



# LIBRARY OF VIRGINIA

Sandra Gioia Treadway  
Librarian of Virginia

## STANDARD CONTRACT LVA-MAT-22-007

This Contract entered by World Book, Inc., 180 N LaSalle St #900, Chicago, IL 60601 hereinafter called the "Contractor" and Commonwealth of Virginia (Commonwealth) through the Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219 on behalf of Mid-Atlantic Library Alliance, Inc. hereinafter called the "Library or LVA" and "MALiA".

**WITNESSETH** that the Contractor and the Library, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF CONTRACT:** The Contractor shall provide goods/services to the Purchasing Agency as set forth in the Contract Documents.

**PERIOD OF PERFORMANCE:** July 1, 2022 through June 30, 2025 with two one-year optional renewals.

The contract documents shall consist of the following and will be incorporated herein:

1. This signed form,
2. The following portions of the Request for Proposals dated February 1, 2022, and
  - a. The Statement of Needs
  - b. The General Terms and Conditions
  - c. The Special Terms and Conditions
  - d. Attachment B
  - e. Attachment C
  - f. Addendum #1
3. The Contractor's Proposal dated March 2, 2022 and negotiation points dated April 6, 2022.

**STATUS OF PERSONNEL:** MALiA has been designated as the Library administrator for this Agreement.

**IN WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:		LIBRARY	
Signature:		Signature:	
Title:	V.P. FINANCE, WORLD BOOK INC.	Title:	Deputy, FAS
Date:	4-12-22	Date:	4/13/22

**Note:** This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment.

800 East Broad Street  
Richmond, Virginia 23219

[www.lva.virginia.gov](http://www.lva.virginia.gov)

804.692.3500 phone  
804.692.3976 tty



Sconzo, Nancy &lt;nancy.sconzo@lva.virginia.gov&gt;

---

**RE: (EXTERNAL) RFP: LVA-MAT-22-007**1 message

---

**wbbids** <bids@worldbook.com>

Wed, Apr 6, 2022 at 11:00 PM

To: "Sconzo, Nancy" &lt;nancy.sconzo@lva.virginia.gov&gt;

Cc: Jeff Williamson &lt;jeff.williamson@worldbook.com&gt;, Dennis McQuillan &lt;Dennis.McQuillan@worldbook.com&gt;, Sarah Nienaber &lt;sarah.nienaber@worldbook.com&gt;

Dear Ms. Sconzo,

World Book appreciates the panel's consideration of our RFP's response. Below, please find our answers and/or counteroffers to the negotiation/clarification points.

**Library of Virginia:** Attachment B – III. Invoices and Payment - Page 28, question 9 – Please indicate that you will not impose a penalty for late payment of an invoice. Remove remarks as the State of Virginia is not allowed to pay for products prior to delivery.

**World Book:** World Book agrees to make this change.

**Library of Virginia:** Attachment B – III. Invoices and Payment – page 28 - Panel is requesting that question # 7 be removed from proposal. Addendum # 1 – Panel is requesting that you remove answer to # 7 and correct "To Read # 7" and remove prepayment information – State is not allowed to prepay.

**World Book:** World Book agrees to make this change.

**Library of Virginia:** Attachment B – IV. Overall Cost Consideration - Page 29, question 2 – Panel would like no-charge shelf-ready processing on orders over \$1000 (instead of \$2750)

**World Book:** World Book proposes to lower the minimum cost of an order for no-charge shelf-ready processing to \$1500. In other words, no-charge shelf-ready processing would be available for orders over \$1500.

**Library of Virginia:** Attachment C – Page 34, question 2 – Panel would like to change MARC Record Standard and Custom to .50 per record instead of \$17 per order.

**World Book:** World Book agrees to make this change.

**Library of Virginia:** Attachment C – Page 29, question 2 and Page 34, question 2 each say .35 for Bar Code Label and Spine Label, and Page 35 indicates that Bar code label and Spine Label are free of charge. Please clarify if the cost is .35 or N/A, and fix sections accordingly.

**World Book:** The cost for unattached bar code labels and unattached spine code labels can be found in the cataloging forms attached to the bid, and I have also attached them here for your reference. World Book agrees to fix the sections accordingly.

**Library of Virginia:** Attachment C – Page 35 – Comment for Spine label says “no price for barcode label” - please fix to read spine label.

