Contractor shall be notified of the request and provided with an opportunity to comment. The Contractor will thereafter be notified as to whether the information requested will be released. The Contractor understands and agrees that unit and/or aggregate prices in the contract, including evaluated options, may be subject to disclosure without consent.

L6 ACCESS TO RECORDS (AOUSC 1991)

The contractor agrees that the Director of the Administrative Office of the U.S. Courts or his/her designated representative shall, until three years after the expiration of this contract, have access to and the right to examine any books, documents, papers, and records of the contractor involving transactions related to this contract or compliance with any clauses thereunder. The contractor further agrees to include in all his subcontracts hereunder a provision to the effect that the subcontractor agrees that the Director of the Administrative Office of the U.S. Courts or his/her designated representative shall, until three years after the expiration under the subcontract, have access to and the right to examine any books, documents, papers, and records of such subcontractor, involving transactions related to the subcontract or compliance with any clauses thereunder.

L7 DISPUTES (AOUSC 1985)

a. Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Contracting Officer who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the contractor. The decision of the Contracting Officer shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the contractor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the Director, Administrative Office of the U. S. Courts. The decision of the Director or his duly authorized representative for the determination of such appeals shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision.

b. This "Disputes" clause does not preclude consideration of law questions in connection with decisions provided for in paragraph (a) above: Provided, that nothing in this contract shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

I.8 DEFINITIONS (AOUSC 1985)

As used in this Agreement, the following terms shall have the meanings set forth below:

a. The term "Director" means the Director of the Administrative Office of the United States Courts (unless in the context of a particular section, the use of "Director" manifestly shows that the term was intended to refer to some other officer for purposes of that section), and the term "his duly authorized representative" means any person or persons or board (other than the Contracting Officer) authorized in writing to act for the Director.

b. The term "Contracting Officer" means the person executing this Agreement on behalf of the Government, and any other successor Contracting Officer who has responsibility for this Agreement.

c. The term "subcontracts" includes purchase orders.

I.9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 1989)

This contract is renewable at the prices stated in Section B, at the option of the Government, by the Contracting Officer giving written notice of renewal to the contractor by the first day of the next one year period or within 30 days after funds for that contract year become available, whichever date is the later, provided that the Contracting Officer shall have given preliminary notice of the Government's intention to renew at least 30 days before this contract is to expire. Such a preliminary notice of intent to renew shall not be deemed to commit the Government to renewals. If the Government exercises this option for renewal, the contract as renewed shall be deemed to include this option provision. However, the total duration of this contract, including the exercise of any options under this clause, shall not exceed September 30, 2001.

SECTION J - ATTACHMENTS

Attachment A, Part 1	**ILS Questionnaire**
Attachment A, Part 2	**Offeror Questionnaire**
Attachment B	**Overview**
Attachment C	**Glossary**
Attachment D	**Circuit Libraries and Satellites**
Attachment E	**FIP Standards, Other Standards, and Documents**
Attachment F	**Descriptions of Circuit Libraries**
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Attachment K	**Data Communications Network (DCN)**
Attachment L	**Data from ILS Survey**
Attachment M	**Reserved**
Attachment N	**Functional Capabilities Demonstration**
Attachment O	**System Test and Quality Assurance Plan**
Attachment P	**LIBRA Information**

SECTION J, ATTACHMENT A - Part 1

J.A.1 - ILS QUESTIONNAIRE

The Offeror Shall indicate by answering "yes" or "no" in the last column whether or not the proposed system provides the capability in question.

J.A.1	**ACQUISITION MODULE**	
J.A.1.1.1	**General Features**	
J.A.1.1.1.1	Does the acquisitions module interface fully with the:	
	a. online catalog module	
	b. cataloging module	
	c. circulation module	
	d. serials control module	
	e. reports module	
J.A.1.1.1.2	Is the system acquistion fuction capable of taking in, retaining, and outputting bibliographic records in the full MARC format?	
J.A.1.1.1.3	Is the system acquistion fuction capable of taking in, retaining, and outputting authority records in the full MARC format?	
J.A.1.1.1.4	Is it possible to suppress from public display in the online catalog any or all acquisitions records?	
J.A.1.1.1.5	Do the types of materials accommodated include:	
	a. Monographs	
	b. Monographs in series	
	c. Serials	
	d. Law reports and statutes	
	e. Continuations	
	f. Documents	

	g. Blanket orders	
	h. Memberships	
J.A.1.1.1.6	Does the ILS accommodate and identify items in the following formats:	
	a. print	
	b. microfilm	
	c. microfiche,	
	d. film	
	e. video	
	f. audio	
	g. floppy disk	
	h. CD-ROM	
J.A.1.1.1.7	Does the data stored in the acquisitions files include:	
	a. Bibliographic information	
	b Acquisitions type, such as order, gift, or approval	
	c. Status information, such as on order or received	
	d. Consignee/copy/fund information, including non-library procurement	
	e. Price and invoice information, both list and discounted prices	
	f. Vendor information	
	g. Vendor report information	
	h. Accounting information	
	i. Requestor	
	j. Location(s)(i.e., destination)	
	k. Instructions to vendor (free text)	

	l.	Internal processing instructions (free text non-printing on order form)	
	m.	Number of copies	
	n.	Reserve queue	
	o.	Claim history and dates	
	p.	Library defined fixed fields, fully searchable, minimum of 4	
	q.	Library defined variable fields, fully searchable, minimum of 6	
	r.	Renewal or expiration date for serials and continuations	
	s.	Subscription period	
	t.	Received date	
J.A.1.1.1.8	a.	Does the ILS have the capability of transferring appropriate information from file to file (record) so that re-keying of information already in the ILS is not required?	
	b.	However, if data cannot be drawn from files, is it possible to key in new acquisitions records?	
J.A.1.1.1.9	Does the ILS accommodate valid status, including multiple statuses for:		
	a.	Record ready to have purchase order produced	
	b.	Entered partial	
	c.	Claimed, including number of claims	
	d.	Out of stock--cancelled	
	e.	Received partial	
	f.	Received complete	
	g.	Report information received from the vendor	
	h.	Returned partial	
	i.	Returned complete	

	j.	Invoice received	
	k.	Received without invoice	
	l.	Invoice claimed	
	m.	Invoice overdue	
	n.	Invoice paid	
	o.	Not yet available--reorder at a later date	
	p.	Out of stock--back-ordered	
	q.	Not yet available--will ship when ready	
	r.	Out of print--cancelled	
	s.	Renewed mm/dd/yy	
J.A.1.1.1.10	Does the ILS produce outputs in individual or batch mode, including:		
	a.	New or revised purchase orders	
	b.	Claim letters/notices/lists	
	c.	Cancellation notices	
	d.	Return notices	
	e.	List of cancellations	
	f.	Selection lists	
	g.	Routing notices	
	h.	List of items in a processing area for more than the library-specified period	
	i.	New title reports	
	j.	Purchase alert notices	
	k.	Hold availability notices	
	l.	Lists of invoices not cleared	
	m.	Vendor lists	
	n.	Vendor performance reports by category of material	

	o. Open order reports	
	p. Fund status reports	
	q. Checks or other payment vouchers	
	r. Microform back-up audit trails by title and by fund for accounting information no longer required for current operations	
	s. Transfer notices	
	t. Change of address notices	
	u. Subscription renewal	
J.A.1.1.2	**Acquisitions Records**	
J.A.1.1.2.1	Does the ILS create an acquisitions record for each title on order or received, whether a purchase order was issued or not?	
J.A.1.1.2.2	Does the ILS support the selection of bibliographic records from the OCLC and RLIN databases for titles to be ordered?	
J.A.1.1.2.3	Is an acquisition record accessible online through the following access points:	
	a. Purchase order and requisition numbers and dates	
	b. Main entry	
	c. Title	
	d. ISSN/ISBN	
	e. Bibliographic utility number	
	f. Person requesting the order	
	g. Alternate title	
	h. Publisher name and code	
	i. Title keyword	
	j. Locally determined fund code	
	k. Organization code	
	l. Vendor invoice number and date	

	m. Check number and date	
	n. Budget object class	
	o. Voucher number and date	
	p. Series title	
	q. Renewal date	
	r. Renewal period	
J.A.1.1.2.4	Is an appropriately authorized user able to retrieve and change existing acquisitions records online.	
J.A.1.1.2.5	For serials and continuations, does the ILS store data, so that when retrieved, it appears to be a single record pertaining to:	
	a. Beginning date of subscription	
	b. End date of subscription	
	c. Source	
	d. Frequency	
	e. Subscription price	
	f. Fund	
	g. Shelving location	
	h. Binding information	
	i. Date of payment	
	j. Holdings	
	k. Library	
	l. Routing information	
	m. Note field	
	n. Cancellation date	
J.A.1.1.2.6	Does the ILS report the current status of all titles ordered, received, or canceled?	
J.A.1.1.2.7	Does the ILS display for an acquisitions record include:	

	a.	Bibliographic information	
	b.	Acquisition type	
	c.	Status information	
	d.	Consignee/copy/fund information (including non-library procurement)	
	e.	Vendor information	
	f.	Handling information	
	g.	Accounting information (including costs, discount, shipping, quantity)	
	h.	Requestor	
	i.	Consignee name and address	
	j.	Instructions to vendor (free text)	
	k.	Internal processing instructions (free text; non-printing on order form)	
	l.	Subscription period where applicable	
	m.	Subscription beginning date	
	n.	Subscription end date	
	o.	Vendor's invoice number, invoice date, check number, and check date	
	p.	Renewal date	
J.A.1.1.2.8	Are records in the acquisitions module updated online as soon as new or revised information is entered?		
J.A.1.1.2.9	Upon completion of an acquisitions record, does the ILS update the bibliographic database and create a temporary record?		
J.A.1.1.2.10	a.	Does the ILS produce upon demand lists of acquisitions for a library-specified period of time, sorted by subject, for inclusion in library accessions lists?	
	b.	Are these citations printed in standard bibliographic format?	

J.A.1.1.3	Fund File Records	
J.A.1.1.3.1	Does the ILS provide fund accounting to track the expenditure of funds during the acquisitions process by the federal fiscal year (October 1 through September 30)?	
J.A.1.1.3.2	Does the ILS provide fund accounting files containing records for each fund set up for purchase of materials?	
J.A.1.1.3.3	Does the ILS maintain completely separate fund files for each circuit library, thereby allowing completely different fund structures for each circuit library?	
J.A.1.1.3.4	Does the ILS provide constantly updated fund information as a result of actions on the acquisitions file?	
J.A.1.1.3.5	Does the ILS update the encumbrances in the fund file concurrently with the production of purchase orders?	
	Are encumbrances also updated as order cancellations are produced?	
J.A.1.1.3.6	Do the ILS fund file records include the following information:	
	a. Fund identifier or code	
	b. Budget object code	
	c. Amount budgeted	
	d. Amount encumbered fiscal year to date	
	e. Amount expended fiscal year to date	
	f. Uncommitted balance	
	g. Encumbrances carried from previous year	
	h. Cash balance	
	i. Supplementary budget allotments and rescissions	
	j. Reprogramming from one fund to another	
	k. Any alterations in obligated funds	
J.A.1.1.3.7	a. Does the ILS accommodate an unlimited number of fund file records?	

	b. Are fund account records retrievable by fund code and by fund identifier?	
J.A.1.1.3.8	Is an authorized user able to manually adjust the amount budgeted in each fund record?	
J.A.1.1.3.9	Does the ILS accommodate credits, refunds and partial order payments?	
J.A.1.1.3.10	Does the ILS permit the sharing of costing for orders between funds:	
	a. Within a circuit library	
	b. Among satellite libraries	
J.A.1.1.3.11	Does the ILS check all arithmetic operations?	
J.A.1.1.3.12	Does the ILS make encumbrances mandatory?	
J.A.1.1.3.13	a. Does the ILS provide an early warning alert of fund depletion when the level of an encumbered fund reaches a library specified value?	
	b. Does the ILS restrict a user from overencumberance in any account?	
	c. Is there a supervisory override capability?	
J.A.1.1.3.14	Does the ILS permit temporary freezing of funds with overriding capability:	
	a. Freezing new order but permitting payment on outstanding orders	
	b. Freezing both new orders and further payment	
J.A.1.1.3.15	a. Does the ILS provide periodic, cumulative fund activity and obligations reports?	
	b. Does the reporting feature allow the following reports online with an option to print:	
	1. A listing of all financial transactions including funds transfers, fund transactions, amounts allocated, amounts encumbered, and paid for one account or all accounts	

	2. A listing of all transactions, in user specified order, posted to all accounts during a date range specified by the library, with a summary of accounts into grand totals.	
J.A.1.1.3.16	Does the ILS have the capability of producing reports which accommodate periods during which items are still being received against the previous year's appropriation, giving the library the choice of reports which include or exclude these overlaps?	
J.A.1.1.3.17	Is the ILS capable of producing vouchers for payment?	
J.A.1.3.3.19	Does the ILS produce upon demand lists of invoices not cleared or not cleared within a specified period after receipt?	
J.A.1.1.4	**Consignee Records**	
J.A.1.1.4.1	Does the ILS accommodate an online consignee file with one record for each consignee?	
J.A.1.1.4.2	Do the consignee records include the following fields at a minimum:	
	a. Consignee name	
	b. Consignee title/identifier	
	c. Consignee addresses (including street address, room/suite number, and/or post office box, city, state, zip code, and specific site instructions; (**NOTE:** Consignees may have multiple addresses.)	
	d. Telephone numbers, including extensions	
	e. Telefacsimile numbers	
	f. Electronic mail address	
	g. Consignee identification code	
	h. Consignee funding code	
	i. Secretary's name	
	j. Notes	
	k. ILS supplied date that record was modified	
J.A.1.1.4.3	Is it possible to locate a consignee by:	

	a. Any part of the consignee name	
	b. Consignee title/identifier	
	c. Consignee identification code	
	d. Any part of the consignee address	
J.A.1.1.4.4	a. Is an authorized user able to add, delete, and update consignee records manually?	
	b. Is deletion of a consignee record blocked if titles remain on the consignee's PAR?	
J.A.1.1.5	**Vendor Records**	
J.A.1.1.5.1	Does the module accommodate an online vendor file with one record for each vendor or supplier used by the library as a source for acquiring materials?	
J.A.1.1.5.2	Do vendor records include the following fields:	
	a. Vendor name	
	b. Vendor addresses(multiple addresses per vendor)	
	c. Purpose of address, such as billing, shipping, claims	
	d. Telephone numbers, including toll free numbers	
	e. Fax number and electronic mail address	
	f. Vendor identification number or code	
	g. Vendor account or customer number for the library	
	h. Name of vendor contact and direct telephone number	
	i. Notes	
	j. Claim cycle default value	
	k. ILS supplied date that record was modified	
	l. Prepayment indicator	
J.A.1.1.5.3	Is it possible to locate a vendor by vendor identifier or any part of the vendor name?.	

J.A.1.1.5.4	a. Is an authorized user able to add, delete, and update vendor records manually?	
	b. Is deletion of a vendor record blocked if orders are outstanding to that vendor?	
J.A.1.1.6	**Selection Lists**	
J.A.1.1.6.1	Does the ILS provide a selection list feature whereby titles the library intends to order may be kept online on the ILS and are selection lists available online and in hard copy form?	
J.A.1.1.6.2	Does the ILS allow a record to be converted from a selection list to order status without rekeying the record or removing it from the selection list?	
J.A.1.1.6.3	Do the ILS selection lists show, for each title:	
	a. Bibliographic information	
	b. Price	
	c. Current holdings, by library, facility, and location	
	d Additions such as out of print and out of stock	
	e. Notes	
J.A.1.1.7	**Ordering**	
J.A.1.1.7.1	Does the ILS accommodate the following order types:	
	a. New order	
	b. Renewal order	
	c. Prepayment	
	d. Gift	
	e. Exchange	
	f. Membership acquisitions	
	g. On approval	
	h. Blanket purchase agreement	
	i. Standing order	

	j. Subscription	
	k. Continuation	
	l. Deposit Account	
	m. U.S. Government Depository item	
	n. Confirmatory order	
	o. Credit card	
	p. Replacement	
J.A.1.1.7.2	Depending on the acquisition type selected by the user, does the ILS display the appropriate screen format and prompts for other order data?	
J.A.1.1.7.3	Is the ILS capable of storing orders entered for later review and release by an authorized person?	
J.A.1.1.7.4	Does the ILS produce purchase orders as required by type of acquisition?	
J.A.1.1.7.5	Does the ILS support the production of one purchase order in a library-specified format to a vendor for the following conditions:	
	a. Single or multiple copies of one title for one consignee	
	b. Single or multiple copies of multiple titles for one consignee;	
	c. Single or multiple copies of a single title for multiple consignees up to several hundred consignees	
	d. Single or multiple copies of multiple titles for multiple consignees	
J.A.1.1.7.6	Does the ILS prohibit the assignment of duplicate order numbers, whether entered manually or assigned automatically?	
J.A.1.1.7.7	Does the ILS signal the duplication of orders for one bibliographic item for the same consignee?	
J.A.1.1.7.8	Is the user able to edit the complete order record (including all cost aspects) before and after production of the purchase order?	
J.A.1.1.7.9	Does the ILS have the capability to sequence the output via the following subsets of purchase orders:	

	a. All purchase orders	
	b. All orders for a particular vendor (and print mailing labels)	
	c. All orders for a particular payment type(s)	
	d. All orders for a particular fund(s)	
	e. All orders for a particular order type(s)	
	f. All orders for a particular order status(es) (e.g., "confirmed," "back order," "in stock," "out of stock,")	
	g. All orders for a particular title	
	h. All orders for a particular consignee(s)	
J.A.1.1.7.10	a. Does the ILS allow for the printing of purchase orders on paper forms (online or off-line) in batch mode?	
	b. Are the following items included on printed order forms:	
	1. Author	
	2. Title	
	3. Edition	
	4. Publisher	
	5. Date of publication	
	6. Series	
	7. Part(s) ordered, such as volume number, part number, or release number	
	8. ISBN/ISSN	
	9. Price (discounted, if the vendor gives a discount)	
	10. Total number of copies ordered and the quantity for each consignee	
	11. "RUSH" indications	
	12. Name of jobber	
	13. Date of order	

	14. ILS-supplied order number	
	15. Bill to and ship to addresses	
	16. Notes	
	17. Prepayment and confirmatory notes, when applicable	
	18. Delivery notice	
	19. Postage and handling line	
	20. Total dollar amount of entire order including all items ordered and postage and handling when known	
	21. Total dollar amount of order for each item ordered when more than one copy is ordered	
	22. Appropriation/accounting codes for items on order	
	23. Designated space for signature and title of signer	
	24. GSA contract number with date	
	25. Credit card/deposit account number	
	26. Subscription period	
	27. Subscription	
	28. Renewal period	
	29. Subscription start date	
	30. Subscription end date	
J.A.1.1.7.11	Does the ILS use the status information to signal the initiation of a variety of activities, such as produce purchase order or delete order?	
J.A.1.1.7.12	Is the ILS capable of transmitting an order online such as accords with the BISAC EDI online ordering standard?	
J.A.1.1.7.13	To accommodate the annual renewal of subscriptions and continuations, does the ILS have the following capabilities for these orders:	

	a. Producing on demand a list by consignee of all subscriptions and continuations scheduled for renewal, including expected costs.	
	b. Entering an anticipated renewal date that will generate a report of all items due for renewal at least 60 days before the renewal date.	
	c. Marking items as received, charging the cost to the appropriate accounts, and keeping the record active rather than transferring it to a historical file.	
	d. Producing a report of all items that are a user-specified number of days past the claiming date.	
J.A.1.1.7.14	a. When a purchase order is complete and the invoice has been received, is the acquisitions record flagged to permit its later deletion or transfer from the acquisitions file?	
	b. Does the ILS provide for archiving of such data from the order file as designated by the library?	
J.A.1.1.8	**Receiving**	
J.A.1.1.8.1	Is the ILS capable of handling:	
	a. receipt of items with invoices	
	b. items without invoices	
	c. invoices without items	
J.A.1.1.8.2	When the receipt of an item is recorded, does the ILS automatically update the status of the acquisitions record in the bibliographic file from "on order" to "in process"?	
J.A.1.1.8.3	When receipt of an item is recorded, does the ILS update all files, including vendor and financial files?	
J.A.1.1.8.4	Upon receipt notification, does the ILS generate automatically a routing destination according to pre-set flags?	
J.A.1.1.9	**Claiming and Cancelling**	
J.A.1.1.9.1	Does the ILS supply a user specified claim cycle which can be overridden by the user?	

J.A.1.1.9.2	Does the ILS automatically produce claim notices for purchase orders for which material has not been received by the time indicated by the claim cycle recorded in the vendor's record?	
J.A.1.1.9.3	Does the ILS allow an authorized user to cancel any encumbered purchase order?	
J.A.1.1.10	**Property Accountability Report (PAR)**	
J.A.1.1.10.1	Does the ILS provide a title specific list (PAR) for uncataloged materials in consignee's collections?	
J.A.1.1.10.2	Does the ILS update inventories of titles in consignee's collections as titles are withdrawn from or added to the collections?	
J.A.1.1.10.3	Does the ILS provide reports of the number of titles by consignee and the number of consignees by title?	
J.A.1.2	**CATALOG (ON LINE)**	
J.A.1.2.1	**General Online Catalog Requirements**	
J.A.1.2.1.1	a. Is the online catalog module available from all workstations?	
	b. Do remote users have the same functionality as users at workstations directly connected to the server?	
	c. Is it possible to access holdings for:	
	1. The facility in which the workstation is located?	
	2. All holdings in the library?	
	3. Any of the U.S. Courts Libraries, unless restricted by password?	
J.A.1.2.1.2	Does the online catalog provide access to headings based on the authority files?	
J.A.1.2.1.3	a. Does the online catalog provide for display of order data, and serials check-in data automatically?	
	b. Does the online catalog provide for both a public format and a staff format accessible from all workstations?	
	c. Does the online catalog have the ability to switch between the two formats with only a single process.	

J.A.1.2.1.4	Are uniform titles that are attached to name headings indexed in such a way that the dependent title is always retrieved with the appropriate name heading?		
J.A.1.2.1.5	Is the system capable of filing numbered volumes and other numbers in correct numerical order?		
J.A.1.2.1.6	Does the system clear an online catalog workstation automatically when the terminal has been inactive for a specified period of time?		
J.A.1.2.1.7	a. Are the list, brief public catalog, and augmented public catalog displays locally definable in terms of choice of bibliographic record fields displayed and terminology used in any labelled displays?		
	b. Is it possible to vary the choice of fields displayed according to the type of search and the material type?		
J.A.1.2.2	**Search and Inquiry Capabilities**		
J.A.1.2.2.1	Does the ILS include, at a minimum, the following number of access points:		
	TYPES	MARC TAGS	
	a. Personal and corporate names, uniform titles, conference names	all 1xx fields	
	b. Titles (except uniform main entry, tag 130), including main, alternate, translated, transliterated, and key titles	all 24x fields and subfield t in fields 6xx, 7xx, and 8xx	
	c. Combined author/title	Fields 1xx/240, 1xx/245, 700 =a/=t	
	d. Title subfields a.p. n and r separately and in combination	Field 240 =a, =n, =p, -r separately or combined with each other; Field 245 =a, =n, =p separately or combined with each other	
	e. Series entries including untraced 490s	all 4xx fields	

	f. Subjects, including personal and corporate names, conferences, uniform titles, topical and geographic subjects, genre headings, occupation headings	all 6xx fields	
	g. Added entries, including names, titles, and conferences	all 7xx fields, including subfield t titles	
	h. Series entries	all 8xx fields	
	i. Call numbers	050-099 fields	
	j. Numerical control numbers including, but not limited, piece number, ISBN, ISSN, Superintendent of Documents number, technical report number, LC card number, bibliographic utility number, music number	appropriate tag depending on format	
	k. Location		
	l. Date		
J.A.1.2.2.2	Does the system permit keyword searching of any fields specified by the library, such as title, subject?		
J.A.1.2.2.3	a. Does the system allow searching by specifying adjacent words as well as by single words?		
	b. Are phrases entered as keywords searched automatically as adjacent terms?		
	c. Is it possible to search subject headings with subject subdivisions in a single search argument?		
J.A.1.2.2.4	Does the system permit Boolean searches using AND, OR, NOT relationships?		

J.A.1.2.2.5	Is each entry in a list of hits retrieved preceded by an identifier such as a number, for the purpose of identifying a record easily for selection?	
J.A.1.2.2.6	Does the online catalog accommodate both brief (one line) and full (complete record) displays?	
J.A.1.2.2.7	Is it possible to suppress the display of certain fields in bibliographic records and records in the online catalog while retaining their display in staff mode?	
J.A.1.2.2.8	Does the system allow access to records for the following material types:	
	a. monographs	
	b. serials	
	c. machine-readable data files including	
	1. CD-ROM	
	2. computer diskettes	
	3. microforms	
	4. vertical file	
	d. audiovisual formats	
	e. manuscripts	
	f. computer software	
	g. "In" analytics	
	h. photographs	
	i. documents	
	j. annual reports	
J.A.1.2.2.9	a. Is there a system-contained stop list of words which will not be accepted as search terms?	
	b. If the list is transparent, does the system inform the user of stop-listed words, so that future searches may be better formulated?	

	c. If the list is not transparent, does the system respond to a search with an appropriate message to help the user formulate a new search?	
	d. Is the system stop list capable of revision by authorized staff?	
	e. Does the system allow for the possibility of overriding the stop list to search for entries consisting primarily or entirely of stop words?	
J.A.1.2.2.10	a. Is the system capable of suspending a potentially long search, including a Boolean search which might overload the system to the point of degrading response time?	
	b. Does the system provide the user with certain options such as narrow the search key, terminate the search, examine a portion of the hits, and continue the search?	
J.A.1.2.2.11	Is the system designed so that variations in punctuation, capitalization, use of diacritics, and spacing do not impede retrieval?	
J.A.1.2.2.12	Is the software able to ignore initial articles, "a", "an", and "the" in the title field when sorting titles for report production?	
J.A.1.2.2.13	Does the system provide for the display of bibliographic records in a labeled format which is easily understood by users?	
J.A.1.2.2.14	Are all online catalog searches limited to designated files?	
J.A.1.2.2.15	a. Does the system log the activity pattern of workstations, including:	
	1. number of searches	
	2. number of searches by access point	
	3. number of searches against each section of the classification schedule(s)	
	4. length of searches	
	5. response times	
	8. unsuccessful searches	

	b. Does the system generate a printed log activity report on demand?	
J.A.1.2.2.16	a. When a search retrieves no records, does the system display (with the search term) other terms that appear before and after it in numerical sequence?	
	b. When a search retrieves no records, does the system display (with the search term) other terms that appear before and after it in alphabetical sequence?	
J.A.1.2.2.17	Does the system display of the first full record retrieved include information regarding:	
	a. current status	
	b. holdings	
	c. facility	
	d. location within a facility	
J.A.1.2.2.18	Does the system show how many copies of the item described in the bibliographic records are available for use in each holding library (i.e., division or branch) and how many are in circulation, at the bindery, or otherwise unavailable?	
J.A.1.2.2.19	When a search retrieves a "see" or "see under" reference, does the system display this reference and allow the user, without re-keying, to initiate a search under the valid heading(s) listed in the reference?	
J.A.1.2.2.20	a. When a search retrieves "see" or "see also under" references, does the system display these references above the display of bibliographic records retrieved	
	b. Does the system and allow the user to initiate a search under any of the headings to which the references lead?	
J.A.1.2.2.21	a. When the contents of the specified fields in only one bibliographic record match the search term(s), does the system display the full record?	

	b. When the contents of the specified fields in more than one bibliographic record match the search term(s), does the system display brief citations extracted from each of the records retrieved and allow the user to view each of the records from which the brief citations have been extracted?	
	c. Can the user detemine the sort order of searches returning multiple hits?	
J.A.1.2.3	**Item Features**	
J.A.1.2.3.1	In the system, does the item record contain:	
	a. an item-specific label number	
	b. indication of borrowing restrictions	
	c. call number (Library of Congress, Los Angeles County Law, Dewey, or Superintendent of Documents)	
	d. due date (if checked out)	
	e. the last discharge date	
	f. number of circulations since a specified date	
	g. inventory date	
	h. holds against the item	
	i. location	
	j. holding	
J.A.1.2.3.2	a. Does the system provide for the display of information about the status of any item in the collections by entering any of the following:	
	1. author	
	2. title	
	3. call number	
	4. label (i.e., barcode) number	
	b. Does the system provide for the display of information about the location of any item in the collections by entering any of the following:	

	1. author	
	2. title	
	3. call number	
	4. label (i.e., barcode) number	
	c. If the status is not automatically displayed, does the system provide a prompt alerting the user how to retrieve the information?	
J.A.1.2.3.3	Are all copies of the same edition of a title linked to the master record?	
J.A.1.2.3.4	Does the system allow for total or partial deletion of item records from a bibliographic record and total or partial transfer of item records from one bibliographic record to another in a single operation (i.e., a block edit)?	
J.A.1.2.4	**Bibliographic Records**	
J.A.1.2.4.1	Does the system offer a choice of maintaining a single bibliographic file for each library or maintaining separate files for each facility with the capability to combine information into system-wide files?	
J.A.1.2.4.2	a. For any notes fields in the full, coded MARC record that provide for a print constant (such as "contents" and "continued by,"), does that print constant appear in the public catalog displays in the online catalog?	
	b. reserved	
J.A.1.2.4.3	a. Is there a MARC work form display, input support, and error checking for local entry?	
	b. Does the system allow full screen editing of MARC records?	
J.A.1.2.4.4	Are summary holdings built from item records subject to manual editing to provide opportunity to clarify complicated holdings displays for the public?	
J.A.1.2.4.5	a. If volumes or copies on the same record are in different locations, is each location cited in connection with its corresponding volume or copy?	

	b. Does the location display cite not only the library, but also the library and location when appropriate?	
J.A.1.2.4.6	Is the system, at a minimum, able to accommodate and allow access by a variety of classification schemes, including:	
	a. Library of Congress	
	b. Dewey	
	c. Los Angeles County Law	
	d. Superintendent of Documents	
J.A.1.2.4.7	a. Is call number access available so as to function as a shelf list?	
	b. Is call number access limited by location, input stamp, and other designators within the item record, e.g., folio, oversize, or other alpha-numeric designations which do not form part of the call number per se?	
J.A.1.2.4.8	Is the system tolerant of spacing and decimal errors in call number searches?	
J.A.1.2.4.9	a. Does the system have the ability to update all of the occurrences of a heading in the bibliographic file with a single machine transaction?	
	b. Does the system allow a smaller subset of records to be changed, to be selected online using Boolean operators on the MARC record fields?	
J.A.1.2.4.10	Does the master record contain all call numbers, notes, subject headings which may be required by the different locations or cataloging/classification practices?	
J.A.1.2.4.11	a. Does the system ignore diacritics in indexing and searching?	
	b. Does the system romanize special characters for indexing and searching?	
J.A.1.2.4.12	Does the system provide a method of "tracking" titles through wanding of the barcodes, changing status from "on order" to "in process" to "available" as the material moves through the library?	

