**Award Professional Services Agreement for RFID Tagging of Library Collections; Solicitation No: 2008-17 RFID Materials Tagging Project**

BACKGROUND

The East Baton Rouge Parish Library System plans to implement a new RFID-based inventory, item security, self-check and sortation system. A contract has been awarded for equipment and supporting software, but the transition to the new system requires that all items in the collection have an RFID tag applied and synchronized with the bar code and bibliographic database record. The Library has over 1.9 million items that must be converted to the new system via the tagging process. A Request for Proposals was issued on February 10, 2017, and proposals were due for submission on March 10, 2017. After a thorough review by a professional panel, a proposal submitted by Backstage Library Works was deemed to offer high quality service at a reasonable cost. This company has outstanding experience in this area and has performed projects of this nature for 29 other library systems, spanning over 100 facilities across the nation.

Backstage will design a customized logistics and work plan for the project, provide an experienced project manager who has worked on a number of other tagging projects, supply support equipment, and hire 15 individuals to tag items. All items will be tagged, matched with bibliographic data from the library’s Integrated Library System, bar code and collection status issues will be resolved during processing, and quality measurements will be utilized throughout the process. The project will take approximately six months to cover the more than 1.9 million items at all of the library’s sites.

Proposed Costs

The cost for tagging the project includes a base price of $415,000.00 for basic tagging of the collection; plus an allowance of $20,000 for unreadable bar codes; an 8% allowance of $30,736.00 for interim collection expansion; and a general contingency of $30,487.00. The total cost of the agreement should not exceed $516,763.64

Recommendation:

The Library recommends that the Metropolitan Council approve the award of the work outlined in the RFID Tagging Proposal to Back Stage Library Works, authorizing the Mayor-President to execute a professional services agreement for a cost not to exceed $516,763.64. The Purchasing Department and the Parish Attorney’s Office have reviewed the proposal and the terms of the proposed agreement.