**World Book:** World Book amends the initial response regarding spine labels and barcode labels, as their prices are dependent on whether they are delivered unattached or placed on the books. Please refer to the cataloging forms included with this response for details.

**Library of Virginia:** Attachment C - Page 35, question 3: Panel would like a reduction of order amounts listed by \$5,000 (e.g. 5% discount for orders under \$5,000, 10% discount for orders between \$5,000 and \$9,999, etc.)

**World Book:** World Book cannot accommodate this request.

**Library of Virginia:** Attachment C - Page 36, question 2 – Provide MARC records (standard and custom) free of charge for e-books; Fix or remove comments URL (not found when panel tried to access it).

**World Book:** MARC records are free of charge for e-books. The URL is under repair, we apologize for the inconvenience.

**Library of Virginia:** Page 30, question 1 (Customer Service) is customer service available Monday – Friday the same as Live support?

**World Book:** Customer service is available Monday through Friday, 8am to 5pm CST.

Please let us know if you have any questions or concerns. We look forward to hearing from you.

Sincerely,

**Beatriz Reiner** | Bids & Proposals Coordinator

☎ (786) 254-1664

✉ [beatriz.reiner@worldbook.com](mailto:beatriz.reiner@worldbook.com)



180 N. LaSalle St., Suite 900

Chicago, IL 60601

---

**From:** Sconzo, Nancy <nancy.sconzo@lva.virginia.gov>  
**Sent:** Monday, April 4, 2022 7:23 AM  
**To:** wbbids <bids@worldbook.com>  
**Subject:** (EXTERNAL) RFP: LVA-MAT-22-007

Good Morning,

The purpose of this email is to negotiate a possible contract between the LVA/MALiA and your company World Books.

LVA/MALiA has several negotiation/clarification points we would like to discuss. Please note that this is **not** an offer of award and these negotiation points have been selected by the panel.

Attachment B – III. Invoices and Payment - Page 28, question 9 – Please indicate that you will not impose a penalty for late payment of an invoice. Remove remarks as the State of Virginia is **not** allowed to pay for products prior to delivery.

Attachment B – III. Invoices and Payment – page 28 - Panel is requesting that question # 7 be removed from proposal. Addendum # 1 – Panel is requesting that you remove answer to # 7 and correct “To Read # 7” and remove prepayment information – State is not allowed to prepay.

Attachment B – IV. Overall Cost Consideration - Page 29, question 2 – Panel would like no-charge shelf-ready processing on orders over \$1000 (instead of \$2750)

Attachment C - Page 34, question 2 – Panel would like to change MARC Record Standard and Custom to .50 per record instead of \$17 per order.

Attachment C – Page 29, question 2 and Page 34, question 2 each say .35 for Bar Code Label and Spine Label, and Page 35 indicates that Bar code label and Spine Label are free of charge. Please clarify if the cost is .35 or N/A, and fix sections accordingly.

Attachment C – Page 35 – Comment for Spine label says “no price for barcode label” - please fix to read spine label.

Attachment C - Page 35, question 3: Panel would like a reduction of order amounts listed by \$5,000 (e.g. 5% discount for orders under \$5,000, 10% discount for orders between \$5,000 and \$9,999, etc.)

Attachment C - Page 36, question 2 – Provide MARC records (standard and custom) free of charge for e-books; Fix or remove comments URL (not found when panel tried to access it).

Page 30, question 1 (Customer Service) is customer service available Monday – Friday the same as Live support?

Please remember this process is **confidential** and we ask that you not share this information. We are requesting that you have your response returned by **9:00 a.m. on Thursday, April 7, 2022.**

Thank you.

Nancy Sconzo, VCO, VCA

Contract and Procurement Manager

Library of Virginia

804-692-3710

[800 East Broad Street](#)

[Richmond, VA 23219](#)

[Nancy.Sconzo@lva.virginia.gov](mailto:Nancy.Sconzo@lva.virginia.gov)

---

**2 attachments**



**Shelf Ready Cataloging Order Form (2020-21).pdf**  
2681K



**Cataloging Order Form (2020-21).pdf**  
775K



REQUEST FOR PROPOSAL (RFP)

Issue Date: February 1, 2022 RFP# LVA-MAT-22-007

Title: Library Books, Music, and Video

Commodity Code: 71510 – Books, Curriculum Guides, Directories, Magazines, Pamphlets, Periodicals, Publications, Reprints, etc.  
71512 – Books, Reference (incl. CD versions) Dictionaries, Encyclopedias, etc.  
71535 – Electronic Publications: Directories, Dictionaries, Encyclopedia, etc.  
71505 – Audio Cassettes, Tapes and Compact Disks (prerecorded)  
71590 – Video Cassettes, Disks, Tapes, etc. (For Computer and TV, Prerecorded)