J.A.1.2.4.13	Are the 006 and 007 fields of the full MARC record displayed optionally in labelled form, the label terminology to be chosen locally?	
J.A.1.2.4.14	Does the software allow production of demand bibliographies or lists of titles in the online catalog on any library-specified topic or topics, sorted by subject, in standard bibliographic format?	
J.A.1.2.5	**Authority Files**	
J.A.1.2.5.	Can the system import, maintain and export system-wide authority files in full-MARC format?	
J.A.1.2.5.2	Is the system capable of incorporating changes in the MARC authority formats or new national standard formats as they are developed?	
J.A.1.2.5.3	Is a facility sharing system-wide authority files able to create local headings with appropriate indications of the source and date of creation?	
J.A.1.2.5.4	Are personal, corporate, conference, and geographic name headings accommodated in the name authority file?	
J.A.1.2.5.5	Are subject headings (that is, entries in all 6xx fields) accommodated in the subject authority file?	
J.A.1.2.5.6	Does the system link each heading in a library's authority files to each occurrence of that heading in the bibliographic file?	
J.A.1.2.5.7	Are all authority features supported by the system, including validation and global or database-subset manipulation of headings, supported for author/uniform title headings?	
J.A.1.2.5.8	a. Does the system have the capability of accepting authority records from in-house generation or from external sources, including but not limited to:	
	1. bibliographic utilities	
	2. Library of Congress	
	3. other standard sources	
	b. Does the system provide for input and upkeep of thesauri such as those used for archival collections?	

J.A.1.2.5.9	Does the system match Library of Congress or other national standard authority records against the local file on an ongoing basis?	
J.A.1.2.5.10	Does the system add, change, or delete authorized headings or entries, as part of a new bibliographic record, and as keyed in locally whether or not related to any bibliographic records?	
J.A.1.2.5.11	Does the system regularly provide a list online and in printed form for staff review of all authority changes and additions?	
J.A.1.2.5.12	Does the system flag headings new to the database and/or in conflict with existing authority records for review online during the cataloging process and at the time of downloading of new authority records?	
J.A.1.2.5.13	a. Does the system separate the new headings by institutional source?	
	b. Does the system provide a daily list of flagged headings online and, on demand, in print?	
J.A.1.2.5.14	If one authority source changes a heading that others have used, does the system change headings only on bibliographic records that used that authority source?	
J.A.1.2.5.15	Do authorized headings and entries have records that include:	
	a. the source of authority (and source of acronyms)	
	b. related "see," "see also," "see from," and "see also from" references	
	c. notes from the full MARC authority record	
	d. a field for local notes	
J.A.1.2.5.16	a. For borrower use, does the system display:	
	1. "see" and "see also" references	
	2. scope notes	
	3. reference notes (for example, "law," see also subdivision "law and legislation" under topics	

	4. general information notes (for example, under U.S. entries, "additional materials not listed in this catalog available at ")	
	b. Does the system allow for display of "broader terms" and "narrower terms", instead of only "see also" references?	
J.A.1.2.5.17	Is it possible to browse through the authority file to see adjacent headings and entries as well as the related entries and notes?	
J.A.1.2.5.18	a. Is the system able to generate reports on bibliographic and authority records as requested?	
	b. Do these generated reports include but are not limited to lists of added, merged, changed, and deleted authority records?	
	c. Is the system able to generate reports for titles for which all copies have been deleted?	
J.A.1.2.5.19	Is the system able to list periodicals including:	
	a. frequency	
	b. holdings	
	c. location	
	d. retention	
	e. cross references	
	f. linking titles (previous and later titles)	
J.A.1.2.5.20	Is the output of the system wide authority files in MARC format with tags?	
J.A.1.2.5.21	Does the system allow several headings to be merged into one heading using a single command?	
J.A.1.2.5.22	Do authorized headings and entries have records that include the following attached to that heading:	
	a. date authorized or first used?	
	b. date of last revision?	
	c. number of bibliographic records?	
J.A.1.2.5.23	a. Is the system able to report statistics by date and time period?	

	b. Does statistical information include:	
	1. number and type of heading changes made?	
	2. number of bibliographic records affected by a heading change?	
	3. number of authority records maintained by the system?	
J.A.1.2.5.24	Does the system allow editing of authority records to change tags, add, edit and delete subfields, to edit all associated bibliographic records by authorized staff?	
J.A.1.3	**SERIALS CONTROL**	
J.A.1.3.1	General Serials Control Requirements	
J.A.1.3.1.1	Is library serials holdings information available to users of the online catalog?	
J.A.1.3.1.2	Does the system provide access to serials material in all stages of processing?	
J.A.1.3.1.3	a. Is the system able to display information from the check-in record for at least one year?	
	b. Is the system able to display information from the check-in record until it is moved to an abbreviated form or collapsed holdings?	
	c. Is the system able to do this at both the copy and the title level?	
J.A.1.3.1.4	Does the system have the ability to produce a variety of statistical reports including:	
	a. Number of titles	
	b. Number of volumes	
	c. Number of copies	
	d. Number of issues checked in by period, by user ID	
	e. Number of claims issued by title, by vendor	
	f. Titles without current subscriptions	

J.A.1.3.1.5	a. Does the system allow for reports to be produced for predetermined time periods such as quarterly, semi-annually, or annually?	
	b. Does the system allow the production of such reports for the circuit library, the headquarters library and each satellite library?	
J.A.1.3.1.6	a. Is the system able to accommodate a variety of serial formats such as:	
	1. advance sheets	
	2. pocket parts	
	3. special issues	
	4. supplements	
	5. indexes	
	6. other pieces related to a single title	
	b. Does the system also accommodate serials in a different media such as:	
	1. microfilm	
	2. microfiche	
	3. floppy disks	
	4. CD-ROM.	
J.A.1.3.1.7	Does the system support title changes?	
J.A.1.3.1.8	Does the system provide for all types of frequencies, and allow for easy adjustment if frequency changes?	
J.A.1.3.1.9	Does the system automatically recompute expected arrival dates for issues and projected volume and issue numbers when changes to frequency and publications patterns are entered?	
J.A.1.3.2	**Serials Copy Records and Holdings Information**	
J.A.1.3.2.1	Is the system able to display the holdings of the headquarters library and/or satellite libraries sorted by library and location?	

J.A.1.3.2.2	Does the system permit online modification of holdings information by authorized library staff?	
J.A.1.3.2.3	Is the system able to combine and save reports for separate headquarters and satellite library holdings into a single circuit library listing?	
J.A.1.3.2.4	Does the system have the ability to distinguish among multiple copies of the same title received from different sources?	
J.A.1.3.2.5	Is the system capable of producing lists of subscriptions due for renewal within a variable, library specified, time frame?	
J.A.1.3.2.6	Does the system have the capability to show gaps in holdings?	
J.A.1.3.2.7	a. Does the system provide a variable length notes field for each record for special instructions, such as retention, special routing or handling, and special check-in procedures?	
	b. Are these fields repeatable?	
J.A.1.3.2.8	Is the system able to display the enumeration and chronology of the most recent issue of a title recorded in the system on a copy specific basis?	
J.A.1.3.2.9	Does the system have the ability to summarize automatically and display individual holdings into a consolidated statement of holdings for all formats?	
J.A.1.3.3	**Serials Check-in**	
J.A.1.3.3.1	For those titles which follow a predictable pattern of publication, does the system base check-in procedures on the prediction of the expected chronology and enumeration of the next expected issue?	
J.A.1.3.3.2	a. Does the system default to the current date when the user records an item as received?	
	b. Does the system allow the user to manually override the default date?	
J.A.1.3.3.3	Does the system allow the printing of call number labels and routing slips to be adjustable by a user so that a group of products may be output at the end of a check-in session, or so that the capability can be suppressed altogether?	

J.A.1.3.3.4	Does the system recognize overdue issues regardless of whether or not the title is received on a paid subscription, and include the following situations:	
	a. Failure to receive any issues against a new order within a library specified period after the date of expected first receipt recorded when the order was placed	
	b. Failure to receive the next issue within the expected time frame automatically determined by calculations based on publication frequency data and a library specified "grace" period	
	c. In a title with a predictable pattern of publication, receipt of a. issu. later than the expected next issue	
	d. In a title with a predictable pattern of enumeration, receipt of an issue later in the numeric sequence than the next expected issue	
	e. For titles which the library receives in multiple copies, receipt of fewer than the required number of copies within a library specified time period after check-in of the first copy	
	f. For items which do not have predictable patterns of frequency or enumeration, identification of items for which there has been no check-in activity within a library specified period	
J.A.1.3.4	**Claiming**	
J.A.1.3.4.1	a. Does the system support the automatic production of claim notices	
	b. Does the system support the ability for staff review of pending claim notices at any point in the claim cycle?	
J.A.1.3.4.2	Does the system provide for manual intervention to override system generated flags?	
J.A.1.3.4.3	Is the system able to locate all items flagged as having missing issues for which first claims have not been generated?	
J.A.1.3.4.4	Does the system have the ability to present this file online and in hard copy for review by library staff prior to the issuance of a first claim?	

J.A.1.3.4.5	Does the system online review procedure allow for staff to indicate that an item should be retained on the missing issue list for reconsideration or passed to a claiming file for the generation of a claim?	
J.A.1.3.4.6	Does the system have the ability to generate claim notices in both printed and machine-readable form?	
J.A.1.3.4.7	Does the system have the ability to support a variety of selection criteria for the generation of multiple claims including:	
	a. claims to a specific vendor	
	b. claims for issues which should have been received between certain dates	
	c. all other claims	
J.A.1.3.4.8	Is the system able to identify issues requiring second and third claims according to library determined time lags which may be defined for various types of items?	
J.A.1.3.4.9	Is an authorized user able to override the claim cycle for specific items?	
J.A.1.3.4.10	Is the system able to identify items for which a library defined number of claims have been issued without a response being recorded and make them available for staff review to determine further action?	
J.A.1.3.4.11	For claiming, does the system use the same vendor files as the acquisitions module?	
J.A.1.3.4.12	Does the system automatically delete a title from the claim process when the missing item is checked in?	
J.A.1.3.4.13	Does the system accommodate the recording of specific details of responses to claims?	
J.A.1.3.5	**Routing**	
J.A.1.3.5.1	Does the system recipient file accommodate recipients' names and locations?	

J.A.1.3.5.2	Does the system provide a display or printout of all titles routed to an individual?	
J.A.1.3.5.3	Does the system provide a display or printout of all individuals receiving specific titles or a specific copy of a title?	
J.A.1.3.6	**Bindery**	
J.A.1.3.6.1	Does the system support a variety of approaches for determining binding readiness, including:	
	a. Upon receipt of a specified number of issues	
	b. At regular intervals specified by the library	
	c. Receipt of index and/or title page	
	d. Receipt of binder furnished by publisher	
J.A.1.3.6.2	Does the system provide the library with the option to delay flagging for binding readiness until any outstanding issues have been received or removed from the missing issues file?	
J.A.1.3.6.3	Does the system provide access to lists of items identified as ready for binding for staff review both online and in print?	
J.A.1.3.6.4	Does the system have the capability to override the requirement for staff review of the file of items ready for binding?	
J.A.1.3.6.5	Does the system produce lists of missing issues required to be found before item can be processed for binding, both online and in print?	
J.A.1.3.6.6	Is the system capable of accepting amendments to the contents of bindery lists at any stage until the user indicates that a consignment has been dispatched?	
J.A.1.3.6.7	Is the system able to adjust automatically the location records of issues being assembled for binding to indicate binding in process, and the expected date of return of the volume?	
J.A.1.3.6.8	Does the system update holdings statements automatically by receipt of issue or bound volume?	
J.A.1.3.6.9	Does the system distinguish between bound and unbound volumes?	

J.A.1.4	GENERAL ILS REQUIREMENTS	
J.A.1.4.1	a. Does the user have the option to search only the records for the satellite library serving the user?	
	b. Does the user have the option to search the records for all material in the Circuit library?	
	c. Does the user have the option to search any library within the circuit?	
	d. Does the user have the option to search all libraries in the circuit?	
J.A.1.4.2	Does the ILS save search strategies if access to a different system is desirable (e.g., to another Circuit library or to a nearby non-court library)?	
J.A.1.4.3	a. Does the ILS provide for the separate display of serial and multi-volume monographic holdings?	
	b. Does the ILS provide the ability to collapse these holdings into a single holdings summary?	
J.A.1.4.4	a. Is the indexing of the files locally definable?	
	b. Does the indexing of files include the ability to index subfields of access points separately and in combination with other subfields of the same or different fields?	
J.A.1.4.5	Is the ILS capable of accepting bibligraphic authority and borrower data online:	
	a. from disk	
	b. from tape	
	c. from keyboard entry	
	d. from CD-ROM	
J.A.1.4.6	Are editing operations performed on data full-screen or at least done using a "replace" or "modify" function which allows the user to edit not only a complete field or subfield, but also to replace a unique string of characters with a different string of characters?	
J.A.1.4.7	Are all notes fields in various records variable length?	

J.A.1.4.8	Does the system print labels such as:	
	a. barcode	
	b. spine	
	c. address	
	d. call number	
	e. card	
	f. other	
J.A.1.4.9	Does the system provide for electronic scanning of barcode labels on borrower cards and library materials?	
J.A.1.4.10	Is the operation of the software configurable to handle a variety of levels of expertise of users?	
J.A.1.4.11	Is the system capable of supporting an inventory of any portion of the collections by scanning items on the shelves and barcodes, and comparing the data against information on holdings and outstanding circulations?	
J.A.1.4.12	Does the ILS allow for local profiling of screen displays?	
J.A.1.4.13	Does the ILS provide the ability to program macros onto certain keys to facilitate entering of repetitious phrases?	
J.A.1.4.14	Does the system support VT100 terminal emulation for access to external utilities?	
J.A.1.4.15	Does the system support, at each facility, local database processing of the following functions:	
	a. Circulation	
	b. Serials check in and routing	
	c. Preparation of order requests	
	d. Online Catalog	
J.A.1.4.16	a. Does the system allow the user to select automatic batch processing?	
	b. Does the system allow the user to schedule batch processing at a time determined by the user?	

J.A.1.4.17	Does the system permit keyboard shortcuts when implemented with the GUI interface?	
J.A.1.4.18	Does the system permit the use of a mouse when in a character based interface?	
J.A.1.5	**Reports**	
J.A.1.5.1	Does the system produce batch reports for time periods specified by the libraries, including but not limited to daily, weekly, monthly, quarterly and annual reports?	
J.A.1.5.2	Does the system support a wide range of formatting options including:	
	a. Tabular and text presentation	
	b. Column justification	
	c. Column widths	
	d. Number of lines per page	
	e. Number of significant digits	
	f. Paragraph indentation	
	g. Page headers and footers	
	h. Footnotes	
	i. Underscoring	
	j. Overstriking	
	k. Choice of titles	
	l. Column headings	
	m. Row labels	
	n. Automatic or forced pagination	
J.A.1.5.3	Does the system allow the data elements in reports to be specified by the libraries?	
J.A.1.5.4	Does the system provide at least four levels of report nesting capabilities as determined by the libraries at the time of the report?	

J.A.1.5.5	Does the system provide report sorting capabilities on at least four fields as determined by the libraries at the time of the report?	
J.A.1.5.6	Does the system permit authorized library personnel to customize the format of reports, forms and notices, and to modify the text, without the intervention of a programmer?	
J.A.1.5.7	Does the system allow the user to have the option of saving report generation specifications for future use?	
J.A.1.5.8	Is the system able to report error message statistics?	
J.A.1.5.9	Does the system report help statistics on a weekly basis?	
J.A.1.5.10	Does the software support the production of current and complete reports at any time during the workday?	
J.A.1.5.11	Does the system allow the user requesting the report to continue to work while reports are being produced?	
J.A.1.5.12	Does the system allow the production of reports without degrading response time for any ILS users?	
J.A.1.5.13	Does the system have a forms generator?	
J.A.1.5.14	Is the forms generator integrated in ILS?	
J.A.1.5.15	Does the system have a report generator?	
J.A.1.5.16	Is the report generator integrated in ILS?	
J.A.1.6	**CIRCULATION**	
J.A.1.6.1	**General Circulation Requirements**	
J.A.1.6.1.1	Does the circulation module interface with:	
	a. the OPAC	
	b. the acquisitions module	
	c. the cataloging module	
	d. the serials control module	
J.A.1.6.1.2	Are the circulation files updated online in real time for all transactions?	
J.A.1.6.1.3	Does the system provide several options for:	

	a. selection of details of charging and discharging	
	b. placing holds	
	c. formatting	
	d. changing text of notices	
J.A.1.6.1.4	Is the system capable of accommodating a variety of material types including:	
	a. serials	
	b. documents	
	c. microforms	
	d. audio-visual materials	
	e. other	
J.A.1.6.1.5	Does the system provide the ability to record in-library use by scanning labels on materials being reshelved?	
J.A.1.6.1.6	Does the system supply management information about utilization of the collection to aid in staff scheduling and library material selection, weeding and storage?	
J.A.1.6.1.7	Does the system support retention of historical records on title use, including borrower category data, but provide for deletion of individual borrower use information to protect the privacy of borrowers?	
J.A.1.6.1.8	In all circulation functions, does the system display item location, brief title, and complete call number in any summary list, e.g., of items on loan to a borrower and renewable items to authorized library users?	
J.A.1.6.1.9	Does the system accept partially cataloged or uncataloged materials?	
J.A.1.6.1.10	Does the system provide an item status function?	
J.A.1.6.1.11	Does the system provide statistics on the number of times a title or a copy has circulated?	
J.A.1.6.2	**Charging and Discharging Features**	

J.A.1.6.2.1	Is the system able to process the following types of charge-out and check-in transactions:	
	a. regular charge with item in hand	
	b. charge for in-library use only	
	c. charge to bindery, interlibrary loan or other pseudo-borrower	
	d. recording of materials used in library prior to reshelving	
J.A.1.6.2.2	Is the system able to charge materials to borrowers of other institutions entitled to reciprocal borrowing privileges?	
J.A.1.6.2.3	Do all circulation records retain the date of the original charge-out?	
J.A.1.6.2.4	Does the system accommodate a variety of loan periods including indefinite?	
J.A.1.6.2.5	Is it be possible for authorized staff to override loan periods?	
J.A.1.6.2.6	Is it possible for the system to determine loan periods from the materials, user category and location?	
J.A.1.6.2.7	Is the system-wide loan periods function capable of application by individual libraries or library units to specific borrower types?	
J.A.1.6.2.8	Does the system require only one entry of borrower identification per batch of items to be charged to that borrower at that time?	
J.A.1.6.2.9	Does the system prevent charge-out of an item not previously checked-in?	
J.A.1.6.2.10	Does the system have the ability to limit the number of items on loan to a borrower by both facility and borrower class, with capability of override?	
J.A.1.6.2.11	Is it possible for authorized library staff to determine quickly what materials are charged out to a particular borrower?	
J.A.1.6.2.12	Does the system provide for renewal of items with the same controls as exist for the original charge-out?	
J.A.1.6.2.13	Does the system note return of items immediately at any facility to which they are returned and signal if the material needs to be sent to another facility for final discharge?	

J.A.1.6.2.14	Does the system prevent final in-transit clearance until the material is received at the facility which owns the material?	
J.A.1.6.2.15	Does the system provide for system-wide ability to lend material from one facility or collection to another, and then to circulate the material to borrowers from the second facility or collection?	
J.A.1.6.2.16	Does the system allow for secondary facility or collection loans which may be block loans to a facility or collection (including a collection in a judge's chambers), circuit loans to multiple facilities or collections, or individual loans?	
J.A.1.6.2.17	Does the system allow the titles and items included in such secondary facility or collection loans to be accessible through regular file inquiries on the database?	
J.A.1.6.2.18	Does the system allow for the discharge of a block loan as a block as well as item by item?	
J.A.1.6.2.19	Does the system prevent the charging of materials designated as non-circulating except as the restriction is overridden?	
J.A.1.6.2.20	Does the system differentiate the home facility from other libraries with which reciprocal borrowing agreements are maintained and from other facilities which may share the system?	
J.A.1.6.2.21	Does the system have the ability to record the charge and discharge of titles obtained on interlibrary loan from other libraries?	
J.A.1.6.2.22	Does the system permit each facility to disable the display of interlibrary loan records via on/off parameters?	
J.A.1.6.2.23	Does the system alert staff when checking in materials which do not belong to the library to which they have been returned in order to facilitate routing to the home library or location?	
J.A.1.6.2.24	Is the system able to record the return of materials to a different library agency but maintain the borrower record link to the library where the material was borrowed?	
J.A.1.6.2.25	Is status of the item during transit appropriately indicated?	
J.A.1.6.2.26	Does the system permit staff to determine quickly whether any particular title is currently in circulation and when it is, or was, due back?	

J.A.1.6.2.27	Is the system able to accept a transaction of "claimed returned" or "claimed never had" and report on items so identified?	
J.A.1.6.3	**Borrower Features**	
J.A.1.6.3.1	Does the system permit staff to determine quickly:	
	a. whether a borrower is eligible for service	
	b. what the borrower's privileges are	
	c. the address and telephone number at which the borrower can be reached	
J.A.1.6.3.2	Does the system enable authorized staff to create, modify, or delete borrower records (if no outstanding obligations exist) online?	
J.A.1.6.3.3	Does the system accommodate at least 10 borrower categories?	
J.A.1.6.3.4	Does the system allow access to borrower records only to authorized staff, except that individuals are able to access their own lists of outstanding loans from public inquiry terminals by keying in their identification number?	
J.A.1.6.3.5	Does the system include a "trouble flag" capability to alert staff to problem borrowers or special circumstances, and a message or notes field for further clarification?	
J.A.1.6.3.6	Does the system allow the purging of a record with outstanding obligations by overriding the block?	
J.A.1.6.3.7	Do the system patron files accommodate:	
	a. Borrower identification number	
	b. Borrower name, permanent and temporary addresses, telephone numbers (including area code)	
	c. Any restriction on borrowing	
	d. Type of borrower	
	e. Borrower's institution/employer	
	f. Normal service unit	
	g. Materials outstanding	

	h. Holds	
	i. Last action date	
	j. Expiration date of registration	
	k. Locally defined categories	
J.A.1.6.3.8	Does the system have the capability of limiting borrowers to use of specific types of materials or specific facilities?	
J.A.1.6.3.9	Does the system accept pseudo-borrowers such as bindery, cataloging, or another facility, collection or library?	
J.A.1.6.3.10	Does the system allow the libraries to specify a variety of types of borrowers including:	
	a. judges	
	b. court staff	
	c. law clerks	
	d. externs	
	e. interns	
	f. employees of other federal agencies	
	g. library staff	
	h. other authorized borrowers	
J.A.1.6.3.11	Does the system allow borrowers to charge materials on their first visit?	
J.A.1.6.3.12	Does the system provide access to borrower records by identification number or name?	
J.A.1.6.3.13	a. Is the system capable of blocking or trapping borrowers for such reasons as:	
	1. held item on hand	
	2. overdue material	
	3. excessive "claimed returned"	
	4. other	

	b. Are both automatic and staff set blocks accommodated?	
J.A.1.6.3.14	a. Does the system prohibit renewal of an item if the borrower is delinquent, title has a hold registered against it, renewal limit has been reached, or item is restricted in some other way?	
	b. Are both automatic and staff set blocks accommodated?	
J.A.1.6.3.15	Does the system allow authorized staff to override restrictions on borrowers by using a password or keystroke?	
J.A.1.6.3.16	Does the system reject a borrower whose registration has expired without requiring visual checking by staff?	
J.A.1.6.3.17	Does the system flag an expiring borrower registration automatically if it will expire before the due date of the material being charged?	
J.A.1.6.3.18	Is the system able to purge an entire group of borrowers, but retain and flag that group for later deletion of individual borrower records with outstanding obligations against them?	
J.A.1.6.4	**Overdue Features**	
J.A.1.6.4.1	Does the system produce overdue and recall notices?	
J.A.1.6.5	**Collection Inventory**	
J.A.1.6.5.1	Is the system able to scan the labels of books on the shelves and enter label numbers into the system as part of a collection inventory?	
J.A.1.6.5.2	Does the system check for shelf list sequence as well as for missing items?	
J.A.1.6.5.3	Does the system produce a listing of all items on the shelf or of all items missing from the shelf by comparing the shelf list against both circulation records and the items found on the shelves?	
J.A.1.6.5.4	Does the system add the inventory date to the item record for each item inventoried?	
J.A.1.6.5.5	Does the system identify barcoded items in the inventory for which there are no item records?	
J.A.1.6.6	**Hold Features**	

J.A.1.6.6.1	Can the system place a hold (or remove a hold) on a title or to place a hold on any specific item in the facility or the library?	
J.A.1.6.6.2	Does the system allow the placement and deletion of holds on titles or specific copies within a facility?	
J.A.1.6.6.3	Are staff members able to determine quickly:	
	a. what titles are being held for borrowers	
	b. for whom they are being held	
	c. the date after which the materials are no longer required.	
J.A.1.6.6.4	Does the system accept holds for titles on order or in process, with the requesto bein, treated as "1st hold" if desired and authorized?	
J.A.1.6.6.5	Does the system prevent a hold from being satisfied with material being checked-in which is on interlibrary loan from another library?	

SECTION J - ATTACHMENT A, Part 2

OFFEROR QUESTIONNAIRE

Responses to this part of the questionnaire will be used to evaluate the Offeror's capabilities in meeting the requirements for this solicitation. This portion of the evaluation will depend solely on the answers provided by each Offeror. If questions have already been answered as a part of the proposal responses to Section C of this RFP, it is not necessary to repeat the information, however, an exact paragraph and page number location of the response must be provided. Clarity and completeness are essential. Offerors are reminded to answer these questions in light of the evaluation factors identified in Section M.3.1.

J.A-2.1 GENERAL ILS REQUIREMENTS

J.A-2.1.1 Describe which functions are covered by each module proposed. For example, if the serials acquisitions function is supported in the serials control module rather than the acquisitions module, this should be made explicit.

J.A-2.1.2 Describe the way that any proposed report generator works, and submit samples of standard reports generated by the software.

J.A-2.1.3 Describe the operating system software that is required for running the ILS system, including name, version, and date of release of the operating system software.

J.A-2.1.4 Specify the database field structures required for import of data from other applications.

J.A-2.1.5 Describe procedures and special requirements for system and data recovery, at a minimum address the following:

a. how any transactions occurring between back-ups can be recovered.

J.A-2.1.6 Describe the requirements for an orderly shutdown.

J.A-2.1.7 Indicate the average number of characters per record assuming an average of 850 characters per MARC record, up to 30 indices, authority control, and a 30 percent per year growth factor.

J.A-2.1.8 Describe how the ILS supports complete vendor address data for at least six lines of data and a variable length note field.

J.A-2.1.9 Describe how the ILS supports a six-line consignee address, at a minimum, and a variable length note field.

J.A-2.1.10 Indicate field length and data elements provided by fund accounting software in ILS, if proposed.

J.A-2.1.11 Explain how the proposed system, at a minimum, accommodates and provides access by a variety of classification schemes, including LC, Dewey, Los Angeles County Law, and Superintendent of Documents.

J.A-2.1.12 Explain how the proposed system accommodates simple changes in serials titles, as well as title changes resulting from publication splits and mergers.

J.A-2.1.13 Describe how the proposed system handles changes in publication patterns and frequencies.

