

Contracts update
11/08/2013

State Corporation Commission Identification Number

In May 2011, Purchases and Supply added a new special term to contracts called the State Corporation Commission Identification Number, which requires bidders or offerors to provide the identification number that has been assigned by the State Corporation Commission. If they are a foreign business entity (a business located in a state other than Virginia), they need to provide supporting documentation. This term was not in our RFP for the supplies and serials since they were issued and awarded before May 2011. Please contact me any questions you may have concerning this issue.

SWAM requirements for non-Virginia libraries

The stipulation for requiring a quote from SWAM vendors is a requirement solely for Virginia state institutions. State institutions in Virginia are required to solicit quotes from SWAM vendors (Small-business, Woman and Minority Owned) if purchasing from a non-contracted vendor. If you are a MALIA member from another state or if you are a Virginia non-state library, you may purchase from any of our contracted vendors and receive their listed discounts. You should follow your regular purchasing procedures adhering to any other regulations that your state or purchasing office requires.

Renewal of contract as opposed to issuing new RFP

I have been in contact with Susan Fauver at the Library of Virginia regarding using the renewal option listed in our contracts. She suggests, and I agree, that we use the renewal option for the supplies and serials contracts if you are pleased with the pricing and services the vendors are providing. The RFP process is costly and time consuming, so if the contract is working for the majority of our members, there would be no need to start over again two years earlier than required. To resolve any issues with requiring the SCC #, we will ask for it when we send the renewal notice out to the vendors. Both Malia and the vendor have to agree to the renewal. The request for renewal letters to the vendors are sent 90 days before contract expiration, so if the vendors do not agree to the renewal, we would have time to conduct an RFP and establish a new contract.

The vendor evaluation survey which will be sent out early in 2014 will give more definite results for the level of satisfaction of the pricing and services as they are currently provided.