Issuing Agency: Library of Virginia, on behalf of  
Mid-Atlantic Library Alliance, Inc. (MALiA)  
Purchasing Department  
800 East Broad Street  
Richmond, VA 23219

Period of Contract: July 1, 2022 through June 30, 2025 with two-one year optional renewals

Submission of Electronic Proposals via the eVA Website will be received until **March 3, 2022 at 2:00 p.m. EST** For Furnishing The Goods Described Herein.


All Inquiries For Information Should Be Directed To: Nancy Sconzo [nancy.sconzo@lva.virginia.gov](mailto:nancy.sconzo@lva.virginia.gov). **No questions will be answered by phone or verbally. No questions will be accepted after 5:00 p.m. on February 15, 2022.**

In compliance with this Request for Proposals and to all the conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

DSBSD-certified Small Business No. \_\_\_\_\_

Name And Address Of Firm:

World Book, Inc  
180 N LaSalle Blvd #900  
Chicago, IL  
Zip Code: 60601

Date: 03/02/2022  
By:   
(Signature In Ink)  
Name: Donald D. Keller

eVA Vendor ID or DUNS #: 005130745  
Fax Number: ( ) 888 922-3766  
E-mail Address: bids@worldbook.com

(Please Print)  
Title: Vice President, Finance  
Telephone Number: ( ) 800 975-3250

**NOTE:** This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

## ATTACHMENT A

### OFFEROR DATA SHEET - MUST BE FILLED OUT

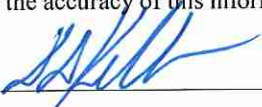
Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive. (In the case of a two-step IFB, it may cause the proposal portion to be determined to be not acceptable.)

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.
2. Vendor's Primary Contact:  
Name: Dennis McQuillan Phone: (215) 378-1721
3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:  
105 Years        Months
4. Vendor Information: eVA Vendor ID or DUNS Number: 005130745

Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is serving, has serviced, or has provided similar good. Include the length of service and the name, address and telephone number of the point of contact.

- A. Company: East Baton Rouge Public Library Contact: Tara Dearing  
Email: tdearing@ebrpl.com  
Project: Encyclopedias and Supplemental Print  
Dates of Service: 2020 - 2021 \$ Value: proprietary
- B. Company: Palm Beach County Library System Contact: Melissa Sattler  
Email: sattlerm@pcblibrary.org  
Project: Encyclopedias and Supplemental Print  
Dates of Service: 2020 - 2021 \$ Value: proprietary
- C. Company: New York Public Library Contact: Stephanie Anderson  
Email: stephanieanderson@bookops.org  
Project: Encyclopedias and Supplemental Print  
Dates of Service: 2020 - 2021 \$ Value: proprietary
- D. Company: Fairfax County Public Library Contact: Bethany Richardson  
Email: Bethany.Richardson@fairfaxcounty.gov  
Project: Encyclopedias and Supplemental Print  
Dates of Service: 2020 - 2021 \$ Value: proprietary

I certify the accuracy of this information.

Signed:  Title: Vice President, Finance

Date: 03/02/2022

## ATTACHMENT B

### Service Requirements Deemed Important in Consideration of Contractor Selection

Offerors shall return a completed copy of this attachment with their proposals, fully addressing each requirement/question. Additional documents may be attached only if necessary.

#### I. COMPANY DATA

1. Describe the vendor's related work experiences that would demonstrate ability to fulfill the contract. Include the extent to which the vendor is actively engaged in supplying materials to libraries of the type listed in this RFP.

*World Book, Inc. is a leading educational and reference publisher, providing exceptional resources for the library and classroom in print, online, and e-book formats. We are an approved consortium vendor in multiple states across the country (list provided upon request).*

2. What is the vendor's total staff size and where are they located?

*Number of employees: 85  
Address: 180 N LaSalle Blvd #900, Chicago, IL 60601  
(However, some employees work remotely, including outside of Illinois.)*

3. What is the approximate number of libraries the vendor serves in each of the following categories?

Public 6733    Academic 35    School 5654    Special 33

4. Describe the vendor's financial stability, available equipment, and other resources that will ensure the delivery of acceptable services to MALiA.