J.A-2.1.14 Indicate the number of borrower types supported by the proposed system.

J.A-2.1.15 Explain how the proposed system carries out back up of circulation files.

J.A-2.1.16 Describe the loan periods available in the system being proposed.

J.A-2.1.17 Specify the material types handled by the system being proposed.

J.A-2.2 EASE OF USE

J.A-2.2.1 Describe the online help system. This description should include:

a. the method of accessing help at any point during an ILS session;

b. whether context sensitive help is available;

c. whether help modes are configurable according to user login type (online catalog users, library staff, system administrators);

d. whether help for the entire system is available at any time during a session.

e. whether the library's staff has the ability to alter these messages.

J.A-2.2.2 Describe how the display of information for each screen and for the system as a whole has been optimized for both informational content and legibility. This description should include:

a. whether the screen layout is configurable by the system administrator or by authorized library staff;

b. whether colors and fonts are user configurable;

c. whether field values are displayed as codes or as natural language equivalents;

d. whether the system as a whole or individual modules is/are implemented at the user workstation as a graphical interface (GUI) or a character-based interface, or whether both are available;

e. whether functions of various keys are indicated on screen or whether keyboard templates are provided;

J.A-2.2.3 If a GUI interface is offered, indicate if keyboard shortcuts are available.

J.A-2.2.4 If a character based interface is offered, indicate if a mouse is usable.

J.A-2.2.5 Describe how the system displays valid commands on the screen. If there are more valid commands than can be displayed easily on the screen, describe how they are handled.

J.A-2.2.6 Describe how the system allows users to change functions.

J.A-2.2.7 Describe how the system accommodates the novice and the experienced user.

J.A-2.2.8 Describe how the user may move from one entry to another within a retrieved list.

J.A-2.2.9 Describe the system's response to an error condition such as an invalid input, system error, or search failure.

J.A-2.2.10 Describe, step-by-step, how the proposed system provides for check-in of title with a predictable pattern of enumeration and chronology with a minimum of keystrokes and screen changes. These procedures should accommodate the following situations:

a. The number of copies received is fewer or more than the number of copies expected by the system;

b. Issues arrive earlier or later than prediction specification;

c. Issue carries a date or enumeration different from that expected;

d. Issue is an unexpected "extra" not included in the prediction record.

J.A-2.2.11 Describe, step-by-step, how the proposed system provides for check-in of titles that do not have a predictable pattern of enumeration or chronology, with a minimum of keystrokes and screen changes. This description should contain what provisions are furnished by the system to assure uniformity and consistency in data entry when check-in procedure requires that issue-specific information be manually entered into the system.

J.A-2.2.12 If offered, describe the Graphical User Interface (GUI) implementation, highlighting the advantages relating to the requirements of this solicitation. Discuss the impact upon the sizing of equipment, configuration of workstations, and response time for remote connections if GUI is used.

J.A-2.2.13 Identify (any) differences in content between the display for GUI and text based systems for each proposed modules.

J.A-2.3 CORPORATE QUALIFICATIONS

J.A-2.3.1 The offeror shall provide detailed information on the corporation's past performance. The offeror shall provide the following information for a minimum of three (most recent)contracts for integrated library systems, or modules thereof, for special libraries and law libraries in the U.S.: The company name, address, telephone number, point of contact, services provided, dollar value of the contract, modules installed and date of installation.

J.A-2.3.2 Describe how the offeror provides customer service and ensures its continuous improvement and responsiveness.

J.A-2.3.3 Describe any users' group on the offeror's software, the offeror's involvement in the users' group, the membership, and the officers and their telephone numbers.

Section J, Attachment B - Overview

SECTION J, ATTACHMENT B

OVERVIEW

The federal courts are organized into thirteen circuits covering the United States and its territories. With the exception of the D.C. Circuit and the Federal Circuit, each circuit is comprised of three or more states. Three circuits also have jurisdiction over the U.S. territories.

There are thirteen circuit libraries, eleven of which have two or more satellites which will access the ILS at circuit headquarters library. It is anticipated that an ILS will be installed in each circuit headquarters library and may be installed in some Administrative Office, Federal Judicial Center, and satellite libraries as well.

Circuit headquarters libraries are located in Washington, D.C.; Boston, MA; New York, NY; Philadelphia, PA; Richmond, VA; Atlanta, GA; New Orleans, LA; Cincinnati, OH; Chicago, IL; St. Louis, MO; Denver, CO; and San Francisco, CA. The circuit libraries have offices in: (1) all forty-eight contiguous states; (2) Alaska; (3) Hawaii; (4) the District of Columbia; (5) Northern Mariana Islands; (6) Guam; (7) Puerto Rico and (8) the U.S. Virgin Islands. (See Section J, Attachment D for a list of all circuit and satellite library locations.)

Each of the circuit libraries has basic office automation equipment for each permanent full-time equivalent staff member. This equipment includes IBM PC-compatible computers (80286, 80386, and 80486 PCs). (See Section J, Attachment G for an equipment inventory by circuit.)

The Federal Judiciary Data Communications Network (DCN) (See Section J, Attachment K) provides local and wide area connectivity for major areas of the judiciary including judges' chambers, clerks' offices, libraries and other court organizations. A DCN connection allows transfer of information between organizations; enables access to existing and future courts' host data processing systems on a variety of platforms. The DCN will be used to access the ILS. This requires that the ILS software be compatible with DCN software operating systems, interfaces, drivers and utilities. DCN users may require simultaneous access to any or all of the following:

a. Netware 3.11 and 4.x file and print services, using IPX and TCP/IP protocols
b. Unix host services, using TCP/IP protocols and NFS;
c. Computer Assisted Legal Research (CALR) services, using an X.25 gateway
d. LAN based modem pools and/or multiplexors
e. The ILS

The DCN is in the first stages of implementation. The circuit headquarters libraries should each be on a LAN in the calendar year 1995. These headquarters locations are designated as 'circuit hubs'. All the circuit hubs should be linked in a WAN in the calendar year 1995. However, the installation of the LAN at each satellite location will not be complete, nor will the WAN connectivity between satellite libraries and the circuit hubs be fully implemented until several years in the future. In addition, some court offices which are potential end users of the online catalog will not be linked to the DCN until an even later date.

During the phase-in period for the DCN, court offices, libraries and chambers not integrated into the DCN, i.e. remote sites, will need full access to the ILS.

To support locations until they are installed with the DCN, individual circuits have established gateways with modems for the purpose of exchanging e-mail across the court system. The gateways operate by polling other LAN e-mail gateways by phone in order to pass messages to a remote post office.

The DCN also provides communications software that allows remote access to applications on LAN's where the user has login privileges. Application software that may run on the DCN platform includes word processing, e-mail, spreadsheets, database applications, and CD ROM products.

There are also bulletin board systems (BBSs) installed at the Administrative Office and in several circuits.

AOUSC is seeking an ILS that will take full advantage of the DCN when DCN is completely implemented and will also provide an interim solution for information sharing until the DCN is in place. This system solution should include satellite library as well as headquarters library access to all staff features of the ILS.

The AOUSC requires a method to provide automated library services such as serials control, acquisitions and an online catalog, for each satellite library and access to the online catalog for judge's chambers until the DCN is fully implemented and each satellite library and judge's chambers is able to use the DCN to communicate directly with the headquarters library.

BACKGROUND

The Administrative Office of the U.S. Courts, located in Washington, D. C., provides administrative support to the judges, clerks of court, and the administrative personnel of the entire federal judiciary.

The United States Courts Library Program was approved and funded by Congress in fiscal year 1981. Today there are 13 Circuit libraries. All but two of the circuit libraries consist of a headquarters library and satellite libraries at some distance from headquarters. There are more than 100 satellite libraries throughout the federal court library system. The goals of the federal court library program are to provide judges and other court personnel with efficient and effective library and information services and with assistance in managing law book collections in libraries and judges' chambers. All libraries are responsible for providing general and legal research and reference services to judges and their staff as well as other researchers employed by the courts. The library program is coordinated in Washington, D.C., by the Appellate Court and Circuit Administration Division of the AOUSC.

The library program within each of the thirteen circuits is under the management of the United States Courts of Appeals by statute (28 U.S.C. Sec. 713). The library program in each circuit, including all satellite libraries, is administered by a circuit librarian. The circuit librarians are responsible for library program management within the circuit and the following applications: circulation, acquisitions, interlibrary loan, cataloging and classification, and serials control. In addition to developing and operating a library collection, circuit and satellite librarians are responsible for ordering and renewing all titles for nearly 2000 judges' chambers collections, as well as other court offices and court-related agencies, for maintaining the Property Accountability Reports (title lists) of law books and subscriptions for these same collections, and for ordering the basic recommended collections for all newly appointed Article III (circuit and district) and Article I (bankruptcy and magistrate) judges.

Although the U.S. Courts Library Program has a common mission, the nature and scope of responsibilities vary among the circuit libraries depending upon the size of the circuit and the number of satellite libraries within the circuit. For example, the thirteen circuit libraries and five of the 100+ satellite libraries are selective depository libraries of the Government Printing Office's depository library program.

Each circuit has an identity of its own and preferred ways of operating that may differ from other circuits. Thus, an ILS must be flexible to meet the requirements of each circuit and still be able to generate a cohesive statistical picture of the Court library program as a whole. See Section J, Attachment F for descriptions of three different circuit libraries: the D.C. Circuit Library is the smallest library, the Fifth Circuit Library is an example of mid-sized library, and the Ninth Circuit Library is the largest library of the federal court system.

There are many unique features about the federal circuit courts library program:

- Most circuit libraries serve a wide geographic area spread over several states. Librarians are apt to be dispersed to satellite libraries at remote locations, and judges' chambers are even more widely dispersed.

- The collections managed by the circuit libraries include judges chambers collections. Thus, a circuit library typically orders hundreds of copies of certain multi-volume publications to be shipped individually to large numbers of consignee names and addresses. See Section J, Attachment J for a list of books approved for judges' chambers.

- Judges' chambers collections are not cataloged. However, the circuit libraries are responsible for providing a current and ongoing title list called a Property Accountability Report (PAR) for each chambers. (See Section J, Attachment I for a sample PAR.)

- Bulk transfers of uncataloged materials occur frequently in the federal court library program and must be recorded on PARs.

- Circulation in federal court libraries is minimal, but, borrowers must have twenty four hour access, so a simple procedure for checking out materials without library staff must be provided. The law books in judges' chambers are not available for general circulation.

Section J, Attachment C - Glossary

SECTION J, ATTACHMENT C
GLOSSARY

Accountable Lawbook Materials - Legal publications purchased with appropriated funds for court libraries and judges' chambers collections, including permanently bound volumes and loose leaf subscription services. See further *Guide to Judiciary Policies and Procedures*, Vol.I, Chap.VIII, Pt. J, Sec. D

Chambers - An office. Generally, the personal offices of a judge; the personal office of a court manager.

Chambers Collection - A collection of accountable lawbooks maintained in a judge's chambers or other court senior manager's office.

Circuit Library - The headquarters library and all associated satellite libraries in a federal judicial circuit.

COM - Computer output microform. See further 41 *CFR* 201-2.001(a).

Commercially available - Computer equipment or software available in the commercial market through lease or purchase and sold or traded to the general public in the course of normal business operations at prices based on established catalog or market prices. See further 48 *CFR* 11-11.001.

Consignee - The "ship to" name and address of a facility.

Encumbrance - This term is used in this document as a synonym for obligation. See definition of obligation.

Facility - A library or chambers collection.

Headquarters Library - The central library for each federal judicial circuit.

Inventory - A listing of publications housed together in a location. A library collection inventory will list titles and the items held for each title.

Item - A discrete publication or part of a publication, such as a volume or section, that can be described and tracked individually.

Item Record - A descriptive record of an item in a library collection.

Labelled Format - A customized format in which the data fields are selected by the library.

Library - A headquarters or a satellite library; any individual library.

LC - Library of Congress

Local Cataloging - Original cataloging created without the help of a bibliographic utility and input into the ILS by the library which created it.

Locally Profilable - Capable of being customized to suit the specific requirements of a particular circuit library.

Location - 1) A library or facility; 2) an area of a library where a specific collection of books can be found; for example, Reference or Locked Cabinet.

MARC - Machine readable catalog. See USMARC

Obligation - A binding agreement that will result in a payment of appropriated funds. An obligation is incurred when a transaction, such as placement of an order, occurs which will require a payment by a court disbursing office. See further *Guide to Judiciary Policies and Procedures*, Vol.I, Chap.VII, Pt.D.

OCLC - Online Computer Library Center. One of the major bibliographic utilities used by the federal court library system for cataloging and classifying library materials.

OPAC - Online catalog; online public access catalog.

PAR - Property accountability report; that is, a title and edition specific listing of all accountable lawbook materials purchased with appropriated funds for a chambers or library collection.

Property Accountability - Inventory records based upon the procurement with appropriated funds, transfer, and disposal of lawbooks as assigned to specific locations. eg. library and chambers. [*GUIDE TO JUDICIARY POLICIES AND PROCEDURES*, VOL 1, chapter 8, Part. J, Section D]

Remote access point - a workstation using the ILS in a stand-alone or locally networked environment without a real-time, continuous wide area network (WAN) connection on the DCN to the local area network (LAN) on which the headquarters ILS CPU operates.

Remote user - See definition of remote access point.

Remote node - See definition of remote access point.

RLIN - Research Libraries Information Network. A bibliographic utility used by the Ninth Circuit Library for some cataloging of library materials.

Satellite Library - Any library in a circuit that reports to the Headquarters library; equivalent to a branch library in other types of library systems.

System - The total package of modules, including software and hardware (including telecommunications devices) which make up one complete configuration; the ILS.

Total Monthly Charges - Total monthly charges are the total amount the contractor charges for full coverage monthly maintenance in accordance with the provisions of Section C, The Statement of Work and Section B, Supplies or Services and Process/Costs.

USMARC - An implementation of ANSI/NISO Z39.2, the American National Standard for Bibliographic Information Interchange. The USMARC format documents contain the definitions and content designators for the fields that are to be carried in records structured according to Z39.2 GILS records in *USMARC Format for Bibliographic Data*. This documentation is published by the Library of Congress.

Voucher - A form used to authorize and document expenses which will be paid from appropriated funds. Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal is prescribed for the payment of all supplies purchased from commercial vendors. All invoices submitted to a court disbursing office for payment must be accompanied by a voucher certifying payment. See further *Guide to Judicial Policies and Procedures*, Vol. I, Chap.VII, Pt.E, Sec.2.

Section J, Attachment D - Circuit Libraries and Satellites

ATTACHMENT D
CIRCUIT LIBRARIES AND SATELLITES

District of Columbia Circuit

United States Court of Appeals
for the District of Columbia
3rd & Constitution Avenue N.W.
Judges Library, Room 3518
Washington, D.C. 20001-2865

First Circuit

United States Court of Appeals Library
1208 J.W. McCormack PO and Courthouse
Boston, Massachusetts 02109

United States Court of Appeals Satellite Library
Federal Building, Room 121
150 Chardon Avenue
Hato Rey, PR 00918-7029

United States Court of Appeals Satellite Library
502 Federal Building & U.S. Courthouse
One Exchange Terrace
Providence, Rhode Island 02903-1746

Second Circuit

The Library for the Second Circuit
United States Court of Appeals
United States Courthouse
Foley Square, 40 Centre Street, Room 2801
New York, New York 10007-1595

United States Court Library
Hartford Branch
450 Main Street
Hartford, Connecticut 06103

John R. Bartels Library for the U.S. Courts
United States Courthouse
225 Cadman Plaza, East
Brooklyn, New York 11201

Branch Librarian
U.S. Courts Library
Pearl Street Branch
500 Pearl Street
New York, New York

Library of the U.S. Courts
New Haven Branch
141 Church Street
New Haven, Connecticut 06437

United States Courts Library
Buffalo Branch
68 Court Street
Buffalo, New York 14202

United States Courts Library
Uniondale Branch
312 United States Courthouse
Uniondale Avenue & Hempstead Turnpike
Uniondale, New York 11553

Third Circuit

William H. Hastie Library of the
U.S. Court of Appeals for the Third Circuit
1609 U.S. Courthouse
601 Market Street
Philadelphia, PA 19106

Federal Courts Library
418 United States Courthouse
402 East State Street
Trenton, New Jersey 08608-1507

Scranton Central Library
301 U.S. Courthouse
Washington & Linden Streets
Scranton, Pennsylvania 18501

United States Court of Appeals Library
5418 Federal Building
Box 43, 844 King Street8
Wilmington, Delaware 19801

James Hunter Memorial Library
Cohen Federal Buklding, 2nd Floor
400 Cooper Street
Camden, NJ 08101

United States Court of Appeals Branch Library
P.O. Box 1068
U.S. Post Office & Courthouse
Franklin & Walnut Street
Newark, New Jersey 07101

United States Court of Appeals Library
512 U.S. Courthouse
Seventh & Grant Streets
Pittsburgh, Pennsylvania 15219

Harrisburg Central Library
United States Court of Appeals, Library
U.S. Post Office and Courthouse, 7th Floor
3rd & Walnut Street
Harrisburg, Pennsylvania 17108

District Court of the Virgin Islands
3rd Circuit Satellite Library, Second Floor
3013 Estate Golden Rock Lot #13
Christiansted, St. Croix
U.S.V.I. 00820-4355

District Court of the Virgin Islands
Law Library, Suite 368
5500 Veterans Drive
Charlotte Amalie, St. Thomas
U.S.V.I, 00802-6424

Fourth Circuit

Library,
United States Court of Appeals
Fourth Circuit
United States Courthouse
10th and Main Streets
Richmond, VA 23219

Library of the U.S. Courts 776 Federal Building
310 New Bern Avenue Room 776
Raleigh, North Carolina 27601

Charleston, West Virginia Satellite Library
Library, United States Courts
4400 U.S. Courthouse and Federal Building
500 Quarrier Street
Charleston, West Virginia 25301

Baltimore Satellite Library
Library, U.S. Courts
101 West Lombard Street, 3rd Floor
Baltimore, Maryland 21202

Norfolk Satellite Library
Library, United States Courts
600 Granby Street, Room 319
Norfolk, Virginia 23510

Fifth Circuit

Library, United States Court of Appeals
United States Court of Appeals Courthouse
600 Camp Street, Room 106
New Orleans, Louisiana 70130

Library of the United States Courts
655 E. Durango Boulevard
Hemisfair Plaza
San Antonio, Texas 78206

Library of the United States Courts
300 Willow, Room 209
Jack Brooks Federal Building
Beaumont, Texas 77701

Librarian
Library of the United States Courts
500 Fannin Street, Room 2C06
Shreveport, Louisiana 71101

Librarian
Library of the United States Courts
725 Washington Loop, Room 212
Biloxi, Mississippi 39530

Library of the United States Courts
515 Rusk Avenue, Room 6311
Houston, Texas 77002

Library of the United States Courts
10th and E. Elizabeth Streets
U.S. Courthouse, Fifth Floor
P.O. Box 1873
Brownsville, Texas 78520

Librarian
Library of the United States Courts
130 Federal Court Building
707 Florida Street, Room 130
Baton Rouge, Louisiana 70801

Library of the United States Courts
705 Jefferson Street, Room 170
Lafayette, Louisiana 70501

Librarian
Library of the United States Courts
James O. Eastland Federal Courthouse
245 E. Capitol Street, Room 202
Jackson, Mississippi 39201

Sixth Circuit

Library, United States Court of Appeals
317 United States Post Office
and Courthouse
Cincinnati, Ohio 45202

United States Courts
110 Michigan N.W.
340 Federal Building
Grand Rapids, Michigan 49502

United States Courts Library
418 United States Courthouse
1716 Spielbusch Avenue
Toledo, Ohio 43624

United States Courts
Room A-810 United States Courthouse
801 Broadway
Nashville, Tennessee 37203

Theodore Levin Memorial Library
for the U.S. Courts
436 U. S. Courthouse
231 W. Lafayette
Detroit, Michigan 48226

United States Courts
201 Superior Avenue, NE
319 United States Courthouse
Cleveland, Ohio 44114

United States Courts
1125 Federal Building
167 North Main Street
Memphis, Tennessee 38103

United States Courts Library
564 United States Courthouse
85 Marconi Boulevard
Columbus, Ohio 43215

Seventh Circuit

Library of the U.S. Courts
219 S. Dearborn Street, Room 1448
Chicago, Illinois 60604

U.S. Courts Library
750 Missouri Avenue, Room 229
East St. Louis, Illinois 62202

Federal Courts Library
U.S. Courthouse
204 S. Main Street, Room 316
South Bend, Indiana 46601

U.S. Courts Library
517 East Wisconsin Avenue, Room 482
Milwaukee, Wisconsin 53202

U.S. Courts Library
600 E. Monroe Street, Room 304
Springfield, Illinois 62705

U.S. Courts Library
46 East Ohio Street, Room 116
Indianapolis, Indiana 46204

U.S. Courts Library
120 North Henry Street, Room 550
Madison, Wisconsin 53703

Eighth Circuit

United States Court of Appeals
United States Court and Custom House
1114 Market Street, Room 503
St. Louis, Missouri 63101

United States Court Branch Library
306 United States Courthouse
123 East Walnut
Des Moines, Iowa 50309

U.S. Courts Library
809 United States Courthouse
811 Grand Avenue
Kansas City, Missouri 64106

United States Courts Library
215 North 17th Street
Room 401
Omaha, Nebraska 68102

United States Courts Library
657 Second Avenue North, Room 247
Fargo, North Dakota 58102

United States Courts Branch Library
Post Office and Courthouse
600 West Capitol Street, Room 224
Little Rock, Arkansas 72201

United States Courts Branch Library
560 United States Courthouse
110 South Fourth Street
Minneapolis, Minnesota 55401

United States Court of Appeals
590 Federal Court Building
316 North Robert Street
St. Paul, Minnesota 55101

Library, U.S. Courts Branch Library
437 Federal Building
100 Centennial Mall North
Lincoln, Nebraska 68508-3803

Ninth Circuit

United States Court of Appeals
P.O. Box 193939
San Francisco, California 94119-3939

U.S. Courts Library
U.S. Courthouse Room 650
West 920 Riverside
Spokane, Washington 99210

United States Courts Library
United States Courthouse, Room 6434
230 North First Avenue
Phoenix, Arizona 85025-0074

United States Court Library
1130 O Street, Room 4690
Fresno, California 93721

United States District Court Library
P.O. Box 36060
450 Golden Gate Avenue
San Francisco, CA 94102

United States Courts Library
222 West 7th Avenue, Room #31
Anchorage, Alaska 99513-7596

United States Courts Library
United States Courthouse, Room 220
55 East Broadway
Tucson, Arizona 85701-1719

United States Courts Library
1702 United States Courthouse
312 North Spring Street
Los Angeles, California 90012

United States Court of Appeals Library
125 South Grand Avenue
Pasadena, California 91105

United States Courts Library
1130 O Street, Room 4690
Fresno, California 93721

United States Courts Library
280 South First Street
San Jose, California 95113

United States Courts Library
Room 5327 Federal Building
316 North 26th
Billings, Montana 59101

United States Courts Library
3240 U.S. Courthouse
300 Las Vegas Boulevard South
Las Vegas, Nevada 89101

U.S. District Court Library
213 United States Courthouse
620 S. W. Main Street
Portland, Oregon 97205-3080

U.S. Courts Library
1018 United States Courthouse
1010 Fifth Avenue
Seattle, Washington 98104-1129

United States Courts Library
Post Office Box 50128
Honolulu, Hawaii 96850

United States Courts Library
United States Courthouse
650 Capitol Mall, Room 4509
Sacramento, California 95814

United States Courts Library
3N23 United States Courthouse
940 Front Street
San Diego, California 92101-8920

United States Courts Library
U.S. Courthouse, Room 698
550 West Fort Street, Box 039
Boise, Idaho 83724

United States Courts Library
P.O. Box 10061
U.S. Courthouse, Room 542
Helena, MT 59626

United States Courts Library
3123 U.S. Courthouse
300 Booth Street
Reno, Nevada 89509

U.S. Court of Appeals Library
555 S.W. Yamhill Street
Portland, Oregon 97204-1494

U.S. Courts Library
U.S. Courthouse, Room 746
West 920 Riverside
Spokane, Washington 99210

District Court of Guam
6th Floor, PNB
238 Archbishop Flores Street
Agana, Guam 96910

District Court for the Northern
Mariana Islands
Horiguchi Building, Second Floor
P.O. Box 687
Saipan, MP 96950

Tenth Circuit

United States Courts Library
Rm C-411 U.S. Courthouse
Denver, CO 80294

United States Courts Library
P. O. Box 1887
Albuquerque, NM 87103

United States Courts Library
532 U.S. Courthouse
500 State Avenue
Kansas City, KS 66101

United States Courts Library
Room 201, U.S. Courthouse
350 South Main St.
Salt Lake City, UT 84101

United States Courts Library
room 501, U.S. Courthouse
401 North Market
Wichita, KS 67202

Denver Appellate Court Branch Library
314 Byron White U.S. Courthouse
1823 Stout Street
Denver, CO 80257

United States Courts Library
2314 Federal Building
Cheyenne, WY 82001

United States Courts Library
Room 5114, U.S. Courthouse
Oklahoma City, OK 73102

United States Courts Library
333 W. 4th St.
4-520 U.S. Courthouse
Tulsa, OK 74103

Eleventh Circuit

Library, U. S. Court of Appeals
56 Forsyth Street, NW
Atlanta, GA 30303

Library of the U.S. Courts
311 West Monroe Street, #513
Jacksonville, FL 32201

Library, U.S. District Court
301 North Miami Avenue, Rm. 233
Miami, FL 33128-7790

Library, U. S. District Court
75 Spring Street, SW, #2356
Atlanta, GA 30303

Federal Courts Library
936 Federal Justice Building
99 NE 4th Street
Miami, FL 33132

Library of the U. S. Courts
818 U. S. Courthouse
1729 Fifth Avenue North
Birmingham, AL 35203

Library of the U. S. Courts
15 Lee Street
Montgomery, AL 36102

Library of the U. S. Courts
113 St. Joseph Street, #502
Mobile, AL 36602

Section J, Attachment E - FIP Standards, Other Standards, and Documents

ATTACHMENT E
FIP STANDARDS, OTHER STANDARDS AND DOCUMENTS

I. Introduction. The standards, specifications, handbooks, and other documents listed below in II. A. through II.I this are mandatory requirements that must be complied with under this solicitation. The standards in II.J are evaluation items under the Technical Excellence factor as described in M.3.1.4. The Contractor shall address of the standards below, and shall provide certification that the proposed Integrated Library System is in compliance, or not in compliance , with each item. For each standard in II.J for which the offeror certifies compliance, the proposal shall contain an explanation of how the offeror's proposed system complies with the standard. The following documents of the exact issue shown form a part of the contract to the extent specified elsewhere in the contract. In the event of conflicts between the documents referenced below and the contents of Section C, Specifications the contents of Section C shall be considered a superseding requirement. In the event of conflicts between Government and non-Government documents, Government documents shall take precedence. Where Government documents are in draft form, the corresponding non-Government documents will apply until Government documents become final.

II. Standards Documents.

Government Documents:

A. Federal Information Processing Standards.

FIPSPUB1-2	Code for Information Interchange, Its Representations, Subsets, and Extensions, 14 Nov 84
FIPSPUB107	Local Area Networks; Baseband Carrier Sense Multiple Access with Collision Detection Access Method and Physical Layer Specifications and Link Layer Protocol, 31 Oct 84
FIPSPUB120-1	Graphical Kernel System (GKS), 8 Jan 91
FIPSPUB127-2	Database Language SQL, 2 June 93
FIPSPUB128-1	Computer Graphics Metafile (CGM), 11 Mar 93
FIPSPUB146-1	Government Open Systems Interconnection Profile (GOSIP), 3 Apr 91

FIPSPUB151-2	POSIX: Portable Operating System Interface for Computer Environments, 12 May 93
FIPSPUB152	Simple Generalized Markup Language (SGML), 26 Sept 88
FIPSPUB153	Programmers Hierarchical Interactive Graphics Standard (PHIGS), 14 Oct 88
FIPSPUB156	Information Resource Dictionary System (IRDS), 5 Apr 89
FIPSPUB158-1	The User Interface Component of the Applications Portability Profile, 19 May 90
FIPSPUB161-1	Electronic Data Interchange (EDI) (Draft; final: 19 Apr 93; see also ANSI X12)

B. National Institute for Standards and Technology (formerly National Bureau of Standards) Documents.

NBSIR 88-3813	Initial Graphics Exchange Specification (IGES) (June 1988: Version 4.0
NIST Special Pub 500-187	Applications Portability Profile (June 1993)

C. Code of Federal Regulations.

29 CFR Part 1910	Untitled (national testing laboratory electronic equipment certification)

D. Federal Communications Commission Regulations.

FCC Rules Part 15	Subpart J (certification for control of electromagnetic emissions: Class B)

Non-Government Documents:

E. American National Standards Institute Documents.

ANSI/IEEE 754-85	Standard for Binary Floating Point Arithmetic
ANSI S1.4a-85	Specification for Sound Level Meters

ANSI X3.4-86	7 Bit American National Standard Code for Information Interchange (ASCII)
ANSI X4.114-84	Keyboard Arrangement of Alpha-Numeric machines
ANSI X12	Electronic Data Interchange (EDI)

F. Electronic Industries Association Standards.

EIA-RS-232-D87	Interface Between Data Terminal Equipment and Data Circuit-Terminating Equipment Employing Serial Binary Data Interchange

G. Institute of Electrical and Electronics Engineers Standards.

IEEE 802.3-85	Standard for Local Area Networks (1985)
IEEE 802.3A-88	Supplement to IEEE 802.3 (1988)

H. International Standards Organization Documents.

ISO/SC 21/WG5	On-Line Transaction Processing (OLTP)
ISO/IS 8613	Information Processing Systems -- Open Systems Interconnection -- Specification for Office Document Architecture/Office Document Interchange Format(ODA/ODIF)
ISO 8802-2	Information Processing Systems - Local Area Networks - Part 2: Logical Link Control, 1989
ISO 8802-3	Information Processing Systems -- Local Area Networks --Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specification, 1989

I. National Fire Protection Association.

NFPA 70-87	National Electrical Code

J. Library Related Standards

Z39.2 *Bibliographic Information Interchange*

The basis for the MARC (Machine-Readable Catalog) record, this standard specifies the requirements for a generalized interchange format for data elements. It can be used for the communications of records in any media.

Z39.44 *Serials Holdings Statements*

This standard establishes rules for preparing consistent, standardized records for serial publications. The specific data areas, data elements, and punctuation to be used in serial holdings statements are identified.

Z39.49 *Computerized Book Ordering*

This standard provides a fixed-length format for the computerized ordering of books and specifies data elements to be sued as well as the tag/character position identifying the item's location within the format.

Z39.50 *Information Retrieval Application Service Definition and Protocol Specification for Open System Interconnection*

Z39.50 is the heart of today's automated library systems. Implementation of this standard makes it possible for any library to extend its reach beyond the four walls of its own collection to tap the resources of remote collections and databases. Public Access Catalog (PAC) users do not have to learn the user interface of the remote system.

Z39.57 *Holdings Statements for Non-Serial Items*

This standard sets the rules, defines the data elements and punctuation, and describes the display conventions for non-serial items, so a library's holdings of non-serials will be described in a consistent way.

USMARC Format for Authority Data
USMARC Format for Bibliographic Data
USMARC Format for Holdings Data

These publications contain the standards for the representation and exchange of bibliographic, authority, and holdings data in machine readable form in the United States. These documents are

intended for the use of personnel involved in the creation and maintenance of each type of record as well as those involved in the design and maintenance of systems for the communications and processing of USMARC records.

III. Reference Documents.

Government Documents:

A. National Institute for Standards and Technology (formerly National Bureau of Standards) Documents.

NBS Special Pub 500-150	Stable Implementation Agreements for Open Systems Interconnection Protocols Version 1, Edition 1 (December 1987)
EPA Energy Star Pub. KAP-93-4-I	Energy-Efficient Microcomputers: Guidelines on Acquisition, Management, and Use

Non-Government Documents:

B. X/Open Group Documents.

XPG3	X/Open Portability Guide, Issue 3 (Dec 1988)

IV. Availability of Documents.

Copies of the applicable documents not included as part of this contract or as Government Furnished Information (GFI) may be examined at the Government facility identified below or obtained from the respective sources also listed below.

A. Government Facility. A selection of the above documents may be examined at the following location (call first for availability):

Administrative Office of the United States Courts
Attention: Kevin Sullivan, Contracting Officer
One Columbus Circle, N.E., Suite 3-100
Washington, DC, 20544 Phone: (202) 273-2700

B. Sources and Ordering Information.

1. Federal Information Processing Standards (FIPS).

United States Department of Commerce
National Technical Information Service
5285 Port Royal Road
Springfield, VA 22161

2. National Institute for Standards and Technology (NIST) (formerly National Bureau of Standards, NBS) Documents.

National Institute for Standards and Technology
US Department of Commerce
Washington, DC 20234

3. Code of Federal Regulations (CFRs).

Superintendent of Documents
US Government Printing Office
Washington, DC 20402

4. American National Standards Institute (ANSI) Documents.

American National Standards Institute
1430 Broadway
New York, NY 10018

5. Electronic Industries Association (EIA) Standards.

Electronic Industries Association
11 East 42nd St
New York, NY 10036

6. Institute of Electrical and Electronics Engineers (IEEE) Standards.

Institute of Electrical and Electronics Engineers
345 East 47th St
New York, NY 10017

7. International Standards Organization (ISO) Documents.

American National Standards Institute
1430 Broadway
New York, NY 10018

8. MIT X-Windows Publications.

MIT Software Distribution Center
Building E-32-300
77 Massachusetts Avenue
Cambridge, MA 02139

9. National Fire Protection Association (NFPA).

National Fire Protection Association
Batterymarch Park
Quincy, MA 02269

10. X/Open Group (XPG) Documents.

X/Open Company, Limited
1010 El Camino Real
Suite 380
Menlo Park, CA 94025
(Internet: xpg3@xopen.co.uk)

11. Library Related Documents

Library of Congress
Catalog Distribution Service
Washington, D.C 20540

Section J, Attachment F - Descriptions of Circuit Libraries

ATTACHMENT F

DESCRIPTIONS OF CIRCUIT LIBRARIES

D.C. CIRCUIT

FIFTH CIRCUIT

NINTH CIRCUIT

D.C. CIRCUIT LIBRARY:
A SMALL CIRCUIT LIBRARY

Of the 12 regional circuits, the D.C. Circuit has the smallest circuit library in terms of number of judicial officers served and number of staff. The library has a staff of 6.6 FTE employees and serves 42 judicial officers, plus law clerks, probation officers, clerks' offices staff and public defenders, as well as members of the Bar. The library is located on two non-contiguous floors of the U.S. Court House in which all of the users have offices except for the public defenders and the Bar members.

The library has a collection of more than 130,000 volumes many of which are in microform. The DC Circuit has been fully connected to the DCN. There is also a CD-ROM network connected to the circuit DCN for the use of all persons located in the Court House as well as judicial officers and managers by telephone from off premises.

The internal management of the library has been computerized since the early 1980's and complete reconversion of cataloging records was completed more than five years ago. Because acquisitions in such a small circuit is not onerous the library has used the LIBRA acquisitions system at the Administrative Office for ordering. However, all library acquisitions files are computerized. Serials have been tracked by computer using the OCLC SC 350 since the mid 1980's.

The library plans, purchases, and arranges all chambers collections for new judicial officers and continues to monitor and order for officers in place as well as the circuit executive's office, the clerks' offices and is gradually taking over this function in the probation office.

The library has a complete collection of legislative materials in both microform and hard copy, over 700 serials both legal and non-legal, briefs and records of the Supreme Court in microform, and a full set of the briefs and records of the U.S. Court of Appeals for D.C. since its founding. The library also has a strong international law collection as well as a large social sciences collection with n emphasis on economics, psychology and political science.

The staff consists of a circuit librarian, deputy circuit librarian, technical services librarian, CALR librarian, systems librarian and 1.6 library technicians.

The library is never closed to its users in the building. This requires that everything be clearly marked and cataloged and that self-help be constantly encouraged, especially in the areas of circulation and catalog usage. Only court employees are allowed to take books out of the library. An average of more than 3500 items per year were circulated in the last five years. A simple system of checkout is in use and all patrons are permitted to examine it to locate books at all times. A large amount of borrowing from other libraries is done for patrons but because the DC

Circuit has statutory rights at the Library of Congress which provides a daily messenger service most borrowing is done there. In the rare instances when L.C. does not suffice borrowing is done through the OCLC ILL subsystem. The library lends to other government libraries, law schools, and law firms but for the past year has required that all requests come in through OCLC. An aggregate of borrowing and lending averages more than 500 items per year.

FIFTH CIRCUIT LIBRARY: A DECENTRALIZED LIBRARY

The 5th Circuit Library system provides library services to all federal court personnel in the states of Texas, Louisiana and Mississippi. Its Headquarters library is located in New Orleans, Louisiana. There are also 10 satellite libraries throughout the circuit, and an 11th satellite library is planned.

The circuit's collections contains some 18,000 titles (305,000 volumes). Titles increase about 5% each year. About 25% of the circuit's collection is housed at Headquarters.

Daily attendance at headquarters is estimated at 75 patrons per day. Circulation averages about 12,500 items annually throughout the circuit. A manual system is used to circulate items. In addition, the library system borrows 750 items annually from other libraries for its patrons, and lends 325 on interlibrary loan. Most of the interlibrary loan transactions are handled through OCLC's ILL system.

Much of the library's reference work is done by phone and materials are sent to judges or law clerks by US Mail or Fax, or e:mail. The library also has a long standing policy of making its reference collection available to the public. A number of CD publications are available to court system users via a CD tower. Some remote databases also used for reference work are Lexis, Westlaw, DIALOG, OCLC, EPIC, LEXIS COUNSEL CONNECT, and INTERNET.

To support library services the system is staffed with 24 employees. Twelve of these staff Headquarters: 3 in administration, 5 in public service, and 4 in technical services. The remainder staff the satellites.

Technical Services staff at Headquarters is responsible for the acquisitions and maintenance of inventories of lawbooks and other library materials for every satellite library as well as the chamber libraries of over 250 federal judges, 6 federal public defenders, 10 probation officers and the staff attorney's office for the circuit court.

Under the planned Decentralization of acquisition, the Fifth Circuit became the first Circuit to decentralize its acquisitions process. Acquisitions staff uses the circuit's own acquisitions application, LAWMAN, instead of dialing into the LIBRA application of the Administrative Office in Washington. LAWMAN is written in FoxPro language and is on the Headquarters' LAN.

Every Satellite library as well as Headquarters catalogs their own collections and checks in their own serials. Cataloging is accomplished through the OCLC cataloging system. Card catalogs are used but circuit holdings are attainable in full MARC record on OCLC's archival tapes.

Serials check-in is done manually on a Kardex.

There are 16 PCs in the Headquarters Library and 1 for each FTE in the satellite libraries. The Headquarters' PCs are on the building LAN. Each of the judges chambers is on a LAN, and many of the 10 satellites are on a LAN. However, the circuit looks forward to participating in DCN at the end of '94 when it is expected to be available to the Fifth Circuit.

NINTH CIRCUIT LIBRARY: LIBRARIES, RESOURCES AND SERVICES

The Ninth Circuit library system serves the largest circuit in the federal judiciary covering a nine-state area which spans four time zones. The locations supported by the Circuit library system include large metropolitan areas like Los Angeles which has the largest district court in the federal judiciary. At the other extreme are Alaska and Montana, two of the largest states in the nation, where one librarian serves judges and court staff scattered over a wide geographic area.

The Ninth Circuit headquarters library serves as the administrative center of the Ninth Circuit library system. During the past decade the library system has grown to include more than 25 branch libraries serving more than 320 circuit, district, bankruptcy and magistrate judges, and their staffs, as well as staff of other court units throughout the Circuit. Court libraries also make their collections available to members of the bar and the general public, depending on local court rules.

Functions performed at the headquarters library include reference and other information services, acquisition of publications for the court libraries and judges chambers, organizing and maintaining the headquarters library and management of the Circuit library system. The headquarters library provides an information resource and backup support to the branch libraries throughout the Circuit, as well as directly serving resident judges and those in districts without a staffed branch library. The headquarters library collection, about 86,000 volumes, includes reporters for federal cases and for cases from states in the Ninth Circuit, statutes and administrative materials, treatises, looseleaf services, law journals, magazines, newspapers, state and federal administrative agency issuances and Congressional publications. These materials are in both print and microfilm formats. The library collections are predominantly standard legal publications and serials in areas related to federal practice and procedure, subject areas of federal jurisdiction, and laws of the states and territories within the Ninth Circuit.

Court libraries staff provide a wide range of specialized reference and information including electronic distribution of the following material using email, FAX and the court libraries network:

1) *Courts in the News*, a listing of newspaper and magazine articles of interest to the Ninth Circuit judges and court staff;

2) *Supreme Court Bulletin - Update of Ninth Circuit Cases*, providing current status information on Ninth Circuit cases appealed to the Supreme Court;

3) *Current Index to Legal Periodicals*, an electronic compilation of tables of contents from current law journals.

The headquarters library staff also has access to specialized electronic information services for research ranging over a wide variety of topics. These services include *LEXIS* and *Westlaw*, the *Washington Alert* service which covers actions by the Congress from the 99th Congress to date, the *Dialog Information Service* which has more than 500 data files with citations to publications in subject areas such as business, finance, international relations, sciences, social sciences, and the humanities, and the *DataTimes News* service which includes the full text of the *Wall Street Journal* and a number of regional newspapers. Additional research is carried out using a variety of other online services such as FedWorld and many specialized resources on the Internet.

The acquisitions staff of the headquarters library handle publications orders for court libraries, judges' chambers, and other court units. Services provided by the headquarters acquisition staff include verification of order information, preparation of orders, and follow up to resolve problems with orders and subscriptions. Satellite librarians serve as liaison between their local court and the headquarters acquisitions staff. The satellite librarians submit requisitions for items to be ordered for their court libraries and local judges and work with headquarters, Administrative Office, and publisher staffs to track outstanding orders and resolve order fulfillment and payment problems.

The requisition submission and tracking is automated through a library-developed database management application installed in each branch library. Each librarian submits orders electronically by transferring PC files to the headquarters for processing and transmittal to the Administrative Office. The LIBRA application, developed at the Administrative Office, is used to finally submit orders for processing to the Administrative Office Lawbooks Section.

Because of its size and the number of personal computers used in its libraries, the Ninth Circuit is the only Federal court library system that has a dedicated personal computer systems analyst who is responsible for local support of circuit libraries' automation efforts. The headquarters library maintains a Novell Netware local area network for file/printer sharing and electronic mail. In order to extend access to this local area network to all branch libraries, the communications software package pcAnywhere is used in conjunction with a Chatterbox communication server to implement system-wide electronic mail and file transfer.

Section J, Attachment G - Library Office Automation Equipment

LIBRARY OFFICE AUTOMATION EQUIPMENT
as of 06/22/94

COURT OFFICE	PC 586	PC 486	PC 386	PC AT	LAPTOP	TOTAL
01 CIRCUIT LIBRARY	0	2	11	0	1	14
02 CIRCUIT LIBRARY	0	7	15	11	2	35
03 CIRCUIT LIBRARY	0	10	18	10	0	38
04 CIRCUIT LIBRARY	0	4	18	1	2	25
05 CIRCUIT LIBRARY	2	3	31	9	1	46
06 CIRCUIT LIBRARY	0	0	24	18	0	42
07 CIRCUIT LIBRARY	0	2	15	9	0	26
08 CIRCUIT LIBRARY	0	5	18	10	1	34
09 CIRCUIT LIBRARY	0	13	52	18	1	84
10 CIRCUIT LIBRARY	0	3	22	8	0	33
11 CIRCUIT LIBRARY	0	12	12	7	0	31
DC CIRCUIT LIBRARY	0	7	7	0	0	14
FED CIRCUIT LIBRARY						
TOTAL	2	68	243	101	8	422

Section J, Attachment H - Estimated Concurrent Users

ESTIMATED CONCURRENT USERS*

COURT	YEAR 1				YEAR 2				YEAR 3				YEAR 4			
	HQ LIB	SAT. LIB	ON LINE CAT	TOT	HQ LIB	SAT. LIB	ON LINE CAT	TOT	HQ LIB	SAT. LIB	ON LINE CAT	TOT	HQ LIB	SAT. LIB	ON LINE CAT	TOT
DC	3	0	4	7	3	0	4	7	4	0	5	9	4	0	5	9
Circuit 1	2	1	6	9	2	1	7	10	2	1	7	10	3	1	8	12
Circuit 2	6	4	6	16	7	4	7	18	7	5	7	19	8	5	8	21
Circuit 3	5	5	19	29	6	6	21	33	6	6	23	35	7	7	25	39
Circuit 4	6	5	4	15	7	6	4	17	7	6	5	18	8	7	5	20
Circuit 5	6	5	12	23	7	6	13	26	7	6	14	27	8	7	16	31
Circuit 6	4	10	9	23	4	11	10	25	5	12	11	28	5	13	12	30
Circuit 7	5	5	5	15	6	6	6	18	6	6	6	18	7	7	7	21
Circuit 8	6	6	18	30	7	7	20	34	7	7	22	36	8	8	23	39
Circuit 9	7	20	33	60	8	22	36	66	8	24	40	72	9	26	43	78
Circuit 10	4	3	10	17	4	3	11	18	5	4	12	21	5	4	13	22
Circuit 11	5	12	8	25	6	13	9	28	6	14	10	30	7	16	10	33
Circuit Fed	3	0	2	5	3	0	2	5	4	0	2	6	4	0	3	7

* Figures for Year 2 through Year 4 reflect the the estimated growth of concurrent users to increase by 30 per cent over the life of the contract (see Section C.3.4.4)

SECTION J, ATTACHMENT I
SAMPLE FORMS
(includes PAR, Fifth circuit forms, DC Circuit, OF 347)

BOOKS HELD BY HONORABLE
UNITED STATES CIRCUIT JUDGE
432 U S POST OFFICE & COURTHOUSE
CINCINNATI,OH
[06CA0170H0]

10/01/93

TITLE (PUBLISHER)	PUBLICATION CODE
CODE OF FEDERAL REGULATIONS USC01 (ARCH)	D000222500
FEDERAL CIVIL RIGHTS ACTS-CIVIL PRACTICE 2D (BOAR) By ANTIEAU	A497812700
FEDERAL PRACTICE & PROC (INCL MANUAL COMPLEX LIT) By WRIGHT	A530507900
FEDERAL REPORTER 2D SERIES BD VOLUMES AND ADV SHEETS	A527193600
FEDERAL RULES OF CIVIL PROCEDURE: WEST ED (WEST)	D888888800
FEDERAL RULES OF CIVIL PROCEDURE: WEST ED (WEST)	D888888800
FEDERAL RULES OF CIVIL PROCEDURE: WEST ED (WEST)	D888888800
FEDERAL RULES OF CIVIL PROCEDURE: WEST ED (WEST)	D888888800
FEDERAL RULES OF CRIMINAL PROC: WEST ED (FED CRIM CD)	D999999900
FEDERAL RULES OF CRIMINAL PROC: WEST ED (FED CRIM CD)	D999999900
FEDERAL RULES OF CRIMINAL PROC: WEST ED (FED CRIM CD)	D999999900
FEDERAL RULES OF CRIMINAL PROC: WEST ED (FED CRIM CD)	D999999900
FEDERAL SENTENCING REPORTER (UCP)	D003357900
FEDERAL SUPPLEMENT BOUND VOLS & ADV SHEETS (WEST)	A530732200
KENTUCKY REVISED STATUTES ANNOTATED (BANK) By BALDWINS	D000082500
LEGAL WRITING STYLE 2ND (WEST) By WEIHOFEN	E000083900

MICHIGAN COMPILED LAWS ANNOTATED (WEST)	A388414100
MICHIGAN COURT RULES (WEST)	D000432000
MICHIGAN LEGISLATIVE SERVICE ONLY (WEST)	A388414102
MICHIGAN SCAO APPROVED FORMS (WEST)	D000432003
MISS THISLEBOTTOMS HOBGOBLINS (GBS) By BERNSTEIN	D000287800
MODERN APPELLATE PRACTICE: FED & STATE CIVIL APPEALS By MARTINEAU	D001491000
OFFICIAL AIRLINE GUIDE NORTH AMERICAN ED(MONTHLY) (OAG	D000021800
OHIO REVISED CODE (9 VOLUMES) (BANK) By BALDWINS	D000120200
PHYSICIANS DESK REFERENCE (PDR)	D000134600
SIXTH CIRCUIT SLIP OPINIONS: INDEX (BARC)	D003061600

BOOKS HELD BY HONORABLE 10/01/93
UNITED STATES CIRCUIT JUDGE
432 U S POST OFFICE & COURTHOUSE
CINCINNATI,OH
[06CA017OH0]

TITLE (PUBLISHER)	PUBLICATION CODE
SLIP LAWS (U.S. PUBLIC-ADVANCE)- USC06 (SF-1) (GPOM)	D000222800
SUPREME COURT REPORTER (WEST)	A559153800
TENNESSEE CODE ANNOTATED (MICHIE) (MICH)	A526154900
U S CODE (USC04) (GPO)	D001014000
U S LAW WEEK OOB-2750 (LW 01) (BNA)	C551858800
U S REPORTS - USC05 NO CURRENT SUB (GPO)	D000222702
Note: SUB CANCELLED	3/26/85
US CODE ANNOTATED (WEST)	C551197900
WESTS FEDERAL PRACTICE DIGEST 2ND (WEST)	B037631500
WESTS FEDERAL PRACTICE DIGEST 3RD (WEST)	B037631400
WESTS FEDERAL PRACTICE DIGEST 4TH (WEST)	B037631411
Note: HAD PRIOR EDITION	

List of Titles for U.S. Court -- Appeals, Library
at Location - 725 Washington Loop
Biloxi, MS 39530

Item	Copies:	Title:	Publisher:	Status:	Renewal Date:
1	1	Aba Standards For Criminal Justice 2nd	Little Brown &	ON SITE	
2	1	Aba Standards For Criminal Justice 3rd	American Bar	On PO94-003873	
3	1	Administrative Law Treatise 2d Ed	K C Davis	ON SITE	
4	1	Admiralty & Maritime Law (practitioners Ed) 1987	West Publishing	ON SITE	
5	1	Adr And The Courts; Manual For Judges & Lawyers	William Hein &	ON SITE	
6	1	Alr Index To Annotation	Lawyers	On PO94-003905	09/30/94
7	2	American Jurisprudence 2d (w/Tax Vols 33,34 & 34a)	Lawyers	ACTIVE	09/30/94
8	1	American Law Of Torts	Clark	On PO94-002393	10/01/94
9	2	American Law Reports 1st	Lawyers	ACTIVE	09/30/94
10	2	American Law Reports 2d	Lawyers	ACTIVE	09/30/94
11	1	American Law Reports 2d Digest	Lawyers	ON SITE	
12	2	American Law Reports 3d	Lawyers	ACTIVE	10/01/94
13	1	American Law Reports 4th	Lawyers	On PO94-000457	09/30/94
14	2	American Law Reports 5th	Lawyers	ON SITE	10/01/94
15	1	American Law Reports Digest 3rd & 4th Ed And Federal	Lawyers	On PO94-003898	09/30/94
16	2	American Law Reports Federal	Lawyers	ACTIVE	10/01/94
17	2	Americans With Disabilities:practice & Compliance Manu	Lawyers	ACTIVE	09/30/94
18	1	Antitrust Advisor 3rd (1985)	Shepard's	On PO94-003498	09/30/94
19	1	Asbestos Litigation Reporter	Andrews	ACTIVE	01/31/95
20	1	Bankruptcy Developments Journal	Bankruptcy	On PO94-005128	12/31/94
21	1	Bankruptcy Evidence Manual	West Publishing	ON SITE	
22	1	Bankruptcy Law And Practice 2nd (1993)	Clark	ON SITE	
23	1	Bankruptcy Law And Practice Service 1st	Clark	ACTIVE	09/30/93
24	1	Bankruptcy Law Digest	Warren, Gorham	ON SITE	
25	1	Bankruptcy Law Reports (CCH-Bcy)	Commerce	On PO94-002513	12/31/94
26	1	Bankruptcy Mini Code And Rules (awhf Pub)	AWHFY Inc	On PO94-005315	
27	1	Bankruptcy Service Lawyers Ed	Clark	On PO94-000486	10/01/94
28	1	Basic Problems Of Evidence	Ali-Aba Joint	ON SITE	
29	1	Benedict On Admiralty 7th (130)	Matthew Bender	On PO94-002412	09/30/94
30	1	Black's Law Dictionary, 5th Ed., 1979 Deluxe	West Publishing	ON SITE	
31	1	Black's Law Dictionary, 6th Ed (deluxe)	West Publishing	ON SITE	
32	1	Bouviers Law Dictionary 3rd	West Publishing	ON SITE	
33	1	CIS Index (subscription)	Congressional	ACTIVE	12/31/93
34	1	Cases And Materials On Post Conviction Remedies	West Publishing	ON SITE	
35	1	Civil Rights & Civ Lib Litigation: Law Of Sec 1983 2nd Ed	Shepard's	ON SITE	
36	1	Civil Rights & Civil Liberties Litigation 3rd Ed	Shepard's	On PO94-002587	09/30/94

List of Titles for U.S. Court of Appeals, Library
at Location - 725 Washington Loop
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Item	Copies:	Title:	Publisher:	Status:	Renewal Date:
37	1	Civil Rights Actions (1983)	Matthew Bender	ON SITE	
38	1	Code Of Federal Regulations Usc01	National	ON SITE	
39	1	Collier On Bankruptcy 15th (219)	Matthew Bender	On P094-002415	09/30/94
40	1	Congressional Directory (sf-1)	Government	ON SITE	
41	1	Constitution Of The U.S. Analysis And Interp (1987)	Government	ON SITE	
42	1	Constitutional Limitations On Criminal Procedure	Shepard's	On P094-004413	09/30/94
43	1	Corbin On Contracts	West Publishing	ON SITE	
44	1	Corpus Juris Secundum	West Publishing	ACTIVE	09/30/94
45	1	Couch On Insurance 2d	Clark	On P094-000520	09/30/94
46	1	Criminal Law Reporter (crl 01) 00b-6567	Bureau Of	On P094-002007	09/30/94
47	1	Criminal Procedure Under Federal Rules 1st Ed.	Lawyers	ON SITE	
48	2	Discovery Proceedings In Federal Court, 2d Ed, 1991	Shepard's	ON SITE	09/30/94
49	1	Doublespeak	Harper & Roll	ON SITE	
50	1	Elements Of Legal Style	Oxford	ON SITE	
51	1	Employment Discrimination Law 2nd (1983)	Bureau Of	ON SITE	
52	1	Employment Discrimination Law: 3rd Ed.	West Publishing	ON SITE	
53	1	Environmental Law	West Publishing	ON SITE	
54	1	Environmental Law In A Nutshell 3d Ed (1992)	West Publishing	ON SITE	
55	1	Environmental Regulation Of Real Property	Law Journal	ON SITE	
56	1	Familiar Quotations	Little Brown &	ON SITE	
57	1	Federal Careers For Attorneys	Federal Reports	ON SITE	
58	1	Federal Courtroom Evidence 2d(1987)(paid Subs)	William Hein &	ON SITE	
59	1	Federal Courts & The Federal System 3d Ed	Foundation	ON SITE	
60	1	Federal Criminal Trials 2nd Edition	Michie Company	ON SITE	
61	1	Federal Criminal Trials 3rd Edition	Michie Company	ON SITE	
62	1	Federal Employee's News Digest	Federal	ON SITE	
63	1	Federal Grand Jury Practice And Procedure (1990)	Prentice Hall	ON SITE	
64	1	Federal Habeas Corpus Practice & Procedure 1988 Ed	Michie Company	ON SITE	
65	1	Federal Jury Practice & Instructions 3rd & 4th	West Publishing	ON SITE	
66	2	Federal Local Court Forms	Lawyers	ACTIVE	09/30/94
67	2	Federal Procedure Lawyers Ed	Lawyers	ACTIVE	09/30/94
68	1	Federal Procedure Rules Service 5th Circuit Only	Lawyers	ACTIVE	09/30/93
69	1	Federal Procedure Rules Service National Volume Only	Lawyers	ACTIVE	09/30/93
70	1	Federal Register (complimentary-Arch)	National	ON SITE	
71	1	Federal Reporter 1st Series	West Publishing	ON SITE	
72	2	Federal Reporter 2d Series Bd Volumes And Adv Sheets	West Publishing	ACTIVE	09/30/94