*World Book, Inc. is a wholly owned subsidiary of World Book/Scott Fetzer Company of Westlake, Ohio. World Book/Scott Fetzer's ultimate parent is Berkshire Hathaway Inc., of Omaha, Nebraska. World Book is a long-standing and profitable publishing company established in 1916. Berkshire Hathaway purchased Scott Fetzer (and World Book) in 1986. World Book utilizes multiple warehouses to store print products, thus ensuring delivery in two weeks or less. We also have dedicated IT, Customer Service, and Training Departments to facilitate the onboarding of any digital resources.*

5. What categories of materials will the vendor supply? (check all that apply):

☒ Books: Print  
☒ Books: Electronic  
☐ Books: Audio  
☐ Music  
☐ Video

6. If vendor will be supplying **Print Books**:

- a. Approximate number of print book publishers/distributors the vendor can supply: 687
- b. Approximate number of print book titles the vendor currently supplies: 687
- c. Types of print books the vendor can supply (check all that apply):  
☐ Fiction



☒ Nonfiction  
☐ Current/Popular  
☒ Reference  
☐ Large Print  
☒ Non-English Language  
☐ Graphic Novels  
☐ Other: \_\_\_\_\_

d. Types of audience the vendor can supply (check all that apply):

☒ Children  
☒ Young Adult  
☐ Adult

e. Provide evidence that demonstrates that the vendor maintains sufficient inventory to supply up to 5 copies of most titles without backordering.

*World Book utilized multiple warehouses to store our print products and ensure adequate inventory to meet our customers' needs.*

f. Describe print book acquisition options the vendor offers (e.g. firm order, standing order/continuations, demand-driven, approval plans, leasing, etc.).

*World Book's print products are purchased to own, we do not lease.*

g. Describe any other print book value-added/enhanced services the vendor will offer.

*The assigned Sales Representative can help with ordering and product knowledge and recommendations. Besides, our general customer service line is always available at 800-975-3250.*

7. If vendor will be supplying **Electronic Books**:

a. Approximate number of e-book publishers/distributors the vendor can supply: 3643

b. Approximate number of e-book titles the vendor currently supplies: 3643

c. Types of e-books you can supply (check all that apply):

☐ Fiction  
☒ Nonfiction  
☐ Current/Popular  
☒ Reference

☒ Non-English Language  
☐ Graphic Novels  
☐ University Press  
☐ Other: \_\_\_\_\_

d. Types of audience the vendor can supply (check all that apply):

☒ Children  
☒ Young Adult  
☐ Adult

e. What e-book file formats can the vendor supply? (check all that apply):

☒ EPUB  
☐ PDF  
☐ Other: \_\_\_\_\_

f. Do vendor e-books require specific software or e-readers?

☐ Yes  
☒ No

If Yes, describe:

g. Do vendor e-books have accessibility features that enable them to be read as audio, Braille, or large print by library patrons with sight disabilities?

☒ Yes  
☐ No

If Yes, describe:

*Please find a Voluntary Product Accessibility Template for our eBooks here:  
<https://www.worldbookonline.com/training/free-resources/free-resources-vpats.html>*

h. Describe any license, download, print, or other e-book usage/access restrictions that apply. Specify the limit on the number of users that can access an e-book at the same time, if applicable, and the authentication methods available to restrict access to library patrons.

*World Book, Inc. agrees to allow interlocal sharing of a resulting contract for our print products only. Because pricing on our digital products varies, based on a number of factors including, but not limited to, product package, enrollment, and number of subscribing institutions, we expressly prohibit our digital products from interlocal purchasing agreements.*

i. Are copies of vendor e-books maintained on a dark archive that can be accessed if the hosting

platform ceases to exist?

☐ Yes

☒ No

If No, describe how a library will access its purchased e-books if the platform ceases.