List of Titles for U.S. Court of Appeals, Library
at Location - 725 Washington Loop
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Item	Copies:	Title:	Publisher:	Status:	Renewal Date:
73	1	Federal Rules Decisions Bound Vols & Advance Sheets	West Publishing	On PO94-000201	09/30/94
74	2	Federal Rules Of Civil Procedure: West Ed	West Publishing	ON SITE	09/30/94
75	2	Federal Rules Of Criminal Proc: West Ed (fed Crim Cd)	West Publishing	ON SITE	09/30/94
76	2	Federal Sentencing Guideline Manual	West Publishing	ON SITE	
77	1	Federal Sentencing Law & Practice	West Publishing	ON SITE	
78	1	Federal Sentencing Reporter	University Of	ACTIVE	05/31/94
79	1	Federal Standards Of Review 2nd Ed	Butterworth	ON SITE	
80	2	Federal Supplement Bound Vols & Adv Sheets	West Publishing	ACTIVE	09/30/94
81	1	Fifth Circuit Cum Table Of Cases & Key Num Digest	West Publishing	ACTIVE	09/30/93
82	1	Fundamentals Of Pretrial Litigation, 2nd Ed	West Publishing	ON SITE	
83	1	Fundamentals Of Securities Regulation 2d (1987)	Little Brown &	ON SITE	
84	1	Griffin On Collision 1962 Ed	Christopher	ON SITE	
85	1	Guidebook To The Freedom Of Info & Privacy Acts 2nd Ed	Clark	On PO94-000615	
86	1	Guideline Grapevine	Federal	ACTIVE	11/30/93
87	1	Harvard Law Review	Harvard Law	ACTIVE	12/31/93
88	1	Hornbook Law Of Federal Courts 4th(1983)lawyers Ed	West Publishing	ON SITE	
89	1	Hornbook On The Uniform Commercial Code 1st Ed (1972)	West Publishing	ON SITE	
90	1	Index To Legal Periodicals	H W Wilson &	On PO94-002577	12/31/94
91	2	Insurance Law & Practice	West Publishing	ACTIVE	09/30/94
92	1	Jones On Evidence 5th Ed	Lawyers	ON SITE	
93	1	Kiplinger Letters	The Kiplinger	On PO94-003312	02/03/95
94	1	Law Books In Print 5th Edition	Glanville	ON SITE	
95	1	Law Books In Print 6th Edition	Glanville	ON SITE	
96	1	Law Of Admirality 1975	Foundation	ON SITE	
97	1	Law Of Corrections & Prisoners Rights In A Nutshell 2d	West Publishing	ON SITE	
98	1	Law Of Trusts 3rd	Little Brown &	ON SITE	
99	1	Legal Information Alert	Alert	ACTIVE	12/31/93
.00	1	Legal Malpractice 3rd Edition	West Publishing	ON SITE	
.01	1	Legal Secretaries Complete Handbook 3rd Ed	Prentice Hall	ON SITE	
.02	1	Manual Of Federal Practice 3rd Edition	Shepard's	ON SITE	
.03	1	Manual Of Federal Practice 4th Edition	Shepard's	On PO94-004353	09/30/94
.04	1	Martindale Hubbell Law Directory Even Year	Reed Reference	On PO94-002860	
.05	1	McCormick On Evidence 3rd (lawyers)	West Publishing	ON SITE	
.06	1	McCormick On Evidence 4th Ed	West Publishing	ON SITE	
.07	1	Miracle At Philadelphia	Little Brown &	ON SITE	
.08	1	Mississippi - This Week In Court	Mississippi Law	ON SITE	

List of Titles for U.S. Court . Appeals, Library
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Item	Copies:	Title:	Publisher:	Status:	Renewal Date:
109	1	Mississippi Automobile Insurance	Harrison	ON SITE	
110	1	Mississippi Chancery 1991, 2nd Ed.	Harrison	ON SITE	
111	2	Mississippi Code Of 1972	Lawyers	ACTIVE	09/30/94
112	1	Mississippi College Law Review	Mississippi	On PO94-003303	12/31/94
113	2	Mississippi Digest	West Publishing	ACTIVE	09/30/94
114	1	Mississippi Evidence 2nd Ed	Harrison	On PO94-004864	
115	1	Mississippi Law Journal	University Of	On PO94-004063	12/31/94
116	1	Mississippi Law Journal Briefing Service	Mississippi Law	On PO94-003304	12/31/94
117	1	Mississippi Legal Directory	Legal Directory	ON SITE	
118	1	Mississippi Model Jury Instructions 2d Civil	West Publishing	ON SITE	
119	1	Mississippi Rules Of Court	West Publishing	ON SITE	
120	1	Mississippi Sup Ct Opinions Civil & Criminal Case Ser	Research And	ACTIVE	03/31/94
121	1	Model Penal Code 1985 Edition	American Law	ON SITE	
122	1	Modern Constitutional Law		ACTIVE	09/30/93
123	1	Modern Federal Jury Instructions Crim & Civil 5 Vols	Matthew Bender	On PO94-004874	
124	1	Moores Federal Practice (410)	Matthew Bender	On PO94-004399	10/01/94
125	1	Multi Coded National Zip Code Directory	National	ON SITE	
126	1	National And Federal Legal Employment Reporter	Federal Reports	On PO94-002243	12/31/94
127	1	National Law Journal	Fred B Rothman	ON PO94-000979	12/31/93
128	1	National Reporter Blue Book Service	West Publishing	ON SITE	
129	1	Norton Bankruptcy Code & Rules (3 Vols)	Clark	ON SITE	
130	1	Occupational Safety & Health Law 2nd	West Publishing	ON SITE	
131	1	Occupational Safety And Health Law 3rd	West Publishing	ON SITE	
132	1	Orfields Criminal Procedure Under Fed Rules 2d Ed	Clark	ON SITE	
133	1	Paralegal Litigation Forms	Wiley Law	ON SITE	
134	1	Postconviction Remedies	Clark	On PO94-000801	09/30/94
135	1	Practical Guide To The Bankruptcy Reformact	Prentice Hall	ON SITE	
136	1	Primer On Erisa	Bureau Of	ON SITE	
137	1	Products Liability (560)	Matthew Bender	On PO94-004389	10/01/94
138	1	Prosser On Torts (hornbook) 5th Lawyers (1984)	West Publishing	ON SITE	
139	1	Quote It II: Dictionary Of Memorable Legal Quotations	William Hein &	ON SITE	
140	1	Reid's Branson Instructions To Juries 3rd	Michie Company	On PO94-004012	
141	1	Restatement Of The Law 2d Complete Set	West Publishing	ON SITE	
142	1	Rico In Business & Commercial Litigation	Shepard's	ACTIVE	09/30/94
143	1	Rico: Civil & Criminal Law & Strategy	Law Journal	ON SITE	
144	1	Roget's II, The New Thesaurus	Houghton	ON SITE	

List of Titles for U.S. Court Appeals Library
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Biloxi, MS 39530

Item No.	Copies:	Title:	Publisher:	Status:	Renewal Date:
145	1	Sanctions: Federal Law Of Litigation Abuse	Michie Company	ON SITE	
146	1	Search & Seizure: Treatise On 4th Amend 2nd Ed (1987)	West Publishing	ON SITE	
147	1	Section 1983 Litigation: Claims, Defenses & Fees 1st	Wiley Law	ON SITE	
148	1	Section 1983 Litigation: Claims,defense & Fees 2nd '91	John Wiley &	On PO94-005312	
149	2	Shepards Acts & Cases By Popular Names	Shepard's	ACTIVE	09/30/94
150	1	Shepards Bankruptcy Citations	Shepard's	On PO94-001451	09/30/94
151	2	Shepards Citations For Annotations	Shepard's	ACTIVE	09/30/94
152	2	Shepards Code Of Federal Regulations Citator	Shepard's.	ACTIVE	09/30/94
153	1	Shepards Federal Citations	Shepard's	On PO94-003483	
154	2	Shepards Federal Rules Citations	Shepard's	ACTIVE	09/30/94
155	2	Shepards Mississippi Citations	Shepard's	ACTIVE	09/30/94
156	2	Shepards Southern Reporter Citations	Shepard's	ACTIVE	09/30/94
157	2	Shepards U.S. Citations	Shepard's	ACTIVE	09/30/94
158	1	Social Security Claims & Procedures 3rd (1983)	West Publishing	ON SITE	
159	1	Social Security Claims & Procedures 4th (1991)	West Publishing	ON SITE	
160	1	Social Security Law And Practice	Clark	On PO94-000883	09/30/94
161	1	Southern Reporter 1st Series	West Publishing	ON SITE	
162	1	Southern Reporter 2d	West Publishing	On PO94-001265	09/30/94
163	1	Standards Of Review: Civil, Criminal & Admin 1986	Wiley Law	ON SITE	
164	1	Summary Of American Law	Lawyers	ON SITE	
165	2	Summary Of Mississippi Law	Lawyers	ACTIVE	09/30/94
166	1	Supreme Court Reporter	West Publishing	On PO94-002769	09/30/94
167	1	Texas Tech Law Review Issue #2 Only	Texas Tech	ON SITE	
168	1	Trademarks And Unfair Competition 2nd	Clark	ON SITE	
169	1	Trademarks And Unfair Competition 3rd	Clark	On PO94-000924	09/30/94
170	1	Trial Handbook For Mississippi Lawyers	Lawyers	On PO94-002749	10/01/94
171	1	U.S. Code (usc04)	Government	On PO94-005505	
172	1	U.S. Code Annotated	West Publishing	On PO94-000126	09/30/94
173	1	U.S. Code Congressional & Admin News Bv & As Has Usca	West Publishing	On PO94-002779	09/30/94
174	2	U.S. Code Service	Lawyers	ACTIVE	09/30/94
175	1	U.S. Government Manual	GPO/Superintend	ON SITE	
176	1	U.S. Reports - Usc05	Government	ON SITE	
177	1	U.S. Statutes At Large - Usc03 (sf-1)	Government	ON SITE	
178	2	U.S. Supreme Court Digest	West Publishing	ACTIVE	09/30/94
179	1	U.S. Supreme Court Digest Annotated	Lawyers	ON SITE	
180	1	U.S. Supreme Court Reports Index To Annotations	Lawyers	ON SITE	

List of Titles for U.S. Court of Appeals, Library
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Item	Copies:	Title:	Publisher:	Status:	Renewal Date:
181	4	U.S. Supreme Court Reports Lawy Ed 2d W/Adv Shts	Lawyers	ACTIVE	10/01/94
182	1	Uniform Commercial Code 3rd	Clark	On PO94-000932	09/30/94
183	1	Uniform Commercial Code 3rd, 3 Vols Professional Serie	West Publishing	ON SITE	
184	1	Uniform Commercial Code Case Digest	Clark	ON SITE	
185	1	Uniform Commercial Code Reporting Service	Clark	ACTIVE	09/30/93
186	1	Weinsteins Evidence Manual	Matthew Bender	ON SITE	
187	1	Weinsteins Evidence, United States Rules (803)	Matthew Bender	ACTIVE	09/30/93
188	1	Wests Bankruptcy Digest Bound Volumes	West Publishing	On PO94-003038	09/30/94
189	1	Wests Bankruptcy Reporter	West Publishing	On PO94-003036	09/30/94
190	1	Wests Federal Case News	West Publishing	ACTIVE	09/30/93
191	1	Wests Federal Practice Digest 2nd	West Publishing	ON SITE	
192	1	Wests Federal Practice Digest 3rd	West Publishing	ACTIVE	09/30/93
193	1	Wests Federal Practice Digest 4th	West Publishing	On PO94-002747	09/30/94
194	1	Wharton's Criminal Evidence 14th (1985	Clark	On PO94-004565	10/01/94
195	1	White Collar Crime	Law Journal	On PO94-005504	
196	1	White Collar Crime: Civil And Criminal Practice Guide	Shepard's	ACTIVE	09/30/94
197	1	Wigmore On Evidence	Little Brown &	On PO94-003793	
198	2	Words & Phrases	West Publishing	ACTIVE	09/30/94
199	1	World Dictionary Of Legal Abbreviations	William Hein &	On PO94-002709	

Total: 199

DEOBLIGATION FOR TITLES OR CONTINUATIONS

IMPORTANT: Mark all packages and papers with contact and/or order numbers.

DATE OF VOUCHER	CONTRACT NUMBER	ORDER NUMBER	REFERENCE NUMBER
12/94		94-AL-0455	94-AL-0455-001

DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

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Library
600 Camp Street, Room 106
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PUBLISHER

WEST PUBLISHING COMPANY
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ST PAUL MN 55164

PHONE: (612) 687-6858 FAX:

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Clerk
E. D. Louisiana
4634

INVOICE NUMBER

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ITEM NO.	TITLES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT
1	Titles for Kirkendoll (Amarillo)				
	FEDERAL JURY PRACTICE & INSTRUCTIONS 4TH (Kirkendoll (Amarillo)	1.00		259.00	259.00
	TEXAS STATUTES ANNOTATED: PENAL CODE (Kirkendoll (Amarillo)	1.00		115.50	115.50
	TEXAS STATUTES ANNOTATED: CODE CRIMINAL (Kirkendoll (Amarillo)	1.00		648.00	648.00
	CRIMINAL LAW & PROCEDURE 2ND ED (Kirkendoll (Amarillo)	1.00		259.50	259.50
	FEDERAL IMMIGRATION LAWS REGULATIONS & F (Kirkendoll (Amarillo)	1.00		30.50	30.50
	TEXAS PENAL CODE & SELECTED RELATED LAWS (Kirkendoll (Amarillo)	1.00		12.00	12.00
	FEDERAL SENTENCING LAW & PRACTICE (Kirkendoll (Amarillo)	1.00		87.00	87.00
	Sub Total for cost organization --- F05TXNF				1,411.50

DEOBLIGATION

FUND	BUDGET ORG	COST ORG	BOC	AMOUNT of DEOBLIGATION	TOTAL DEOB
94	092300	F05TXNF	3121	1,411.50	1,411.50

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BY (Signature) Anne M. Dalton

NAME
Kay D. Guillot
Librarian
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ORDER FOR TITLES OR CONTINUATIONS

PAGE 1 OF PAGES 1

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DATE OF ORDER	CONTRACT NUMBER	ORDER NUMBER	REQUISITION/REFERENCE NUMBER
7/94		94-AL-0542	

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- [ ] Replacement
- [ ] Blanket

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092000 A05XXXL 3122 492.00

Please furnish the following terms and conditions specified on both sides of this order and on the attached sheets if any, including delivery as indicated. This purchase is negotiated under authority of

ITEM NO.	TITLES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT
	CONFIRMATORY ORDER Following is a list of the number of copies per consignee for: TEXAS ADMINISTRATIVE CODE				
	Copies for Library (San Antonio) --- A05XXXL 1994 Pamphlets for Texas Admin Code Title 30 & 31	1.00		123.00	123.00
2	Copies for Library (Brownsville) --- A05XXXL 1994 Pamphlets for Texas Admin Code Title 30 & 31	1.00		123.00	123.00
3	Copies for Library (Houston) --- A05XXXL 1994 Pamphlets for Texas Admin Code Title 30 & 31	1.00		123.00	123.00
4	Copies for Library (Beaumont) --- A05XXXL 1994 Pamphlets for Texas Admin Code Title 30 & 31	1.00		123.00	123.00
	Remit address for vendor: WEST PUBLISHING COMPANY Attention: Govt. Service Dept. P. O. Box 64833 St. Paul, MN 55164-1803				

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New Orleans, LA 70130

GRAND TOTAL 492.00

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NAME
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Librarian
TITLE: CONTRACTING/ORDERING OFFICER

CONSIGNEE LIST FOR CONTINUATION ORDER

This is the consignee list for the continuation order noted below.

DATE OF ORDER	ORDER NUMBER
27/94	94-AL-0542

GNEES/SHIP TO ADDRESSES	CONSIGNEES/SHIP TO ADDRESSES
Library U.S. District Court Hemisfair Plaza 655 E. Durango Blvd. San Antonio, TX 78206	
Library, U.S. Courts 10th & East Elizabeth Streets U.S. Courthouse, 5th Floor Brownsville, TX 78520	
Library of the U.S. Courts 515 Rusk Ave. Rm. 6311 Houston, TX 77002	
Library, US Courts 300 Willow Street, Room 209 Jack Brooks Federal Building Beaumont, TX 77701	

VOUCHER FOR TITLES OR CONTINUATIONS

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DATE OF VOUCHER	CONTRACT NUMBER	ORDER NUMBER	REFERENCE NUMBER
11/94		94-AL-0542	94-AL-0542-001

DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

U S Court of Appeals Library
600 Camp St., Rm. 106
New Orleans, La. 70130

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E. D. Louisiana
4634

INVOICE NUMBER

6/13/94

CHECK NUMBER AND DATE

ITEM NO.	TITLES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT
1	Titles for Library (San Antonio) TEXAS ADMINISTRATIVE CODE (Library (San Antonio) Sub Total for cost organization --- A05XXXL	1.00		123.00	123.00 123.00
2	Titles for Library (Brownsville) TEXAS ADMINISTRATIVE CODE (Library (Brownsville) Sub Total for cost organization --- A05XXXL	1.00		123.00	123.00 123.00
3	Titles for Library (Houston) TEXAS ADMINISTRATIVE CODE (Library (Houston)) Sub Total for cost organization --- A05XXXL	1.00		123.00	123.00 123.00
4	Titles for Library (Beaumont) TEXAS ADMINISTRATIVE CODE (Library (Beaumont)) Sub Total for cost organization --- A05XXXL	1.00		123.00	123.00 123.00

FINAL PAYMENT

SEE ATTACHMENT

FUND	BUDGET ORG	COST ORG	OBJECT	AMOUNT	NET TO PAYEE
94	092000	A05XXXL	3122	492.00	492.00

UNITED STATES OF AMERICA
BY *(Signature)*

NAME
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Librarian
TITLE AUTHORIZED CERTIFYING OFFICER

RECEIVING REPORT

'iantity in the "Quantity Accepted" column on the face of this order has been: [x] inspected [x] accepted [ ] received by me and nforms to contract. Items listed below have been rejected for the reasons indicated.

Shipment Number	Partial		Date Received	Signature of Authorized U.S. Gov't. Rep.	Date
	Final	6/13/94	08/11/94	F Arnett	08/11/94
Total Containers		Gross Weight	Received At	Title	
.			See P.O.	Asst Librarian	

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REFERENCE NUMBER: -AL-0542-001

DATE OF VOUCHER: 08/11/94

FY	FUND	BUDGET ORG	COST ORG	BOC		AMOUNT
94	092000	A05XXXL	A05XXXL	3122		492.00

Revised October 1987
Department of the Treasury
I TFM 4-2000
1634-122

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

VOUCHER NO.

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

DATE VOUCHER PREPARED

SCHEDULE NO.

CONTRACT NUMBER AND DATE

PAID BY

REQUISITION NUMBER AND DATE

PAYEE'S NAME AND ADDRESS

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

SHIPPED FROM | TO | WEIGHT | GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT (1)

(Use continuation sheet(s) if necessary) **(Payee must NOT use the space below)** TOTAL

PAYMENT:
- ☐ PROVISIONAL
- ☐ COMPLETE
- ☐ PARTIAL
- ☐ FINAL
- ☐ PROGRESS
- ☐ ADVANCE

APPROVED FOR = $

EXCHANGE RATE = $1.00

DIFFERENCES

BY [2]

Amount verified; correct for

TITLE

(Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date) *(Authorized Certifying Officer)* [2] *(Title)*

ACCOUNTING CLASSIFICATION

PAID BY

CHECK NUMBER | ON ACCOUNT OF U.S. TREASURY | CHECK NUMBER | ON *(Name of bank)*

CASH $ | DATE | PAYEE [3]

PER

TITLE

[1] If stated in foreign currency, insert name of currency.
[2] The ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the authorizing officer will sign in the space provided, over his official title.
[3] When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.

Previous edition usable

NSN 7540-00-634-4206

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The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

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VOUCHER NO.

SCHEDULE NO.

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

Judges' Library
5318 U.S. Courthouse
Washington, DC 20001

DATE VOUCHER PREPARED

CONTRACT NUMBER AND DATE

REQUISITION NUMBER AND DATE

PAID BY

PAYEE'S NAME AND ADDRESS

DATE INVOICE RECIEVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

SHIPPED FROM TO WEIGHT

GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT (1)

(Use continuation sheet(s) if necessary (Payee must NOT use the space below) TOTAL

PAYMENT	APPROVED FOR	EXCHANGE RATE	DIFFERENCES
PROVISIONAL COMPLETE PARTIAL FINAL PROGRESS ADVANCE	=$ BY(2) TITLE	= $1.00	amount verified;correct for (Signature or initials)

Pursuant to the authority vested in me, I certify that this voucher is correct and proper for payment

Nancy Padgett
Circuit Librarian

(Date) (Authorized Certifying Officer)(2) (Title)

Accounting Classification

CHECK NUMBER OR ACCOUNT OF U.S. TREASURY CHECK NUMBER On (Name of bank)

CASH DATE PAYEE(3)

1 When stated in foreign currency, insert name of currency
2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.
3 When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.

PER

TITLE

PRIVACY ACT STATEMENT

The information requested on this form is required under the provision of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

Section J, Attachment J - List of Books Approved for Judges Chambers

CHAPTER VIII. PROCURFMENT, CONTRACTING, AND PROPERTY MANAGEMENT.

PART M. Lawbooks Available to Judges and Magistrates

1. Resolution
2. General
3. Slip Laws and Opinions
4. United States Law Week
5. The Congressional Record
6. Federal Rules of Civil and Criminal Procedure
7. Criminal Law Reporter
8. U.S. Sentencing Guidelines
9. Judicial Center Publications

EXHIBITS

M-1 Listing of Basic Lawbooks Which Newly Appointed **CIRCUIT JUDGES,** Who Have a Staffed Central Library Available to Them, May Request for Their Headquarters Chambers' Libraries.

M-1. 1 Listing of Additional Basic Iawbooks Sometimes Requeste for Newly-Appointed **CIRCUIT JUDGES** Where a Staffed Central Library is Not Available.

M-2 Listing of Basic Lawbooks Which Newly-Appointed **DISTRICT JUDGES,** Who Have a Staffed Central Library Available to Them. May Request for Their Headquarters Chambers' Libraries.

M-2. 1 Listing of Available Basic Lawbooks Sometimes Requested for Newly-Appointed **DISTRICT JUDGES** Where a Staffed Central Library is Not Available.

M-3 Listing of Lawbooks Each **BANKRUPTCY JUDGE** May Request for a Private Chambers Office Collection.

M-3. 1 Listing of Works **BANKRUPTCY JUDGES** May Request fo Joint-Use Collections.

M-4 Listing of Works Provided to **MAGISTRATES,** Upon Request.

M-4.1 Listing of Works Provided to **MAGISTRATES.**

M-4.2 Listing of Works Provided to **PART-TIME MAGISTRATES.**

1. Resolution. The Judicial Conference (in its March 1979 session) resolved: "In furtherance of prior policy statements regarding the furnishing of adequate library facilities for federal judges, the Judicial Conference authorizes the Director of the Administrative office to take such action as necessary to provide judges and other court personnel with all legal research materials and services necessary to fulfill their functions. In so doing, he shall endeavor to establish and maintain well organized, adequate, and professionally administered, central libraries, when such would facilitate essential sharing of materials and ensure the efficient use of appropriated funds. He shall provide lawbooks, other legal research materials, and services for chambers libraries after having given due consideration to the availability of central library facilities and after having allowed flexibility and latitude to the end that the lawbook requirements of chambers libraries may be satisfied.

2. General.

a. The cost of lawbooks is a very substantial item in the judiciary budget. Appropriations are insufficient to provide all inclusive chambers collections where there are court libraries, joint-use collections, or other established chambers collections available nearby. Each judge and magistrate may request basic legal reference books. Those who do not have access to a central library or joint-use collection, may request additional titles if funds are available. only essential volumes should be requested, however, for a chambers collection. Before additional titles are requested, consideration must always be given to sharing lawbooks available in the courthouse or through interlibrary loan, since appropriated funds and shelving space are limited. Examples of titles useful for chambers are listed in Exhibits M-1 through M-4.2, located at the end of Part M.

b. The circuit librarian should be contacted for any information concerning lawbooks; i.e., book selection and ordering, subscriptions, disposal, shelving requirements, etc. The circuit librarian can promptly place an order or notify the judge if the title is delayed. The **Legal Research and Library Services Branch** can advise on lawbook and legal research policies.

c. Lawbook requests will be met whenever possible by:

1. Transferring excess lawbooks within the judiciary;

2. Furnishing good, second-hand sets when advantageous to the Government; or

3. Purchasing from Government contract sources

d. Supplementation and pocket parts for lawbook titles will be maintained by the Lawbook Section of the Administrative office. All renewal notices receive in chambers should be sent to the circuit librarian. If a subscription is no longer needed, the circuit librarian should be contacted.

e. Each judge must assure the marking of every volume which is furnished with the imprint **"Property of the United States Government" [28 USC 414 (1976) and 44 US 1119 (1976].** The judge may accomplish this through the use of a rubber stamp. (See Part J, No. 2).

f. Books marked **"Property of the United States Government"** are entrusted to the custodian for official use, and for transmittal to a successor in office, or to other court officials. When these lawbooks are no longer needed, the custodian should contact the circuit librarian to arrange for the transfer of the books.

g. Generally, books are ordered for direct delivery to the judge. Upon receipt of the new lawbook material, to be custodian should sign and return the cop of the original order to the circuit librarian.

3. Slip Laws and opinions.

a. Slip Law Prints of public laws are furnished to each judge as they are printed by the Superintendent of Documents.

b. U.S. Supreme Court Slip Opinions. The Administrative Office automatically provides Slip Opinions of the United States Supreme Court as they are rendered, to all judges and magistrates. As a rule, there are no opinions rendered during the period July through September of each year. **(NOTE: The slip opinions are available on LEXIS and WESTLAW).**

If a subscription to either of the above is not desired, contact the Circuit Librarian.

4 . United States Law Week. Judicial appropriations are insufficient to provide subscriptions to United States Law Week for all court personnel requesting one. Upon request, however, a subscription will be supplied to circuit judges and court libraries. The publisher, the Bureau of National Affairs, has a policy of furnishing the United States Law Week to district judges in exchange for their opinions. For the Court of Appeals, its policy has been to furnish the clerk of each Court of Appeals with a subscription to be circulated among those interested. Some circuit courts have made arrangements with BNA to receive additional copies in exchange for slip opinions. All materials supplied becomes the property of the United States Government and should be so marked.

5. The Congressional Record. Pursuant to 44 USC 906 (1976), the Congressional Record will be furnished to each judge upon his/her request to a member of Congress, who then notifies the Public Printer. This set requires considerable shelf space and is available in most central libraries.

6. Federal Rules of Civil and Criminal Procedure

Under the distribution policy established by the Administrative Office, copies of these rules will be renewed automatically for judges and full-time magistrates whenever a new edition is published. No request is needed.

7. Criminal Law Reporter. Appropriations are insufficient to furnish Criminal Law Reporter to each judge who may request it. The Administrative Office has endeavored in multi-judge locations to supply one copy to a central library for circulation among the interested officials for review.

8. U.S. Sentencing Commission's Guidelines Manual. Under the distribution policy established by the Administrative Office, copies of this manual will be distributed when a new edition is published. No request is needed.

9. Federal Judicial Center Publications. The Federal Judicial Center issues many publications of interest to judges and a catalog detailing the titles is available. Contact the Information Services Office of the Federal Judicial Center, 1520 H Street, N.W., Washington. D.C. 2005; (202) 633-6365.

Exhibit M-1

Listing of Basic Lawbooks Which Newly-Appointed CIRCUIT JUDGES, Who Have a Staffed Central Library Available to Them, May request for Their Headquarters Chambers' Libraries

1. Reports and Digests:

   a. United States Supreme Court Reports (covering the last 25 years):
      United States Reports, Official Edition, **OR**
      United States Supreme Court Reports, Lawyers Edition, **OR**
      Supreme Court Reporter

   b. Federal Reporter, Second Series
      (covering the last 15 years)

c. Federal Supplement
(covering the last 15 years)

d. Wests' Federal Practice Digest, current edition

2. Statutes:

a. United States Code **OR**
United States Code Annotated **OR**
United States Code Service

EXHIBIT M-1 (continued)

b. One code for each state of jurisdiction
(official or annotated)

3. Citators:

a. Shepard's U. S. Citations

b. Shepard's Federal Citation

5. Texts:

a. Cyclopedia of Federal Procedure **OR**
Federal Procedure, Lawyer's Edition **OR**
Moore's Federal Practices* **OR**
Wright, Miller, and Gressman, Federal Practice and Procedure

b. An evidence treatise

6. Other Publications:

a. United States Law Week

***Note:** **Moore's is a looseleaf format treatise which requires a considerable amount of filing time by chambers' staff.**

EXHIBIT M-1.1

Listing of Additional Basic Lawbooks Sometimes Requested for Newly-Appointed CIRCUIT JUDGES where a Stafford Central Library is Not Available - Before ordering consideration should be given to sharing the sets already available in the established chambers' libraries.

1. Reports and Digests:

   a. United States Reports, Vol. 1 - **OR**
      United States Supreme Court Reports, Lawyer's Edition, Vol. 1 - **OR**
      Suprene Court Reporter. Vol. 1

   b. Federal Reporter, Second Series. Vol.1

   c. Federal Supplement, Vol. 1

   d. State Reports **OR**
      Regional Reporter of States of Jurisdiction

   e. Digests of States **OR**
      Regional Reporter of States of Jurisdiction

2. Citators:

   a. Shepard's Citations for State Reports **OR** Regional Report of States of Jurisdiction

EXHIBIT M-2

Listing of Basic Lawbooks Which Newly-Appointed DISTRICT JUDGES, Who Have a Staffed Central Library Available to Them, May Request for Their Headquarters Chambers' Libraries

1. Reports and Digests:

   a. United States Supreme Court Reports (covering the last 25 years)
      United States Reports, Official Edition, **OR**
      United States Supreme Court Reports, Lawyers Edition, **OR**
      Supreme Court Reporter

   b. Federal Reporter, Second Series
      (covering the last 15 years)

c. Federal Supplement
(covering the last 15 years)

d. West's Federal Practice Digest, current edition

e. State Reports **OR**
Regional Reporter of State of Jurisdiction (covering the last 15 years) (West State Case edition is recommended for purchase where available as a cost and space saving measure).

f. Digest of State OR
Regional Reporter of State of Jurisdiction

2. Statutes:

a. United States Code **OR**
United States Code Annotated **0R**
United States Code Service

b. One code for State of Jurisdiction
(official or annotated)

3. Citators:

a. Shepard's U. S. Citations

b. Shepard's Federal Citations

c. Shepard's Citations for State **OR**
d. Regional Reporter for State of Jurisdiction

4. Dictionaries: Legal (current edition) Select one.

5. Texts:

a. Cyclopedia of Federal Procedure **OR**
Federal Procedure, Lawyers Edition, OR
Moore's Federal Practice* **OR**
Wright, Miller, and Gressman, Federal Practice and Procedure

b. An evidence treatise

c. A jury instruction treatise

*Note: **Moore's is a looseleaf format treatise which requires a considerable amount of filing time by chambers' staff.**

EXHIBIT M-2.1

Listing of Available Basic Lawbooks Sometimes Requested for Newly-Appointed DISTRICT JUDGES Where a Staffed Central Library is Not Available - Before ordering, consideration should be given to sharing the sets already available in the established chambers' libraries.

1. Reports and Digests:

   a. United States Reports, Vol. 1 **OR**
      United States Supreme Court Reports, Lawyer Edition Vol. 1 - OR

   b. Federal Reporter, Second Series, Vol. 1

   c. Federal Supplement, Vol. 1

   d. State Reports - **OR**
      Regional Reporter, State of Jurisdiction. Vol. 1 (West state case edition is recommended for purchase where available as a cost and space saving measure.)

EXHIBIT M-3

1. Each bankruptcy judge may request the following basic lawbooks for a private chambers office collection:

   a. Collier on Bankruptcy, 15th Edition OR
      Bankruptcy Service, Lawyers Edition OR
      Norton Bankruptcy Law and Practice OR
      a similar work.

   b. Three copies of any one or two volume Pamphlet
      Edition of the Bankruptcy Code and Rules.

   c. One volume Federal Rules of Civil Procedure Evidence Appellate Procedure and

Title 28.

d. A concise bankruptcy manual

e. A concise evidence manual.

f. One bankruptcy reporter

2. Dictionary

Legal (current edition)

EXHIBIT M-3.1

Bankruptcy Judges may request the following works for joint-use collections. Ipdividual bankruptcy judges apart from central libraries and joint-use collections may request the following works for their private chambers office, subject to the availability of funds:

1. Treatise
   Collier on Bankruptcy, 15th Edition, 0R
   Bankruptcy Service, Lawyers Edition, 0R
   Norton Bankruptcy Law and Practice, OR
   other similar work.

2. Bankruptcy Reports and Digests:

   a. Bankruptcy Law Reporter CCH

   b. Collier Bankruptcy Cases - Bender

   c. West's Bankruptcy Reporter and Digest

   d. Bankruptcy Court Decisions - CRR

3. General Reports and Digests:

   a. United States Supreme Court Reports:
      United States Reports, Official Edition, **OR**
      United States Supreine Court Reports,, Lawyer' Edition, **OR**
      Supreme Court Reporter, West.

   b. Federal Reporter, Second Series

c. Federal Supplement (covering the last 15 years)

d. Uniform Commercial Code and Digest - Callaghan

e. Benders Uniform Commercial Code Service (Secured Transactions and Index only)

f. State Reports. OR Regional Reporter of State of Jurisdiction (West state case edition, where available, is recommended as a cost and space saving measure.)

g. Digest of State OR Regional Reporter of State of Jurisdiction.

4. Statutes:

a. United States Code Annotated, **OR** United States Code Service.

b. State Code (Civil) (Inexpensive state codes would be considered for individual bankruptcy judges.)

5. Citators: (For those without access to CALR)

a. Shepard's Bankruptcy Citations

b. Shepard's Federal Reporter Citations

c. Shepard's Citations for State Reporters. 0R Regional Reporter of Jurisdiction of State.

d. Shepard's Citation for State Statutes.

6. Texts:

a. Cyclopedia of Federal Procedure, OR Federal Procedure, Lawyer's Edition, OR Federal Practice and Procedure by Wright, Miller, and Gressman, OR Moore's Federal Practice*

b. The Law of Secured Transaction under the Uniform Commercial Code - Clarke, **OR** Uniform Commercial Code - White and Summers.

* Moore's is a looseleaf format treatise which requires a considerable amount of filing time.

EXHIBIT M-4

MAGISTRATES will be provided with the following works upon request, subject to the availability of appropriated funds.

I. FULL-TIME MAGISTRATES

The following volumes will be provided to full-time magistrates upon submission of a request to the circuit librarian.

1. United States Code, OR
   United States Code, Annotated, 0R
   United States Code Service

2. Code of Federal Regulations

3. State Criminal Code

4. Motor Vehicle Code

5. Dictionary (legal) select one.

Other works may be provided to full-time magistrates upon submission of a request to the circuit librarian with an accompanying justification. Such requests will be reviewed in light of the workload of the individual magistrates.

EXHIBIT M-4.1

Magistrates will be provided with the following works. However, they are encouraged to share and, in lieu of requesting personal sets, consideration should be given to utilizing any available central library facilities and already established chambers' libraries. Other works may be provided upon a showing of need.

1. Reports and Digests:

   a. United States Supreme Court Reports (covering the last 25 years)
      United States Reports, Official Edition, OR United
      States Supreme Court Reports, Lawyers Edition 0R
      Supreme Court Reporter.

b. Federal Reporter, Second Series (covering the last 15 years) .

c. Federal Supplement (covering last 15 years).

d. West's Federal Practice Digest, current edition

e. State Reports OR Regional Reporter of State of Jurisdiction (West state case edition, where available, is recommended as a cost and space saving measure).

f. Digest of State, **OR** Regional Reporter of State of Jurisdiction.

2. Statutes:
State Code (Civil)

3. Citators:

a. Shepard's U. S. Citations

b. Shepard's Federal Reporter Citations

Shepard's Citations for State Reports, OR Regional Reporter of States Jurisdiction

4. Texts:

a. Cyclopedia of Federal Procedure, OR Federal Procedure, Lawyers Edition, OR Moore's Federal Practice*, OR Wright, Miller, and Gressman, Federal Practice and Procedure.

b. An evidence treatise

c. A jury instructions treatis

Other miscellaneous works requested, such as Sokol on Habeas Corpus or Social Security Reports will be considered on case-by-case basis.

Upon appointment of a new magistrate, the clerk of the district court will add the magistrate's name to the list to receive the slip opinions of the court, and will notify the clerk of the court of appeals, who will add the magistrate's name to the list to receive the court of appeals' slip opinions.

***Note:** Moore's is a looseleaf format treatise which requires a considerable amount of filing time by magistrates' staffs.

EXHIBIT M-4.2

II. PART-TIME MAGISTRATES

Part-time magistrates will be provided with copies of the United States Code, and the Motor Vehicle Code, upon request to the circuit librarian. One copy of the West's Federal Rules of Criminal Procedure and Civil Procedure will be furnished automatically to each part-time magistrate by the Administrative Office whenever a new edition is issued. No request is needed. Other works will be provided upon a showing of need.

In addition, a part-time magistrate may claim reimbursement for that portion of the costs of lawbooks which he purchases privately for his library to the extent that such books are actually used in the performance of magistrate duties. Reimbursement for this expense is subject to the 10 percent of salary limitation fo miscellaneous office expenses imposed by the regulations.

Pages 410 - 416 Reserved

Section J, Attachment K - Data Communications Network (DCN)

ATTACHMENT K
DATA COMMUNICATIONS NETWORK (DCN)

The Federal Judiciary Data Communications Network (DCN) (USCA19001) provides local and wide area connectivity for major areas of the judiciary including judges' chambers, clerks' offices, and other court organizations. A DCN connection allows transfer of information between organizations; enables access to existing and future courts' host data processing systems on a variety of platforms; provides access to legal data base services; and establishes a connection to a common electronic mail service.

DCN services can be logically divided into the following three areas:

1. Local Area Networks (LANs): DCN LANs include the Novell NetWare 3.11 Operating System running on IBM PS/2 Model 95 file servers interconnected with existing DOS-based workstations using the 10BASE-T implementation of the IEEE 802.3i protocol. Connection to the LAN is via 802.3i Ethernet network interface cards. LAN users are also provided electronic mail access through cc:Mail.

2. Building LANs (BLANs): DCN LANs and other computing resources are locally interconnected through Building LANs (BLANs) via SynOptics concentrators using 10BASE-T. Resources connected through the BLAN include LANs, U.S. Courts' UNIX based host computers, terminals and printers. The BLAN supports TCP/IP and IPX/SPX in a hierarchical star topology. Connections to the BLAN are via unshielded twisted pair or fiber optic connection to a bridge or router module in the BLAN concentrator.

3. Wide Area Network (WAN): The Wide Area portion of the network consists of BLANs connected to the FTS2000-based WAN via customer premise equipment consisting of X.25 gateways, and switched dedicated digital equipment. As designed. 56Kbs lines provide connections between circuit hubs and 9.6Kbs between other locations. Computer Assisted Legal Research (CALR) access is supplied via a X.25 gateway.

DCN users are provided remote access through pcANYWHERE via the Chatterbox/NRS and 9.6 or faster modems. A separate 80386SX processor provides mail routing.

Section J, Attachment L - Data from ILS Survey

Library Stat

Circuit\ Satellite	1. Bibliographic Records	3. Item Records	4. Circulation to Judges per Year	5. Borrowers	6. Titles Acquired Annually	7. Cataloged Titles	8. Serial Subscriptions	9. Loans Interlibrary	10. Consignees
Circuit DC HQ	9000	130000	2290	175	400	60	750	516	50
Circuit 1	4280	109020	3453	541	444	220			113
Circuit 1 HQ	4280	78479	2915	375			1560	406	
Hato Rey		20638	408	81			720	50	
Providence		9903	130	85			333	65	
Circuit 2	11333	188071	5537	891	688	393	4347	4323	322
Circuit 2HQ	7310	99000	2858	520	331	190	1865	2325	
Brooklyn	1400	30000	1000	150	132	100	700	1000	
Buffalo	600	13000	450	100	65	20	650	780	
Hartford	896	13176	318	30	46	8	354	85	
New Haven	717	12895	111	53	64	35	396	93	
Uniondale	410	20000	800	38	50	40	382	40	
Circuit 3	94102	351632	10451	1573	2305	655	5935	2070	283
Circuit 3 HQ	37510	140164	2423	552			2009	459	
Wilmington	9988	37321	1956	163			700	318	
Pittsburgh	16648	62208	1582	218			950	476	
Scranton	1913	7149	220	50			167	12	
Harrisburg	2067	7722	221	44			184	18	
Newark	12322	46044	1089	218			710	337	
Trenton	2716	10150	680	151			337	210	
Camden	2716	10150	680	112			337	210	
St. Croix	2938	10980	800	30			230	15	
St. Thomas	5284	19744	800	35			311	15	
Circuit 4	8300	162130	5353	1060	500	466	3878	379	290
Circuit 4 HQ	5000	91000	2753	635	396	400	2000	113	
Baltimore	1200	31500	1200	262	45	26	694	86	
Charleston	500	12000	250	22	20	14	396	50	

Library Sta'

Circuit\ Satellite	1. Bibliographic Records	3. Item Records	4. Circulation to Judges per Year	5. Borrowers	6. Titles Acquired Annually	7. Cataloged Titles	8. Serial Subscriptions	9. Loans Interlibrary	10. Consignees
Norfolk	800	18000	350	91	20	15	504	55	
Raleigh	800	9630	800	50	19	11	284	75	
0									
Circuit 5	18357	305795	12601	957	32573	167	11245	1075	325
Circuit 5 HQ	12860	194306	4880	350		85	8412	450	
Baton Rouge	500	7640	1730	73			230	20	
Biloxi	221	6701	1080	54		1	139	8	
Beaumont	345	2319	65	55		4	97	18	
Brownsville	604	14620	600	50		1	420	12	
Jackson	457	10097	120	50		10	287	15	
Houston	2297	36325	2954	146		35	902	260	
Lafayette	410	13324	340	52		6	286	36	
San Antonio	289	8822	100	75			200	25	
Shreveport	374	11641	732	52		25	272	231	
::									
Circuit 6	6000	248945	6022	913	700	700	8798	1846	365
Circuit 6 HQ	3783	61454	867	192	120	332	2000	468	
Detriot	904	36770	1423	400	125	210	2008	623	
Cleveland	581	32716	818	30	95	47	1266	94	
Nashville	196	24410	511	39	120	23	583	323	
Memphis	240	14490	850	39	60	50	737	69	
Toledo	83	18661	700	30	65	12	804	71	
Columbus	36	20000	500	47	40	5	804	33	
Grand Rapids	92	21944	353	60	75	18	1098	165	
Louisville	85	18500	0	30		3	800		
Circuit 7	10579	137126	13054	1090	926		4423	1616	283
Circuit 7 HQ	4110	49549	6470	500	308	588	1460	1015	
East St. Louis	649	9035	320	60	64		272	62	
Indianapolis	1400	24833	1095	150	100		747	85	

Library Stat

Circuit\ Satellite	1. Bibliographic Records	3. Item Records	4. Circulation to Judges per Year	5. Borrowers	6. Titles Acquired Annually	7. Cataloged Titles	8. Serial Subscriptions	9. Loans Interlibrary	10. Consignees
Madison	1108	11335	1322	97	76		300	40	
Milwaukee	1858	20000	841	161	20?		891	290	
South Bend	789	14980	2925	62	71		536	74	
Springfield	665	7394	81	60	105		217	50	
Circuit 8	10603	542705	9734	859	1328	400	4906	1882	242
Circuit 8 HQ	4004	352102	1737	359			1289	1068	
DesMoines	750	13308	800	57			387	105	
Fargo	725	15291	780	35			564	88	
Kansas City	1550	44162	1443	136			718	225	
Lincoln	348	13104	764	29			450	64	
Little Rock	956	48865	960	64			498	72	
Minneapolis	703	11412	250	55			305	37	
Omaha	812	15344	800	49			334	75	
St. Paul	755	29117	2200	75			361	148	
Circuit 9	109525	665689	36935	6488	3349	168	16634	3101	659
Circuit 9 HQ	72259	131757	1400	200	800	120	3331	373	47
Anchorage	5310	20614	1800	30	67	0	600	19	36
Billings	217	726	90	25	110	0	47	135	26
Boise	649	14188	550	80	50	0	315	132	24
Fresno	789	13258	630	44	42	0	420	24	31
Honolulu	2032	30657	1645	100	100	0	810	141	21
Las Vegas	767	17070	840	35	60	0	501	62	18
Los Angeles	3723	59376	6000	550	300	0	1180	205	103
Pasadena	2290	38482	1730	60	175	0	760	569	12
Phoenix	2658	51836	2516	450	230	4	1125	188	33
Portland Circuit	1241	21022	1200	145	75	0	600	182	7
Portland District	1918	21578	2200	165	150	0	850	241	44
Reno	851	18403	2000	20	70	3	363	5	14
Sacramento	364	10694	480	60	60	0	188	1	32

Circuit\ Satellite	1. Bibliographic Records	3. Item Records	4. Circulation to Judges per Year	5. Borrowers	6. Titles Acquired Annually	7. Cataloged Titles	8. Serial Subscriptions	9. Loans Interlibrary	10. Consignees
San Diego	5029	51405	1500	150	250	25	1060	109	40
San Francisco	2646	37765	1400	175	200	6	841	301	38
San Jose	1011	14951	870	76	120	0	750	14	36
Seattle	3980	77656	7084	3123	250	10	1601	223	53
Spokane	369	11980	300	500	150	0	500	66	27
Tucson	1422	22271	2700	500	90	0	794	111	17
::									
Circuit 10	8450	148776	11023	1350	960	300	3506	635	188
Circuit 10 HQ	3475	50000	1458	200	960	300	1400	238	
Albuquerque	625	17000	484	150			331	26	
Appellate	65	6038	1550	100			37		
Cheyenne	500	8000	2370	150			250	24	
Kansas City	600	10000	1000	150			240	60	
Oklahoma City	1310	17500	3262	150			620	179	
Salt Lake City	550	15320	145	150			247	34	
Tulsa	625	17500	642	150			210	50	
Wichita	700	7418	112	150			171	24	
Circuit 11	7480	155750	10131	770	475	160	3405	955	385
Circuit 11 HQ	4500	45000	2000	200	150	50	1500	450	
Atlanta	700	19000	1100	130	50	35	305	130	
Jacksonville	650	16250	356	65	40	20	320	60	
Miami Fed	600	19000	1125	120	30	35	500	30	
Miami [Dist	200	8500	50	40	30	0	200	0	
Birmingham	300	20000	1300	60	45	10	325	135	
Montgomery	280	15000	1200	55	40	5	130	30	
Mobile	250	18000	3000	100	40	10	125	120	
Circuit FED									

Library Statistics

Circuit\ Satellite	1. Bibliographic Records	3. Item Records	4. Circulation to Judges per Year	5. Borrowers	6. Titles Acquired Annually	7. Cataloged Titles	8. Serial Subscriptions	9. Loans Interlibrary	10. Consignees
Circuit FED HQ	5800	52000	3300	235	140	200	1500	510	49

ATTACHMENT M

(RESERVED)

Section J, Attachment N - Functional Capabilities Demonstration

ATTACHMENT N - FUNCTIONAL CAPABILITIES DEMONSTRATION

ATTACHMENT N - CAPABILITIES DEMONSTRATION INSTRUCTIONS

At the Government's option, the otherwise successful offeror shall perform a functional capabilities demonstration (FCD) of its capability to meet the requirements of this solicitation. Offerors shall provide the Government with a proposed FCD plan, prepared in accordance with the instructions in Section L.18.2.2.4 of the solicitation. The FCD plan, as well as the results of the FCD, will be used to validate the results of the technical evaluation as described in Section M of the solicitation. This shall include both the mandatory and color-scored capabilities/ functionality features proposed by the offerors.

J.N.1 INTRODUCTION

J.N.1.1 Demonstration Objectives

The FCD is structured to validate the capabilities of the proposed ILS system solution and allow the Government to view the offeror's capabilities. Offerors are required to develop and present a series of demonstrations in compliance with the requirements of this solicitation.

J.N.1.2 Scope

Offerors are responsible for assembling, configuring, and maintaining the FCD environment and for developing specific FCD plans, procedures, data, programs, and scripts in compliance with the requirements defined herein. The Government will review the FCD plans submitted with each offerors' proposal, and, at its option, monitor the execution and evaluate the results of the FCD. Upon Government notification, the otherwise successful offeror shall perform the FCD at a site of its choosing. All offerors shall submit a complete FCD plan as part of their proposal. Offerors shall be prepared to conduct the FCD within 10 working days of formal notification by the Government.

J.N.1.3 FCD Duration

The FCD shall be successfully completed within 2 consecutive business days during the hours of 9:00 AM and 5:00 PM, local time. If the FCD is not completed successfully completed in this time period, the offeror has two (2) working days from receipt of notification by the Government of such failure to request one retest, except that no retest shall be granted if such failure is the result of the proposed ILS failure to satisfy a mandatory requirement of this solicitation. Any retest shall be subject to the Contracting Officer's approval, and in no case will the offeror be permitted to change or revise their proposed ILS in preparation for or as a result of the FCD. If a request for a retest is granted, the offeror shall be prepared to conduct the retest within five (5) working days of receipt of formal notification from the Government. The same FCD rules concerning time and duration shall apply to any retest. If the FCD and any retest is not successfully completed within the allotted time, the offeror will be deemed to have failed and be dropped from further consideration if a mandatory requirement (C.3) is the reason for such failure. Failure to successfully demonstrate a non-mandatory, color-scored capability/functionality for which the offeror received credit in the technical

evaluation may not result in disqualification. However, it will necessitate rescoring the offeror's proposal which may affect the source selection decision and the Government's determination to afford another offeror the opportunity to perform an FCD.

J.N.2 FCD PROCEDURES

J.N.2.1 Offeror Responsibilities

Offerors shall provide, prepare, and perform all activities necessary to successfully complete the demonstration scenarios described in their FCD plan. Offerors shall provide all equipment, services, facilities, software, data, and personnel necessary to conduct the FCD at no cost to the Government.

J.N.2.2 Completion of FCDs

Offerors are required to successfully complete demonstrations as defined in the scenarios in this document and the offeror's proposed plan as well as any additional demonstrations requested by the Government. Within 2 weeks of the completion of the FCD, the CO will provide written notification to the offeror of the FCD results. If the FCD was not completed successfully, this notification will identify the deficiencies that surfaced at the FCD or during the post-FCD evaluation and any discrepancies between the offeror's proposal and the FCD results.

Offerors may request one retest as described in J.N.1.3. The Government reserves the right to rerun any portion of the FCD at any retest.

J.N.2.3 Offeror FCD Plan

Each offeror shall provide, with their initial proposals, a detailed FCD Plan that describes the equipment, facilities, activities, agenda, and test procedures and scripts proposed to meet the demonstration requirements defined in this attachment. The FCD Plan shall also identify which ILS module is being demonstrated in each portion of each scenario. The FCD Plan shall be sufficiently detailed to allow the Government to evaluate the offeror's FCD approach against the requirements of the solicitation, both mandatory requirements, as reflected in C.3, and additional any additional capabilities/functionality proposed by the offeror.

J.N.2.4 Data

Offerors shall provide all data, including ILS records and related databases necessary to perform the FCD. Offerors shall provide a legal bibliography database which demonstrates links to consignees and titles. The Government will provide an acquisition file for inclusion in the demonstrations. The acquisition file may be obtained at the location identified in Section L of this RFP. The Government may, at its option, direct same day modifications or additions to test data prior to the start of testing. The offeror shall enter these modifications or additions in order to demonstrate certain characteristics of the integrated library system considered critical/crucial by the Government. Prior to the start of

testing, the Government may examine the structure and content of the offeror's test data to verify compliance with this requirement.

J.N.2.5 Post-FCD Evaluation

The results of the FCD will be used by the Government to validate the results of the final technical evaluation, in accordance with Section M of the RFP. Failure to adequately demonstrate a mandatory requirement (C.3) will result in disqualification of that offeror. Failure to adequately demonstrate a capability/functionality for which the offeror received credit in the color-scored technical evaluation will result in a rescoring of the offeror's proposal consistent with the results of the FCD. Such rescoring may affect the source selection decision.

J.N.3 FCD SCENARIOS

The Government will witness and validate the results of each demonstration by requesting the offeror to execute the scenarios described on the following pages. These FCD scenarios describe functionality based on Section C requirements and the ILS Questionnaire. Beside each demonstration activity in parenthesis is the related Section C and/or ILS Questionnaire reference.

The offeror shall perform all FCD scenarios (or subsections thereof) identified by a reference to Section C.

In addition, the FCD scenarios (or subsections thereof) contain references to the questionnaire in Section J, Attachment A (parts 1 and 2). If the offeror answered the referenced question with a "Yes" or has described a capability in the narrative part of the questionnaire, then the FCD scenario demonstration shall be required. If the answer to the referenced question was "No" or the narrative response indicated that the capability did not exist, the FCD scenario does not have to be performed and no penalty will be assessed for not performing it.

The FCD scenarios are divided into functional areas as defined by the AO. However, it is not a requirement to have the ILS modules correspond directly to these areas. Each ILS module must work independently and in an integrated manner with the other ILS modules.

Demonstration: 1
Component: Pre-Order Searching

Demonstration Activities:

1. Demonstrate search of existing holdings within the local library for previous orders of same publication. (C.3.2.2.1)

2. Demonstrate search of existing holdings throughout the circuit for previous orders of same publication. (C.3.2.2.1)

3. Demonstrate search for publications with incomplete bibliographic information. Demonstrate searches on Title, Author, Publisher, Subject, and other user specified data. (J.A.1.4.2)

4. Demonstrate search of outside sources from the pre-order search function (OCLC, RLIN). (J.A.1.3.2.2)

5. Demonstrate the signal given for a duplicate order based on existing holdings as well as on order records. (J.A.1.3.7.7)

6. Demonstrate the automatic transfer of preorder information into a new order/requisition. (C.3.1.8)

7. Demonstrate selection list capabilities. (J.A.1.3.6)

Demonstration: 2
Component: Initiate Purchase - New Orders

Demonstration Activities:

1. Demonstrate local requisition/order initiation process. (C.3.2.2.1)

2. Demonstrate remote requisition/order initiation process (from physically separate workstation). (C.3.1.3)

3. Demonstrate the following variations on a Purchase Order (P.O.): (C.3.2.2.2.a, C.3.2.2.2.e)

   a. 1 title, 1 consignee;

   b. 1 title, multiple consignees (up to 999) with multiple addresses and accounts;

   c. Multiple titles, 1 consignee;

   d. Multiple titles, multiple consignees (up to 999) with multiple addresses and accounts;

   e. Variations in the number of copies, number of consignees and number of addresses and accounts.

4. Demonstrate P.O. approval and issuing (printing) process. (C.3.2.2.1)

5. Demonstrate the generation of notices for impending deliveries (expect delivery reports/tickler lists). (C.3.2.2.1)

6. Demonstrate receiving process: (C.3.2.2.1.f)

   a. Receive against an open P.O.;

   b. Receive partial shipments;

   c. Process shipping discrepancies;

   d. Validate invoices against shipping documents;

   e. Close P.O.s;

   f. Receive against a closed P.O..

7. Demonstrate "Claims Notification" process. (C.3.2.2.1.c)

8. Demonstrate P.O. modification and correction process (Note: Monetary issues are demonstrated in the Accounting scenario). (J.A.1.3.7.8)

9. Demonstrate P.O. cancellation process (Note: Monetary issues are demonstrated in the Accounting scenario). (C.3.2.2.1.d)

10. Demonstrate the changes of appropriate related displays as the P.O. status is updated. (J.A.1.3.1.2, J.A.1.3.2.8, J.A.1.3.2.9)

11. Demonstrate the ability to generate a titles list for each consignee (PAR) and consignee list for each title; including titles on order. (C.3.2.2.2.d)

12. Demonstrate access points to acquisition records. (J.A.1.3.2.3)

13. Demonstrate inventory management process. (J.A.1.3.10.2)

Demonstration: 3
Component: Initiate Purchase - Renewals

Demonstration Activities:

1. Demonstrate local requisition/order initiation process. (C.3.2.2.1)

2. Demonstrate remote requisition/order initiation process (from physically separate workstation). (C.3.1.3)

3. Demonstrate the following variations on a Purchase Order (P.O.): (C.3.2.2.2.a, C.3.2.2.2.e)

   a. Title, 1 consignee;

   b. Title, multiple consignees (up to 999) with multiple addresses and accounts;

   c. Multiple titles, 1 consignee;

   d. Multiple titles, multiple consignees (up to 999) with multiple addresses and accounts);

   e. Variations in the number of copies, number of consignees and number of addresses and accounts.

4. Demonstrate P.O. approval and issuing (printing) process. (C.3.2.2.1)

5. Demonstrate receiving process: (C.3.2.2.1.f)

   a. Receive against an open P.O.;

   b. Receive partial shipments;

   c. Process shipping discrepancies;

   d. Validate invoices against shipping documents;

   e. Close P.O.s;

   f. Receive against a closed P.O..

6. Demonstrate automatic renewal P.O. list/P.O. generation. (C.3.2.2.2.c)

7. Demonstrate ability to change automatically generated renewal P.O.. (C.3.2.2.1)

8. Demonstrate the changes of appropriate related displays as the P.O. status is updated. (J.A.1.3.1.2, J.A.1.3.2.8, J.A.1.3.2.9)

9. Demonstrate ability to generate a titles list for each consignee (PAR) and consignee list for each title; including titles on order. (C.3.2.2.2.d)

10. Demonstrate access points to acquisition records. (J.A.1.3.2.3)

11. Demonstrate inventory management process. (J.A.1.3.10.2)

Demonstration: 4
Component: Accounting

Demonstration Activities:

1. Demonstrate ability to initiate and track funds. (C.3.2.2.1.i)

2. Demonstrate the ability to have multiple accounting codes within a single P.O. and within a line item in single P.O.. (C.3.2.2.2.b)

3. Demonstrate ability to incorporate Administrative Office (AO) specified accounting codes. (J.A.1.3.2.3, J.A.1.3.3)

4. Demonstrate fund management through P.O. issuing, receiving, invoice processing, etc. and manual modifications of budget amounts. Demonstrate audit features. (J.A.1.3.3)

5. Demonstrate vouchering process. (C.3.2.2.1.g)

6. Demonstrate fund reconciliation process. (J.A.1.3.3.4, J.A.1.3.3.7)

7. Demonstrate historical accounting capabilities. (J.A.1.3.3)

Demonstration: 5
Component: Interfaces

Demonstration Activities:

1. Demonstrate process for accessing and moving information among various modules of the ILS. (J.A.1.1.1)

2. Demonstrate process for accessing remote systems (OCLC, RLIN) from within modules of the ILS. Demonstrate importing data from remote systems. (C.3.1.7, C.3.1.8)

3. Demonstrate import/export process. (C.3.1.9)

4. Demonstrate local and remote e-mail capabilities. (J.A.1.2.4)

Demonstration: 6
Component: Reporting

Demonstration Activities:

1. Demonstrate a standard ILS report (examples included in Section J, Attachment I) and direct output to: (C.3.2.6.2, C.3.2.6.4)

   a. screen;

   b. attached printer;

   c. network printer;

   d. ASCII files.

2. Demonstrate user modification and saving of existing reports. (J.A.1.8.7)

3. Demonstrate user-defined reports. (J.A.1.8.6)

4. Demonstrate report generator and form generator capabilities. (C.3.2.6.5)

5. Demonstrate on-line and batch reports. (C.3.2.6.1)

6. Demonstrate ability to include graphics in reports. (C.3.2.6.3)

7. Demonstrate the generation of barcode, spine, address, call number, card, and other labels. (J.A.1.1.9)

8. Demonstrate background processing of reports. (J.A.1.8.11, J.A.1.8.12)

Demonstration: 7
Component: Serials

Demonstration Activities:

1. Demonstrate serials check-in process when serials: (JA-2.2.11, J.A.1.5.3.4)

   a. Do not arrive in the predictable pattern of enumeration and chronology;

   b. Have fewer or greater than the number of issues expected;

   c. Arrive earlier or later than expected;

   d. Do not arrive and have no predictable pattern of enumeration or chronology; (JA-2.2.12)

   e. Have frequencies of arrival changes (e.g., from weekly to monthly). (J.A.1.5.1.9, J.A.1.5.1.10)

2. Demonstrate the ability to accommodate a variety of serial formats including: (J.A.1.5.1.7)

   a. Advance sheets;

   b. Pocket parts;

   c. Special issues;

   d. Supplements;

   e. Indexes.

3. Demonstrate serials check-in including:

   a. Serials holdings in a library; (C.3.2.4.a)

   b. Access to serial holdings for satellite libraries. (J.A.1.5.2.1)

4. Demonstrate Union Listing updates. (C.3.2.4.e)

5. Demonstrate claiming capabilities for non-received, damaged, or defective serials. (C.3.2.4.b)

6. Demonstrate routing features. (C.3.2.4.c)

7. Demonstrate notification to the librarian when a serial is ready for binding. (C.3.2.4.f)

8. Demonstrate the prediction of when a serial is ready for binding based on: (J.A.1.5.6.2)

   a. Specific number of issues;

   b. When the index and title page are received;

   c. Upon receipt of a binder.

Demonstration: 8
Component: Circulation

Demonstration Activities:

1. Demonstrate check-out and check-in process. (C.3.2.5.a)

2. Demonstrate check-out of publications to borrowers in other non-court institutions. (J.A.1.6.2.2)

3. Demonstrate the generation of overdue and recall notices for publications. (C.3.2.5.c)

4. Demonstrate the creation, maintenance, and searching of a borrowers list. (C.3.2.5.b)

5. Demonstrate the creation, status, maintenance, and searching of the library item records for inventory purposes. (C.3.2.5.d)

6. Demonstrate the scanning of barcode labels on borrower cards and library publications. (J.A.1.1.10)

7. Demonstrate the placement of publications on hold within a facility or circuit library. (C.3.2.5.e)

8. Demonstrate the generation of weeding lists based on expiration dates or other library-specified criteria. (J.A.1.6.1.6)

9. Demonstrate library patron circulation access features including the interface with: (J.A.1.6.1.1)

    a. OPAC;

    b. Acquisitions;

    c. Cataloging;

    d. Serials.

Demonstration: 9
Component: Catalog

Demonstration Activities:

1. Demonstrate access and download of OCLC records to the ILS. (C.3.1.8)

2. Demonstrate catalog record initiation using USMARC format. (C.3.1.4, C.3.1.5)

3. Demonstrate local cataloging including provisions for local data fields in bibliographic, authority, and item records, and OCLC access. (C.3.2.3.1)

4. Demonstrate catalog file storage options for satellite libraries. (J.A.1.4.4.1)

5. Demonstrate search capabilities within one library, set of libraries, and the entire circuit. (C.3.2.3.2)

6. Demonstrate the ability to save searches/results and direct results to ASCII files. (J.A.1.4.2.19)

7. Demonstrate on-line catalog (OPAC) capabilities. (J.A.1.4.2)

8. Demonstrate suppression of specific fields in the on-line catalog. (J.A.1.4.2.7, J.A.1.3.1.3)

Demonstration: 10
Component: System Administration

Demonstration Activities:

1. Demonstrate security and control features. (C.3.4)

2. Demonstrate password control. (C.3.4)

3. Demonstrate the generation of audit trails. (C.3.4)

4. Demonstrate the generation of an activity report (including statistics). (J.A.1.4.2.15)

5 Demonstrate back-up and recovery process. (C.3.4)

6. Demonstrate the menu-driven interface to the system administration features. (C.3.2.7)

Demonstration: 11
Component: User Interface

Demonstration Activities:

1. Demonstrate Graphical User Interface (GUI) capabilities (e.g., pull-down menus, on-line help, mouse). (J.A-2.5.4)

2. Demonstrate ILS functionality on the minimum AO hardware configuration. (J.A.1.1.21)

3. Demonstrate ILS functionality on the recommended hardware configuration. (J.A-2.5.8)

4. Demonstrate the content differences between the Graphical User Interface (G.U.I) based ILS screens and text only based ILS screens. (JA-2.5.4)

5. Demonstrate text only interface using existing AO systems. (J.A.2.2.d)

ATTACHMENT O

(RESERVED)

Section J, Attachment P - LIBRA Information

ATTACHMENT P
LIBRA Information

This attachment contains information about the LIBRA legal publications ordering system currently in use at the AO. The information in this attachment has been provided to assist offerors in estimating the conversion effort from LIBRA to the proposed ILS.

LIBRA was developed in FoxPro and is based on a number of information files which are linked together in order to produce the various LIBRA outputs. LIBRA is used by the AO to produce purchase orders, inventory lists, lists of consignees (those individuals authorized publications) and to keep track of budgeted funds.

LIBRA tracks a number of types of information by Circuit. Table P-1 shows the number of each of the following currently in LIBRA, by Circuit:

- Address (ADD)
- Consignee Item (COI)
- Inventory Count (INV)
- Consignee Name (CON)

Circuit	ADD	COI	INV	CON
Second	58	21,662	11,961	270
Fourth	120	24,411	12,937	232
Seventh	36	18,534	11,392	183
Eighth	77	24,538	14,979	229
Ninth	114	54,375	38,835	556
Eleventh	81	22,042	13,415	291
DC	28	4,839	4,076	77
AO	0	2,002	2,355	96

Table P-1, Number of items in LIBRA

Figure P-1 depicts the relationships among the major LIBRA files. Each of the files (except ATLOCS and ONORDER) is defined in the text following Figure P-1.

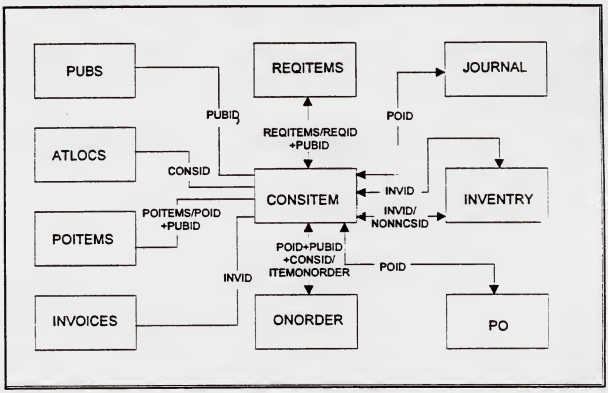

Figure P-1, LIBRA Relationships

The following list provides summary information about each of the files identified in Figure P-1 as well as a listing of the fields in the file, their type and width, and the number of records.

PUBS - This file contains information about publications and publishers.

Number of Records: 19,997

Field	Field Name	Type	Width	Decimals
1	PU_PUBID	Character	9	
2	PU_PBLSHID	Character	9	
3	PU_PUBTYPE	Character	1	
4	PU_TITLE	Character	100	

5	PU_SUBTITL	Character	50	
6	PU_PREPAY	Logical	1	
7	PU_KEYLIST	Logical	1	
8	PU_AUTHOR	Character	30	
9	PU_SUBJECT	Character	30	
10	PU_OCLC	Character	10	
11	PU_ISBN1	Character	10	
12	PU_ISBN2	Character	10	
13	PU_ISSN	Character	10	
14	PU_VOLUME	Character	10	
15	PU_EDITION	Character	20	
16	PU_ISSUE	Character	10	
17	PU_DATEPUB	Character	10	
18	PU_ONEYEAR	Logical	1	
19	PU_FREQ	Character	10	
20	PU_COST	Numeric	10	2
21	PU_SHIP	Numeric	10	2
22	PU_EXPIRES	Date	8	
23	PU_NOTES	Memo	10	
24	PU_ENTRYDT	Date	8	
25	PU_ENTRDBY	Character	9	
26	PU_EDITDT	Date	8	
27	PU_EDITBY	Character	9	

POITEMS - This file contains information about the items listed on Purchase Orders.

Number of Records: 23,163

Field	Field Name	Type	Width	Decimals
1	PI_POID	Character	9	
2	PI_PUBID	Character	9	
3	PI_PBLSHID	Character	9	
4	PI_PUBTYPE	Character	1	
5	PI_PREPAY	Logical	1	
6	PI_KEYLIST	Logical	1	
7	PI_SUBTITL	Character	50	
8	PI_TITLE	Character	100	
9	PI_AUTHOR	Character	30	
10	PI_SUBJECT	Character	30	
11	PI_OCLC	Character	10	
12	PI_ISBN1	Character	10	
13	PI_ISBN2	Character	10	

14	PI_ISSN	Character	10	
15	PI_VOLUME	Character	10	
16	PI_EDITION	Character	20	
17	PI_ISSUE	Character	10	
18	PI_DATEPUB	Character	10	
19	PI_ONEYEAR	Logical	1	
20	PI_FREQ	Character	10	
21	PI_COST	Numeric	10	2
22	PI_SHIP	Numeric	10	2
23	PI_DURATN	Numeric	2	
24	PI_BEGINS	Date	8	
25	PI_EXPIRES	Date	8	
26	PI_NOTES	Memo	10	
27	PI_STATUS	Character	15	
28	PI_ENTRYDT	Date	8	
29	PI_ENTRDBY	Character	9	
30	PI_EDITDT	Date	8	
31	PI_EDITBY	Character	9	

INVOICES - This file contains invoice information such as vendor ID, shipping date, voucher number and cost.

Number of records: 15,686

Field	Field Name	Type	Width	Decimals
1	IV_INVID	Character	9	
2	IV_VENDID	Character	9	
3	IV_REFER	Character	20	
4	IV_DATED	Date	8	
5	IV_DTRECVD	Date	8	
6	IV_DTDUE	Date	8	
7	IV_COST	Numeric	10	2
8	IV_SHIP	Numeric	10	2
9	IV_VCHDATE	Date	8	
10	IV_VOUCHID	Character	9	
11	IV_VCHAMT	Numeric	10	2
12	IV_NOTES	Memo	10	
13	IV_ENTRYDT	Date	8	
14	IV_ENTRDBY	Character	9	
15	IV_EDITDT	Date	8	
16	IV_EDITBY	Character	9	

REQITEMS - This file contains information about Purchase Requisitions (the precursors to Purchase Orders)

Number of Records: 4,775

Field	Field Name	Type	Width	Decimals
1	RI_POID	Character	9	
2	RI_REQID	Character	9	
3	RI_PUBID	Character	9	
4	RI_PBLSHID	Character	9	
5	RI_PUBTYPE	Character	1	
6	RI_PREPAY	Logical	1	
7	RI_KEYLIST	Logical	1	
8	RI_SUBTITL	Character	50	
9	RI_TITLE	Character	100	
10	RI_AUTHOR	Character	30	
11	RI_SUBJECT	Character	30	
12	RI_OCLC	Character	10	
13	RI_ISBN1	Character	10	
14	RI_ISBN2	Character	10	
15	RI_ISSN	Character	10	
16	RI_VOLUME	Character	10	
17	RI_EDITION	Character	20	
18	RI_ISSUE	Character	10	
19	RI_DATEPUB	Character	10	
20	RI_ONEYEAR	Logical	1	
21	RI_FREQ	Character	10	
22	RI_COST	Numeric	10	2
23	RI_SHIP	Numeric	10	2
24	RI_DURATN	Numeric	2	
25	RI_BEGINS	Date	8	
26	RI_EXPIRES	Date	8	
27	RI_NOTES	Memo	10	
28	RI_STATUS	Character	15	
29	RI_ENTRYDT	Date	8	
30	RI_ENTRDBY	Character	9	
31	RI_EDITDT	Date	8	
32	RI_EDITBY	Character	9	

CONSITEM - This is the master file used by LIBRA to link all other files.

Number of Records: 222,567

Field	Field Name	Type	Width	Decimals
1	CI_POID	Character	9	
2	CI_TRUEPO	Character	9	
3	CI_REQID	Character	9	
4	CI_PUBID	Character	9	
5	CI_INVID	Character	9	
6	CI_INVNID	Character	9	
7	CI_REQTYPE	Character	1	
8	CI_FYEAR	Numeric	2	
9	CI_BOC	Character	4	
10	CI_BUDGORG	Character	7	
11	CI_FUND	Character	6	
12	CI_CIRCUIT	Character	2	
13	CI_CONSID	Character	9	
14	CI_NAM4ORD	Character	25	
15	CI_STATUS	Character	15	
16	CI_BEGINS	Date	8	
17	CI_EXPIRES	Date	8	
18	CI_DURATN	Numeric	2	
19	CI_COPIES	Numeric	4	
20	CI_SURCHG	Numeric	10	2
21	CI_ADJUST	Numeric	10	2
22	CI_NOTES	Memo	10	
23	CI_SUBORG	Logical	1	
24	CI_CHGDATE	Date	8	
25	CI_PREFIX	Character	10	
26	CI_LNAME	Character	25	
27	CI_FNAME	Character	20	
28	CI_SUFFIX	Character	10	
29	CI_JOBTITL	Character	40	
30	CI_ORGNAME	Character	45	
31	CI_ORGCODE	Character	15	
32	CI_ADDRTYP	Character	1	
33	CI_NUMTYPE	Character	1	
34	CI_NUMBER	Character	10	
35	CI_CONTACT	Character	25	
36	CI_BLDG	Character	35	
37	CI_ADDR1	Character	35	
38	CI_ADDR2	Character	35	
39	CI_CITY	Character	25	
40	CI_STATE	Character	2	
41	CI_ZIPCODE	Character	5	

42	CI_ZIPEXT	Character	4	
43	CI_ENTRYDT	Date	8	
44	CI_ENTRDBY	Character	9	
45	CI_EDITDT	Date	8	
46	CI_EDITBY	Character	9	

JOURNAL - This file contains historical information about any LIBRA transactions that have occurred.

Number of Records - 32,856

Field	Field Name	Type	Width	Decimals
1	JR_CASACT	Character	1	
2	JR_BATCHID	Character	1	
3	JR_TRANTYI	Character	1	
4	JR_TRANDAT	Date	8	
5	JR_DESCRPT	Character	45	
6	JR_BUDGORG	Character	7	
7	JR_FYEAR	Numeric	2	
8	JR_BOC	Character	4	
9	JR_FUND	Character	6	
10	JR_NAMEID	Character	9	
11	JR_AMOUNT	Numeric	14	2
12	JR_POID	Character	9	
13	JR_DATEPST	Date	8	
14	JR_TIMEPST	Character	8	
15	JR_ENTRYDT	Date	8	
16	JR_ENTRDBY	Character	9	
17	JR_EDITDT	Date	8	
18	JR_EDITBY	Character	9	

INVENTRY - This file contains a listing of all publications in inventory and who owns them.

Number of Records: 179,164

Field	Field Name	Type	Width	Decimals
1	IN_INVNID	Character	9	
2	IN_PUBID	Character	9	
3	IN_CONSID	Character	9	
4	IN_CIRCUIT	Character	2	
5	IN_TITLE	Character	50	
6	IN_NAM4ORD	Character	25	

7	IN_COPIES	Numeric	4	
8	IN_ONORDER	Numeric	4	
9	IN_STATUS	Character	15	
10	IN_EXPIRES	Date	8	
11	IN_DURATN	Numeric	2	
12	IN_NOTES	Memo	10	
13	IN_ENTRYDT	Date	8	
14	IN_ENTRDBY	Character	9	
15	IN_EDITDT	Date	8	
16	IN_EDITBY	Character	9	

PO - This file contains Purchase Order information (e.g., Organization name and address, shipping dates, contacts etc.).

Number of Records: 18,384

Field	Field Name	Type	Width	Decimals
1	PO_POID	Character	9	
2	PO_GPOID	Character	9	
3	PO_VENDID	Character	9	
4	PO_ORGNAME	Character	45	
5	PO_CONTACT	Character	25	
6	PO_BLDG	Character	35	
7	PO_ADDR1	Character	35	
8	PO_ADDR2	Character	35	
9	PO_CITY	Character	25	
10	PO_STATE	Character	2	
11	PO_ZIPCODE	Character	5	
12	PO_ZIPEXT	Character	4	
13	PO_COST	Numeric	10	2
14	PO_SHIP	Numeric	10	2
15	PO_NOTES	Memo	10	
16	PO_ORDERED	Date	8	
17	PO_DTPAID	Date	8	
18	PO_CHANGED	Date	8	
19	PO_PAID	Logical	1	
20	PO_CONFIRM	Logical	1	
21	PO_TOBECUT	Logical	1	
22	PO_ENTRYDT	Date	8	
23	PO_ENTRDBY	Character	9	
24	PO_EDITDT	Date	8	
25	PO_EDITBY	Character	9	

The following files are not depicted in Figure P-1, however they do contain relevant information for conversion.

PUBVEND - This file contains information about the publication vendors.

Number of records: 2,781

Field	Field Name	Type	Width	Decimals
1	PV_PBVNDID	Character	9	
2	PV_ORGCODE	Character	5	
3	PV_ORGNAME	Character	45	
4	PV_EIN	Character	10	
5	PV_ISVENDR	Logical	1	
6	PV_ISPBLSH	Logical	1	
7	PV_ENTRYDT	Date	8	
8	PV_ENTRDBY	Character	9	
9	PV_EDITDT	Date	8	
10	PV_EDITBY	Character	9	

ORGS - This file contains organizational information for the Circuit libraries.

Number of records: 925

Field	Field Name	Type	Width	Decimals
1	OR_ORGID	Character	9	
2	OR_CIRCUIT	Character	2	
3	OR_ORGCODE	Character	15	
4	OR_ORGNAME	Character	45	
5	OR_SHORTNM	Character	30	
6	OR_ORGTYPE	Character	1	
7	OR_BUDGORG	Character	7	
8	OR_USERID	Character	9	

NAMES - This file contains consignee names, titles and organizations.

Number of records: 4,123

Field	Field Name	Type	Width	Dec
1	NM_NAMEID	Character	9	
2	NM_PREFIX	Character	10	
3	NM_FNAME	Character	20	
4	NM_LNAME	Character	25	
5	NM_SUFFIX	Character	10	
6	NM_TITLEID	Character	9	
7	NM_ORGCODE	Character	15	
8	NM_ORGNAME	Character	45	
9	NM_CIRCUIT	Character	2	
10	NM_TYPE	Character	1	
11	NM_DELETED	Logical	1	
12	NM_ENTRYDT	Date	8	
13	NM_ENTRDBY	Character	9	
14	NM_EDITDT	Date	8	
15	NM_EDITBY	Character	9	

ADDRESS - This file contains address information for consignees.

Number of records: 3,650

Field	Field Name	Type	Width	Decimals
1	AD_ADDRID	Character	9	
2	AD_ADDRTYP	Character	1	
3	AD_ADDR1	Character	35	
4	AD_ADDR2	Character	35	
5	AD_BLDG	Character	35	
6	AD_CITY	Character	25	
7	AD_STATE	Character	2	
8	AD_ZIPCODE	Character	5	
9	AD_CIRCUIT	Character	2	
10	AD_ENTRYDT	Date	8	
11	AD_ENTRDBY	Character	9	
12	AD_EDITDT	Date	8	
13	AD_EDITBY	Character	9	

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SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS OR QUOTERS

K.1. **52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION. (APR 1985)**

(a) The offeror certifies that -

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory -

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above

_____

(insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K.2. **52.203-4 CONTINGENT FEE REPRESENTATION AND AGREEMENT. (APR 1984)**

(a) Representation. The offeror represents that, except for full-time bona fide employees working solely for the offeror, the offeror -

(Note: The offeror must check the appropriate boxes. For interpretation of the representation, including the term bona fide employee, see subpart 3.4 of the Federal Acquisition Regulation.)

(1) ____ has, ____ has not employed or retained any person or company to solicit or obtain this contract; and

(2) ____ has, ____ has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) Agreement. The offeror agrees to provide information relating to the above Representation as requested by the Contracting Officer and, when subparagraph (a)(1) or (a)(2) is answered affirmatively, to promptly submit to the Contracting Officer -

(1) A completed Standard Form 119, Statement of Contingent or Other Fees, (SF 119); or

(2) A signed statement indicating that the SF 119 was previously submitted to the same contracting office, including the date and applicable solicitation or contract number, and representing that the prior SF 119 applies to this offer or quotation.

K.3. **52.203-8 REQUIREMENT FOR CERTIFICATE OF PROCUREMENT INTEGRITY. (NOV 1990)**

(a) Definitions. The definitions at FAR 3.104-4 are hereby incorporated in this provision.

(b) Certifications. As required in paragraph (c) of this provision, the officer or employee responsible for this offer shall execute the following certification:

CERTIFICATE OF PROCUREMENT INTEGRITY

(1) I, _____ (Name of certifier), am the officer or employee responsible for the preparation of this offer and hereby certify that, to the best of my knowledge and belief, with the exception of any information described in this certificate, I have no information concerning a violation or possible violation of subsection 27(a), (b), (d), or (f) of the Office of Federal Procurement Policy Act, as amended* (41 U.S.C. 423), (hereinafter referred to as "the Act"), as implemented in the FAR, occurring during the conduct of this procurement _____ (solicitation number).

(2) As required by subsection 27(e)(1)(B) of the Act, I further certify that, to the best of my knowledge and belief, each officer, employee, agent, representative, and consultant of _____ (Name of Offeror) who has participated personally and substantially in the preparation or submission of this offer has certified that he or she is familiar with, and will comply with, the requirements of subsection 27(a) of the Act, as implemented in the FAR, and will report immediately to me any information concerning a violation or possible violation of subsections 27 (a), (b), (d), or (f) of the Act, as implemented in the FAR, pertaining to this procurement.

(3) Violations or possible violations: (Continue on plain bond paper if necessary and label Certificate of Procurement Integrity (Continuation Sheet), ENTER NONE IF NONE EXIST)

_____

_____

_____

_____

_____

(4) I agree that, if awarded a contract under this solicitation, the certifications required by subsection 27(e)(1)(B) of the Act shall be maintained in accordance with paragraph (f) of this provision.

[Signature of the officer or employee responsible for the offer and date]

_____

[Typed name of the officer or employee responsible for the offer]

_____ _____

* Subsections 27 (a), (b), and (d) are effective on December 1, 1990. Subsection 27(f) is effective on June 1, 1991.

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, UNITED STATES CODE, SECTION 1001.

(End of certification)

(c) (1) For procurements using sealed bidding procedures, the signed certifications shall be submitted by each bidder with the bid submission except for procurements using two-step sealed bidding procedure (see Subpart 14.5). For those procurements, the certifications shall be submitted with submission of the step two sealed bids. A certificate is not required for indefinite delivery contracts (see Subpart 16.5) unless the total estimated value of all orders eventually to be placed under the contract is expected to exceed $100,000.

(2) For contracts and contract modifications which include options, a certificate is required when the aggregate value of the contract or contract modification and all options (see 3.104-4(e)) exceeds $100,000.

(3) Failure of a bidder to submit the signed certificate with its bid shall render the bid nonresponsive.

(d) Pursuant to FAR 3.104-9(d), the Offeror may be requested to execute additional certifications at the request of the Government. Failure of an Offeror to submit the additional certifications shall cause its offer to be rejected.

(e) A certification containing a disclosure of a violation or possible violation will not necessarily result in the withholding of award under this solicitation. However, the

Government, after evaluation of the disclosure, may cancel this procurement or take any other appropriate actions in the interests of the Government, such as disqualification of the Offeror.

(f) In making the certification in paragraph (2) of the certificate, the officer or employee of the competing contractor responsible for the offer may rely upon a one-time certification from each individual required to submit a certification to the competing contractor, supplemented by periodic training. These certifications shall be obtained at the earliest possible date after an individual required to certify begins employment or association with the contractor. If a contractor decides to rely on a certification executed prior to the suspension of section 27 (i.e., prior to December 1, 1989), the Contractor shall ensure that an individual who has so certified is notified that section 27 has been reinstated. These certifications shall be maintained by the Contractor for 6 years from the date a certifying employee's employment with the company ends or, for an agent, representative, or consultant, 6 years from the date such individual ceases to act on behalf of the Contractor.

(g) Certifications under paragraphs (b) and (d) of this provision are material representations of fact upon which reliance will be placed in awarding a contract.

K.4. **52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS. (APR 1991)**

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989--

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension,

continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of $100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than $10,000, and not more than $100,000, for each such failure.

K.5. **52.204-3 TAXPAYER IDENTIFICATION. (SEP 1992)**

(a) Definitions.

"Common parent," as used in this solicitation provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Corporate status," as used in this solicitation provision, means a designation as to whether the offeror is a corporate entity, an unincorporated entity (e.g., sole proprietorship or partnership), or a corporation providing medical and health care services.

"Taxpayer Identification Number (TIN)," as used in this solicitation provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns.

(b) All offerors are required to submit the information required in paragraphs (c) through (e) of this solicitation provision in order to comply with reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to reporting requirements described in FAR 4.903, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) Taxpayer Identification Number (TIN).

___ TIN: _____.

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;

___ Offeror is an agency or instrumentality of a foreign government;

___ Offeror is an agency or instrumentality of a Federal, state or local government;

___ Other. State basis. _____

(d) Corporate Status.

___ Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services;

___ Other corporate entity;

___ Not a corporate entity;

___ Sole proprietorship

___ Partnership

___ Hospital or extended care facility described in 26 CFR 501(c)(3) that is exempt from taxation under 26 CFR 501(a).

(e) Common Parent.

___ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.

___ Name and TIN of common parent:

Name _____

TIN _____

K.6. **52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS. (MAY 1989)**

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that -

(i) The Offeror and/or any of its Principals -

(A) Are ___ are not ___ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ___ have not ___, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

(C) Are ___ are not ___ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The Offeror has ___ has not ___, within a 3-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under section 1001, title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

K.7. 52.215-6 TYPE OF BUSINESS ORGANIZATION. (JUL 1987)

The offeror or quoter, by checking the applicable box, represents that -

(a) It operates as ___ a corporation incorporated under the laws of the State of _____, ___ an individual, ___ a partnership, ___ a nonprofit organization, or ___ a joint venture; or

(b) If the offeror or quoter is a foreign entity, it operates as ___ an individual, ___ a partnership, ___ a nonprofit organization, ___ a joint venture, or ___ a corporation, registered for business in _____ (country).

K.8. **52.215-11 AUTHORIZED NEGOTIATORS. (APR 1984)**

The offeror or quoter represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposals or quotations:

_____

_____

(list names, titles, and telephone numbers of the authorized negotiators).

K.9. **52.215-20 PLACE OF PERFORMANCE. (APR 1984)**

(a) The offeror or quoter, in the performance of any contract resulting from this solicitation, ___ intends, ___ does not intend (check applicable block) to use one or more plants or facilities located at a different address from the address of the offeror or quoter as indicated in this proposal or quotation.

(b) If the offeror or quoter checks intends in paragraph (a) above, it shall insert in the spaces provided below the required information:

Place of Performance Owner (Street Address, City, Plant or County, State, Zip Code)	Name and address of and Operator of the Facility if Other than Offeror or Quoter
_____	_____
_____	_____
_____	_____
_____	_____

K.10. 52.222-19 WALSH-HEALEY PUBLIC CONTRACTS ACT

REPRESENTATION. (APR 1984)

The offeror represents as a part of this offer that the offeror is ___ or is not ___ a regular dealer in, or is ___ or is not ___ a manufacturer of, the supplies offered.

K.11. 52.222-21 CERTIFICATION OF NONSEGREGATED FACILITIES (APR 1984)

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By the submission of this office, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not have and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will -

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;
(2) Retain the certifications in the files; and
(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATIONS OF NONSEGREGATED FACILITIES.

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract of for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

NOTE: The Penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

(End of Provision)

K.12. **52.223-1 CLEAN AIR AND WATER CERTIFICATION. (APR 1984)**

The Offeror certifies that -

(a) Any facility to be used in the performance of this proposed contract is ___ , is not ___ listed on the Environmental Protection Agency (EPA) List of Violating Facilities;

(b) The Offeror will immediately notify the Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the EPA, indicating that any facility that the Offeror proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and

(c) The Offeror will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

K.13. **52.223-5 CERTIFICATION REGARDING A DRUG-FREE WORKPLACE. (JUL 1990)**

(a) Definitions. As used in this provision,

"Controlled substance" means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation at 21 CFR 1308.11-1308.15.

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance.

"Drug-free workplace" means the site(s) for the performance of work done by the Contractor in connection with a specific contract at which employees of the Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

"Employee" means an employee of a Contractor directly engaged in the performance of work under a Government contract. Directly engaged is defined to include all direct cost employees and any other Contractor employee who has other than a minimal impact or involvement in contract performance.

"Individual" means an offeror/contractor that has no more than one employee including the offeror/contractor.

(b) By submission of its offer, the offeror, if other than an individual, who is making an offer that equals or exceeds $25,000, certifies and agrees, that with respect to all employees of the offeror to be employed under a contract resulting from this solicitation, it will - no later than 30 calendar days after contract award (unless a longer period is agreed to in writing), for contracts of 30 calendar days or more performance duration; or as soon as possible for contracts of less than 30 calendar days performance duration, but in any case, by a date prior to when performance is expected to be completed -

(1) Publish a statement notifying such employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(2) Establish an ongoing drug-free awareness program to inform such employees about -

(i) The dangers of drug abuse in the workplace;

(ii) The Contractor's policy of maintaining a drug-free workplace;

(iii) Any available drug counseling, rehabilitation, and employee assistance programs; and

(iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3) Provide all employees engaged in performance of the contract with a copy of the statement required by subparagraph (b)(1) of this provision;

(4) Notify such employees in writing in the statement required by subparagraph (b)(1) of this provision that, as a condition of continued employment on the contract resulting from this solicitation, the employee will -

(i) Abide by the terms of the statement; and

(ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than 5 calendar days after such conviction;

(5) Notify the Contracting Officer in writing within 10 calendar days after receiving notice under subdivision (b)(4)(ii) of this provision, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee; and

(6) Within 30 calendar days after receiving notice under subdivision (b)(4)(ii) of this provision of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:

(i) Take appropriate personnel action against such employee, up to and including termination; or

(ii) Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(7) Make a good faith effort to maintain a drug-free workplace through implementation of subparagraphs (b)(1) through (b)(6) of this provision.

(c) By submission of its offer, the offeror, if an individual who is making an offer of any dollar value, certifies and agrees that the offeror will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a

controlled substance in the performance of the contract resulting from this solicitation.

(d) Failure of the offeror to provide the certification required by paragraph (b) or (c) of this provision, renders the offeror unqualified and ineligible for award. (See FAR 9.104-1(g) and 19.602-1(a)(2)(i).)

(e) In addition to other remedies available to the Government, the certification in paragraphs (b) or (c) of this provision concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under title 18, United States Code, section 1001.

K.14. **52.225-1 BUY AMERICAN CERTIFICATE. (DEC 1989)**

The offeror certifies that each end product, except those listed below, is a domestic end product (as defined in the clause entitled Buy American Act - Supplies), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

Excluded End Products	Country of Origin
_____	_____
_____	_____
_____	_____
_____	_____

(List as necessary)

Offerors may obtain from the contracting officer lists of articles, materials, and supplies excepted from the Buy American Act.

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SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1. 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE. (JUN 1988)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available

52.215-5	SOLICITATION DEFINITIONS	JUL 1987
52.215-7	UNNECESSARILY ELABORATE PROPOSALS OR QUOTATIONS	APR 1984
52.215-8	AMENDMENTS TO SOLICITATIONS	DEC 1989
52.215-9	SUBMISSION OF OFFERS	DEC 1989
52.215-10	LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF PROPOSALS	DEC 1989
52.215-13	PREPARATION OF OFFERS	APR 1984
52.215-14	EXPLANATION TO PROSPECTIVE OFFERORS	APR 1984
52.215-15	FAILURE TO SUBMIT OFFER	APR 1984
52.215-16	CONTRACT AWARD	JUL 1990
52.222-24	PRE-AWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE REVIEW	APR 1984

L.2. 52.216-1 TYPE OF CONTRACT. (APR 1984)

The Government contemplates award of a firm fixed price, indefinite quantity, indefinite delivery type contract resulting from this solicitation.

L.3. 52.233-2 SERVICE OF PROTEST. (NOV 1988)

a. Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO) or the General Services Administration Board of Contract Appeals (GSBCA), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Mr. Kevin Sullivan, Contracting Officer,

Administrative Office of the U S Courts, Information Resources Management Services Division, Acquisition Support Branch, Suite 3-100, One Columbus Circle, NE, Washington, D C 20544.

b. The copy of any protest shall be received in the office designated above on the same day a protest is filed with the GSBCA or within one day of filing a protest with the GAO.

L.4 AMENDMENTS TO PROPOSAL

Changes to the Proposal by the offeror shall be accomplished by amended page(s). Changes from the original page shall be indicated by a vertical line, adjacent to the change, on the outside margin of the page. The offeror shall include the date of the amendment on the lower right hand edge of the page.

L.5 ALTERNATE PROPOSALS

Alternate proposals will not be considered.

L.6 METHODS OF ACQUISITION

Outright Purchase only.

L.7 THE CONTRACT

The Contract, when executed by the Government, shall consist of the Standard Form of Contract (Volume One), Section C, the cost proposal (Volume III), and the successful offeror's Technical Proposal (Volume II) which will be incorporated by reference.

L.8 PRIME CONTRACTOR RESPONSIBILITIES

The offeror is strongly encouraged to include in his or her proposals equipment marketed by other suppliers when such inclusions provide the Government with a lower overall system cost. However, the offeror will be the prime contractor for procurement and maintenance of the system(s) offered. The offeror alone will be held responsible by the Government for performance of all Contractor's obligations under any contract resulting from the offeror's proposal. The Government in turn will render payment of any and all charges resulting from the purchase or maintenance of the entire system(s) configuration solely to the prime contractor.

L.9 INQUIRIES

All inquiries concerning the Solicitation Document should be submitted IN WRITING to the Contracting Officer, NO LATER THAN TEN WORKDAYS FROM DATE OF ISSUANCE OF THE SOLICITATION DOCUMENT. Inquiries should be mailed to:

Administrative Office of the United States Courts
ATTN: Kevin Sullivan, Acquisition Support Branch
Information Resources Management Services Division
One Columbus Circle, NE, Suite 3-100
Washington, D.C. 20544.

Answers to questions will be provided to all offerors being solicited, giving due regard to the proper protection of proprietary information. **THE OFFEROR IS INSTRUCTED SPECIFICALLY TO CONTACT ONLY THE SOLICITATION ISSUING OFFICE IN CONNECTION WITH ANY ASPECT OF THIS PROCUREMENT PRIOR TO CONTRACT AWARD.**

L.10 INCURRING COSTS

The Contracting Officer is the only person who can legally obligate the Government for the expenditure of public funds. Costs shall not be incurred by recipients of the Solicitation Document in anticipation of receiving direct reimbursement from the Government.

L.11 PROPOSALS NOT SELECTED

NON-SELECTION OF ACCEPTABLE PROPOSALS - Non-selection of any proposal will mean that another acceptable proposal was deemed to be more advantageous to the Government, or that no proposal was accepted. Offerors whose proposals are not accepted will be so notified. Such notification will be devoid of any criticism of the proposal and of any implication that the proposal or proposed equipment was deficient. Unsuccessful offerors may request a debriefing.

L.12 DISPOSITION OF PROPOSALS

After a Contractor has been selected, unsuccessful proposals will be disposed of as follows: One copy of each proposal will be retained by the issuing office and the remainder will be destroyed. No destruction certificate will be furnished.

L.13 NEWS RELEASES

Offerors will make no news releases pertaining to the Judiciary's procurement or contract award without prior agency approval of the language, and then only in coordination with the Contracting Officer.

L.14 ANNOUNCEMENT OF AWARD

After having notified the successful offeror and all other participating offerors, announcement of the Contract award will be made in the Commerce Business Daily.

L.15 AVAILABILITY OF SPECIFICATIONS AND STANDARDS

Copies of Federal Information Processing Standards (FIPS), Federal Telecommunications Standards (FED-STDs), American National Standards, Electronic Industries Association (EIA) Standards, and Code of Federal Regulations (CFR) may be ordered from the addressees shown below:

a. FIPS may be ordered from:

National Technical Information Service (NTIS)
U.S. Department of Commerce
Springfield, Virginia 22161
Telephone Number: (703) 487-4650

b. FED STDs may be ordered from:

General Services Administration
WFRI
Washington, D.C. 20407
Telephone Number: (202) 472-2205

c. American National Standards may be ordered from:

American National Standards Institute, Inc. (ANSI)
1430 Broadway
New York, New York 10018
Telephone Number: (212) 642-4900

d. EIA Standards may be ordered from:

Electronics Industries Association
2001 Eye Street, N.W.
Washington, D.C. 20006
Telephone Number: (202) 457-4900

e. Code of Federal Regulations (CFR) may be ordered from:

Superintendent of Documents
Government Printing Office
North Capital Street
Washington, D.C. 20402
Telephone Number: (202) 783-3238

L.16 MINIMUM ACCEPTANCE PERIOD

Offerors allowing less than 180 calendar days in the "offer" portion of Standard Form 33 for acceptance by the Government shall be rejected as unacceptable.

L.17 SOLICITATION COPIES AND ENCLOSURES

Only one copy of the solicitation shall be furnished to any individual firm. It shall be the responsibility of the firm to reproduce additional copies for its use.

L.18 INSTRUCTIONS FOR PROPOSAL SUBMISSION

The proposal submitted in response to this solicitation will be formatted as follows. Offerors shall furnish three copies of Volume I, Standard Form of Contract, and Volume III, Cost Proposal, and six copies of Volume II Technical Proposal.

Your technical proposal should not make reference to pricing data in order that evaluation thereof may be made strictly on the basis of technical merit. In order to insure complete evaluation of each offeror's technical merit, proposals must specify the technical approach proposed to satisfy the AOUSC requirements and not merely paraphrase the specifications contained in the RFP. It is essential that offerors clearly demonstrate in their technical proposal that they have the capability, experience, and necessary personnel required to furnish the products and/or services stipulated herein.

Prospective offerors are cautioned against discussing the preparation of their proposal or technical questions with Government technical personnel. The circumstances of such a contact, when verified,

may result in non-consideration of the offeror's proposal. Discussions with Government technical personnel concerning the specifications, the documents incorporated by reference, cost and pricing, or any other technical matters are strictly forbidden. Accordingly, all communications prior to award, shall be directed to the Contracting Officer whose name and phone number appear in Block 10 of the Cover Page, Standard Form 33.

L.18.1 Instructions for Preparation of Volume I, Standard Form of Contract

This volume of the proposal, submitted in three (3) copies, shall consist of Sections A, D, E, F, G, H, I, and K of the solicitation document (including amendments as submitted to the offeror).

L.18.1.1 Section A - Cover Sheet

Blocks 13, 14, 15, 16, and 18 of page 1 of Standard Form 33 will be completed by offeror and Block 17 shall be signed to show that the offeror has read and agrees to comply with all the conditions and instructions provided in the solicitation document. A Standard Form 33, "Solicitation, Offer, and Award," completed and signed by the offeror, constitutes the offeror's acceptance of the terms and conditions of this solicitation. Therefore, the form must be executed by a representative of the offeror who is authorized to commit the offeror to contractual obligations. Erasures or other changes must be initialed by the individual signing the offer. Offers signed by an agent are to be accompanied by evidence of the agent's authority.

L.18.1.2 Sections D, E, F, G, H, and I

By incorporating the provisions set forth in Sections D, E, F, G, H, and I of the solicitation document into Volume I, the offeror is agreeing to comply with these provisions.

L.18.1.3 Section K - Representations, Certifications, and Other Statements of Offeror

The offeror must check or complete all applicable boxes or blocks in the paragraphs under Section K of the Solicitation Document and resubmit the full section as part of Volume I, Standard Form of Contract.

L.18.2 Instructions for Preparation of Volume II, Technical Proposal

a. Your technical proposal will be an important consideration in the award of a contract; therefore, it should be specific and complete. The technical proposal shall set forth in detail: your conceptual approach to and interpretation of stated contract goals; proposed methodology and techniques for performing the contract; and the technical resources, experience and background as well as unique or specialized skills and expertise of both your firm and the personnel proposed for work on the project.

b. Your proposal should be prepared simply and economically, providing straight-forward, concise delineation of capabilities to perform satisfactorily the contract being sought. Your proposal should therefore be practical, legible, clear and coherent. In order that evaluation may be accomplished strictly on the merit of the material submitted, no dollar costs are to be included in your technical proposal.

c. Simply repeating or paraphrasing the Statement of Work/Specification is not acceptable and may be cause for non-consideration of your proposal. The Statement of Work/Specification reflects the problems and objectives of the program under consideration and on occasion some of the possible approaches to the problem as recognized by this Agency. Unless otherwise specified, you are not limited to the suggested approaches for consideration. However, any deviations must be fully substantiated in the proposal, clearly delineating how the proposed contract objective will be fulfilled.

L.18.2.1 Format and Instructions for Technical Proposals

The Technical Proposal submitted in response to this solicitation will be formatted as follows. The offeror shall furnish one original and five copies of their technical proposal, and the attachments (unless specified otherwise). Offerors shall submit their proposal in three-ring binders with tabs to separate each of the major parts.

a. Offerors must thoroughly examine and follow the entire contents of each section of the solicitation document, without exception. Failure to do so shall be at the offeror's own risk.

b. The Government shall not pay any offeror for preparation of its offer.

c. Responses to mandatory requirements shall be concise and directly address the requirement statement, and be legible in all required copies. Foldout pages are allowed for figures and tables, but the use of foldouts for text is prohibited. The proposal shall be provided on 8.5 inch by 11 inch paper using 10 to 12 pitch type at no more than 60 lines of type per page.

d. Responses to mandatory requirements shall stand on their own merit. Manuals, brochures and pamphlets shall be used for supplementary information. The responses to requirements shall not consist of only a reference to accompanying manuals, brochures and pamphlets.

L.18.2.2 Technical Proposal Volume - Response to Mandatory Requirements

This volume of the Proposal shall consist of the following three sections.

L.18.2.2.1 Section 1 - Compliance with Specifications By Paragraph Number, i.e., Paragraph C.3, C.3.1, C.3.3.1, C.3.3.2.5, C.3.4, etc.

In order to have an acceptable proposal, the offeror must respond to each paragraph of Section C of the Solicitation Document, to include responses to the subparagraphs therein, including any amendments thereto, and a pa agraph acknowledging his or her ability to meet each of those requirements. A detailed statement of the offeror's ability to meet each of the requirements and reference(s) which substantiate the claim must be provided. The costs associated with meeting these requirements are to be reflected in the Cost Proposal.

For each numbered or lettered detailed requirement, the offeror must:

- Restate the entire requirement in BOLD typeface with its associated reference number/letter;
- Provide a detailed statement of the ability of the offeror's proposed system to meet the requirement; and
- Provide full reference(s) to technical documentation with which to substantiate the offeror's claim. All references shall include page and paragraph citations.

The required organization and format of offeror proposals is illustrated below:

Example

C.3.2 SOFTWARE REQUIREMENTS

Response: [offeror's response] The offeror shall provide in narrative form his understanding of this requirement.

Reference(s): [XYZ] manual, Page 23, Para. 3

Some of the requirements in Section C (e.g. those delineating responsibilities of the Government or offeror, do not require a detailed response from the offeror. For these requirements, the offeror shall respond "(offeror's Name) CONCURS." This is illustrated below.

Example

C.3.6.11.4 Site Requirements: The Government will maintain site requirements in accordance with the equipment environmental specifications furnished by the contractor and agreed to at time of award.

Response: [offeror's name) CONCURS.

Reference(s): N/A

Finally, some of the requirements in Section C (e.g. in the support area) do not require substantiation through reference to technical documentation or manuals. For these requirements, the offeror shall state "N/A" (not applicable) in the Reference(s) block. This is illustrated below.

Example

C.1 INTRODUCTION

Response: [Offeror's Response]

Reference(s): N/A

It is important that in presenting the capabilities of your firm and personnel who are to be assigned to the work that the information submitted be complete and detailed, spelling out clearly the relevant specialized professional competence that the firm and the individuals possess, their academic and training background, representative accomplishments, and work experience (with company and supervisors' names and telephone numbers) pertinent to the proposal. Interviews with proposed personnel and/or pre-award site surveys may be conducted to substantiate information set forth in offeror's proposals with respect to representations made, whether such representations are of a Technical or Non-Technical nature.

The information set forth in this Section L is required to insure that offerors have fully indicated their understanding of the Government's requirement. Failure to furnish full and complete information requested may cause an offer to be determined unacceptable.

L.18.2.2.2 Section 2 - Technical Information.

a. Technical Publications

In this section of the proposal, the offeror will submit technical publications regarding both hardware and software characteristics of the proposed ILS and training support proposed. In addition, the offeror will submit a list of the technical publications to be supplied.

L.18.2.2.3 Section 3 - Offeror Questionnaire

The offeror shall respond to both Parts 1 and 2 of the questionnaire provided in Section J, Attachment A.

In Part 1, the offeror shall indicate, with a YES or NO response, for each question.

In Part 2, the offeror shall provide a written response to each item. As was the case in Section 1, paragraph L.18.2.2.1 above, the offeror shall restate the item in **BOLD** and then follow with the response.

L.18.2.2.4 Section 4 - Plans

The offeror's technical approach to each plan required by Section C plan shall be discussed in detail. The final plans are deliverables under the anticipated contract. Plans to be addressed in Section 4 of the Technical Proposal include:

a. Training Plan (Section C.3.8.2)
b. Implementation Plan (Section C.3.11)

In addition, the offeror shall prepare and include as part of the proposal, a comprehensive, thorough, and detailed plan for the implementation of the Functional Capabilities Demonstration (FCD) described in Section M.7, and Section J, Attachment N. This plan shall be revised by the offeror to reflect any changes in their technical proposal during the acquisition process. Upon approval by the AO, this plan shall be the basis on which the FCD's will be performed. The plan will describe the configuration to be used for the FCD, the method by which the proposed ILS will be demonstrated, and all other technical information necessary to understand the offeror's implementation of the FCD.

L.18.3 Instructions for Preparation of Volume III, Cost Price Proposal

This part of the Proposal shall consist of two sections. All information regarding prices, including pricing tables, shall be logically enclosed in this volume.

L.18.3.1 Section 1 - Unit Price Tables.

In this section of the Proposal, the offeror is required to submit Unit Price Tables as described in Section B of the Solicitation Document. These Unit Price Tables must contain all the costs pertinent to hardware, software, maintenance, and support services proposed.

L.18.3.2 Section 2 - Summary Price Tables

In this section of the Proposal, the offeror is required to show the summation of his or her unit prices into total prices by each year over the contract life as described in the Solicitation Document. (See example - page B-6)

L.19 ACCEPTABLE PROPOSALS

The Government will consider for contract award, as specified in Section M, proposals responding to all of the requirements contained in this solicitation.

An offer is unbalanced when prices offered are significantly less than cost for some services/items, and/or significantly overstated in relation to cost for other services/items. The Government may reject an offer proposing unreasonable and/or unbalanced pricing in their proposals.

L.20 FUNCTIONAL CAPABILITIES DEMONSTRATION (FCD)

The otherwise successful offeror may be required to perform an FCD in accordance with the procedures specified in Section J, Attachment N. The FCD will be evaluated as stated in Section M.

L.21 PROPOSAL SUBMISSION ADDRESS

Proposals shall be submitted to:

Hand-Carried Address:

Administrative Office of the United States Courts
Information Resources Management Services Division
Acquisition Support Branch
1 Columbus Circle, N.E. Suite 3-100
Washington, D.C. 20544

Mailing Address:

Administrative Office of the United States Courts
Information Resources Management Services Division
Acquisition Support Branch
1 Columbus Circle, N.E. Suite 3-100
Washington, D.C. 20544

L.22 52.215-10 LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF PROPOSALS (JUL 1995)

(a) Any proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

(1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);

(2) Was sent by mail or, if authorized by the solicitation, was sent by telegram or via facsimile and it is determined by the Government that the late receipt was due solely to mishandling by the Government after receipt at the Government installation;

(3) Was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term working days excludes weekends and U.S. Federal holidays;

(4) Was transmitted through an electronic commerce method authorized by the solicitation and was received by the Government not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

(5) Is the only proposal received.

(b) Any modification of a proposal or quotation, except a modification resulting from the Contracting Officer's request for best and final offer, is subject to the same conditions as in subparagraphs (a) (1), (2), and (3) of this provision.

(c) A modification resulting from the Contracting Officer's request for best and final offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the Government after receipt at the Government installation.

(d) The only acceptable evidence to establish the date of mailing of a late proposal or modification sent either by U.S. Postal Service registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the proposal, quotation, or modification shall be processed as if mailed late. Postmark means a printed,. stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having supplied and

affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors or quoters should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the Government installation is the time/date stamp of that installation on the proposal wrapper or other documentary evidence of receipt maintained by the installation.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (d) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors or quoters should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.

(h) Proposals may be withdrawn by written notice or telegram (including mailgram) received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision entitled Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

(End of provision)

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SECTION M - EVALUATION FACTORS FOR AWARD

SECTION M - EVALUATION FACTORS FOR AWARD

M.1 CLAUSES INCORPORATED BY REFERENCE (JULY 1985)

This contract incorporates the following clauses by reference, with the same force and effect as if they were in full text. Upon request, the Contracting Officer will make their full text available.

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.217-5	Evaluation of Options	(JUL 1990)
52.232-15	Progress Payments Not Included	(APR 1984)

M.2 EVALUATION PROCESS

M.2.1 General

This section describes the technical and cost/price factors for proposal evaluation.

This procurement is being conducted using formal source selection procedures, and contract award will be made to the offeror whose proposal conforms to the solicitation, and is determined to be most advantageous to the Government, price and other factors considered, in accordance with the requirements stated below.

The technical evaluation will be conducted using the evaluation criteria as set forth in this Section. The Government reserves the right to determine the specific order and duration of individual activities as the evaluation proceeds, or call for discussions, proposal clarifications, or revisions at any time as may be determined to be in the Government's best interests, and in accordance with Federal Acquisition Regulations. However, each initial offer should contain the offeror's best terms from a price and technical standpoint. Proposal clarification/revision requests may be issued which encompass any and all written documentation submitted in response to the RFP as may be deemed necessary by the Contracting Officer to fully explore and evaluate the merits of proposals submitted.

Each proposal shall be initially evaluated for; (1) responsiveness to the solicitation, agreed upon terms and conditions, and (2) the ability to satisfy the requirements of the solicitation. The AOUSC reserves the right to consider as acceptable only those proposals that are submitted in accordance with all requirements set forth or referenced in this solicitation. Offerors shall demonstrate an understanding of all requirements and a capability to provide the required services. Offerors not fulfilling all mandatory requirements shall be rejected. The AOUSC reserves the right to reject

proposals that do not address the totality of the solicitation requirements, including the contract terms and conditions.

Any award resulting from this solicitation will be made to the responsive, responsible offeror whose proposal is determined to offer the best overall value to the Government. In making this comparison, the Government is more concerned with obtaining superior technical capability than with making an award at the lowest reasonable contract price to the Government. Award will not be automatically determined by numerical calculation or formula relationship between price and technical merit.

Offerors are hereby notified that the AOUSC may utilize a private Contractor to assist in the evaluation of proposals. The Contractor will have access to any and all information contained in an offeror's proposal and will be subject to the appropriate conflict of interest, standards of conduct, and confidentiality restrictions.

All proposals received will be evaluated under the same procedures. The evaluation of proposals will be accomplished in three parts as follows:

(1) Mandatory Compliance Evaluation

(2) Technical Evaluation.

(3) Cost/Price Evaluation.

The cost/price evaluation will be conducted separately from the other two.

A technical evaluation will be conducted on all offeror's proposals submitted in accordance with Section L and that pass the Compliance Evaluation (M.2.2.). Proposals will be evaluated as described in M.2.3, based upon the evaluation factors and subfactors specified in sub-section M.3.1 using offeror responses to the Questionnaire, Section J, Attachment A, as well as any other information contained in their proposal. The cost/price evaluation will be conducted in accordance with sub-section M.3.2.

M.2.2 Mandatory Compliance Evaluation

The Government will evaluate each offeror's proposal for compliance with the solicitation's requirements on an acceptable or unacceptable basis. To be considered technically acceptable, a proposal must address and clearly indicate compliance with all the requirements of the RFP including Section C - DESCRIPTION/SPECIFICATION/STATEMENT OF WORK, in accordance with the instructions contained in Section L. Any offeror failing to comply with all of the requirements will

be deemed technically unacceptable, and may be dropped from further consideration for contract award.

M.2.3 Technical Evaluation

The basis for the technical evaluation will be the offeror's proposal, and supporting data such as past performance as determined from corporate reference checks (J.A.2.3) and other sources such as Dunn and Bradstreet Reports, which demonstrate the degree to which the solutions and services offered in the proposal provide additional capability and merit. The evaluation will address the quality, effectiveness, and technical advantages of the solutions, products, and services offered in response to the solicitation.

Offerors are reminded when preparing proposals that the information included in Volume II (including responses to the Questionnaire, Section J, Attachment A) will be considered in the evaluation and, therefore, should consider the evaluation factors in this section, and the questions pertaining to them in the Technical Questionnaire, carefully in preparing their technical response.

The overall evaluation rating scheme is listed below:

Blue: Proposal provides enhanced additional capability/functionality that is of significant benefit to the Judiciary, and/or has low risk/weakness.

Green: Proposal provides enhanced additional capability/functionality that is of some benefit to the Judiciary, and/or has moderate risk/weakness.

Yellow: Proposal provides little enhanced additional capability/functionality that is of benefit to the Judiciary, and/or has high risk/weakness.

Red: Proposal contains unacceptable risks and/or weaknesses.

M.2.4 Price Evaluation

M.2.4.1 Evaluation of Prices

The evaluation of prices will be based upon a life cycle/contract life period of 60 months. The proposed prices will be evaluated to determine accuracy, completeness, reasonableness, and price realism.

M.2.4.2 Evaluation of Unbalanced Offers

An offer which is unbalanced as to prices for mandatory items or which is deficient with respect to price reasonableness, completeness, and realism will be rejected. An unbalanced offer is usually based upon prices significantly less than established prices for some service and supply items and/or prices which are significantly overstated for other service and/or supply items. Generally speaking there must be a direct and reasonable relationship between the compensation paid by the Government and the value received by the Government within a given period of time.

M.3 EVALUATION CRITERIA

Those proposals which demonstrate compliance (on a pass/fail basis) with all of the mandatory requirements of this solicitation will be further evaluated to determine the offer most advantageous to the Government, price and other factors considered. For this solicitation, technical excellence is considered more important than cost/price. Cost/price will, however, be an important consideration in the selection decision for contract award. The offeror's response to the questions contained in the Questionnaire, Section J, Attachment A, pertaining to the evaluation factors listed below, responses from references, information obtained from other sources such Dunn and Bradstreet, as well as any other information contained in their proposal, will be utilized in the source selection decision to determine the most advantageous offer (best value) to the Government.

Selection of an offeror for award will be based on an evaluation of proposals in two factors: Technical Excellence and Cost/Price. Each factor is separately described below in greater detail. The technical excellence factor will not be numerically scored but rather will be rated in an adjectival and narrative manner. A color code will be used to indicate the separate levels of ratings. The subfactors may be combined based upon a numerical weighting in order to reach an overall technical rating color. The ultimate objective of the evaluation is to determine which proposal offers the best prospect for optimum attainment of the objectives of this solicitation. Negotiations may be conducted with those offerors determined to be in a competitive range by the contracting officer.

For the technical excellence factor, the evaluation will consist of an assessment of the degree to which the solutions or services offered in the proposal provide added value and added capability that is of benefit to the Judiciary. In addition, the evaluation will identify the strengths, weaknesses, and risks in each offeror's proposal based on the evaluation factors identified herein. The technical excellence factor has a corresponding set of subfactors as reflected in the questions listed in the Questionnaire. Offeror responses to these questions will be considered when evaluating the strengths and weaknesses and determining the risks of each proposal.

M.3.1 Technical Excellence Factor

The four technical excellence subfactors (1 thru 4) listed below will be utilized in the source selection decision to determine the most advantageous offer to the Government. These subfactors are listed in their relative order of importance. The subfactors are in descending order of importance. Evaluators will utilize information provided in proposals, responses to the Offeror Questionnaire and responses from references provided in the Offeror Questionnaire to determine technical excellence.

1. Software Functionality: Software will be evaluated for technical excellence within each of the following two groups which are listed in descending order of importance. The components within each group are of equal importance. Excellence will be established based on the quality and functionality of offered products.

   a. Group I: Acquisitions (C.3.2.2) (Section J.A.1.1), Catalog (C.3.2.3) (Section J.A.1.2), Serials Control (C.3.2.4) (Section J.A.1.3), General ILS Requirements (C.3.1) (Section J.A.1.4), General Software Requirements (C.3.2.1) (Section J.A.2.1), Reports (C.3.2.6) (Section J.A.1.5).

   b. Group II: Ease of Use - Ease of use is an assessment of how supportive the software is of the user. Areas that will be considered when evaluating ease of use include use of features such as:

      - Graphical User Interface;
      - Context Sensitive Help;
      - Integration among modules;
      - Data entry efficiency and effectiveness; and
      - OPAC interface.

      Ease of use will also be evaluated based on the responses to the Offeror Questionnaire (Section J.A.2.2,).

   c. Group III: Circulation (C.3.2.5) (Section J.A.1.6), System Administration (C.3.2.7) System Administration will be assessed for its flexibility and the control that it provides over establishing, configuring and managing ILS configurations and assets.

2. Corporate Qualifications - Offerors will be evaluated based on responses to the Offeror Questionnaire (Section J.A.2.3), and the responses received from the references provided when contacted by the Government, as well as any other source of information on the offeror's performance and/or customer satisfaction (such as Dunn and Bradstreet Reports).