*World Book's eBooks are delivered as part of an annual subscription. If the subscription expired, access to the platform also expires.*

- j. Describe e-book acquisition options the vendor offers (e.g. firm order, standing order/continuations, demand-driven, approval plans, leasing, etc.):

*World Book's digital content is owned on an annual subscription basis.*

- k. Describe any other e-book value-added/enhanced services the vendor will offer:

*The assigned Sales Representative can help with ordering and product knowledge and recommendations, and our general customer service line is always available at 800-975-3250. Besides, World Book offers free training on how to use our digital content.*

8. If vendor will be supplying **Audiobooks**:

- a. Approximate number of audiobook publishers/distributors the vendor can supply:

- b. Approximate number of audiobook titles the vendor currently supplies:

- c. Types of audiobooks the vendor can supply (check all that apply):

☐ CD

☐ Downloadable audio

☐ Streaming audio

☐ Fiction

☐ Nonfiction

☐ Current/Popular

☐ Non-English Language

☐ Other: \_\_\_\_\_

- d. Types of audience the vendor can supply (check all that apply):

☐ Children

☐ Young Adult

☐ Adult

- e. What audiobook file formats can the vendor supply? (check all that apply):

☐ MP3

☐ Other: \_\_\_\_\_

f. Do vendor audiobooks require specific software or listening devices?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If Yes, describe:

g. Describe any license, download, or other digital audiobook usage/access restrictions that apply. Specify the limit on the number of users that can access a digital/streaming audiobook at the same time, if applicable, and the authentication methods available to restrict access to library patrons.

h. Are copies of vendor digital audiobooks maintained on a dark archive that can be accessed if the hosting platform ceases to exist?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If No, describe how a library will access its purchased digital audiobooks if the platform ceases.

i. Describe audiobook acquisition options the vendor offers (e.g. firm order, standing order/continuations, demand-driven, approval plans, leasing, etc.):

j. Describe any other audiobook value-added/enhanced services the vendor will offer:

9. If vendor will be supplying **Music**:

a. Approximate number of music publishers/distributors the vendor can supply:

b. Approximate number of music titles the vendor currently supplies:

c. Types of music materials the vendor can supply (check all that apply):

\_\_\_\_\_ CD

\_\_\_\_\_ Downloadable music

\_\_\_\_\_ Streaming music

\_\_\_\_\_ Print music (e.g. scores, sheet music)

☐ Current/Popular  
☐ Classical  
☐ International  
☐ Other: \_\_\_\_\_

d. Types of audience the vendor can supply (check all that apply):

☐ Children  
☐ Young Adult  
☐ Adult

e. What digital music file formats can the vendor supply (check all that apply)?

☐ MP3  
☐ Other: \_\_\_\_\_

f. Does the vendor's digital music require specific software or listening devices?

☐ Yes  
☐ No

If Yes, describe:

g. Describe any license, download, or other digital music usage/access restrictions that apply. Specify the limit on the number of users that can access a digital/streaming music title at the same time, if applicable, and the authentication methods available to restrict access to library patrons.

h. Are copies of vendor digital music files maintained on a dark archive that can be accessed if the hosting platform ceases to exist?

☐ Yes  
☐ No

If No, describe how a library will access its purchased digital music if the platform ceases.

i. Describe music acquisition options the vendor offers (e.g. firm order, standing order/continuations, demand-driven, approval plans, leasing, etc.):

j. Describe any other music value-added/enhanced services the vendor will offer:

10. If vendor will be supplying **Video**:

a. Approximate number of video publishers/distributors the vendor can supply:

b. Approximate number of video titles the vendor currently supplies:

c. Types of video materials the vendor can supply (check all that apply):

☐ DVD

☐ Blu-ray

☐ Streaming video

☐ Feature/Entertainment

☐ Educational/Instruction

☐ TV Shows

☐ Animated

☐ Foreign

☐ Video Games: Platforms supported: \_\_\_\_\_

☐ Other: \_\_\_\_\_

d. Types of audience the vendor can supply (check all that apply):

☐ Children

☐ Young Adult

☐ Adult

e. Do your video materials have accessibility features such as captioning for library patrons with disabilities?

☐ Yes

☐ No

If Yes, describe:

f. Describe any license, download, or other digital video usage/access restrictions that apply.

Specify the limit on the number of users that can access a digital/streaming video title at the same time, if applicable, and the authentication methods available to restrict access to library patrons.

g. Are copies vendor digital video files maintained on a dark archive that can be accessed if the



hosting platform ceases to exist?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If No, describe how a library will access its purchased digital video if the platform ceases.

h. Describe video acquisition options the vendor offers (e.g. firm order, standing order/continuations, demand-driven, approval plans, leasing, etc.):

i. Describe any other video value-added/enhanced services the vendor will offer:

11. What distinguishes the vendor from other vendors of its kind? Specify whether you are a sole-source provider of any material offered.

12. Are there other aspects of company data the vendor would like to comment on that have not been covered in this section?

## **II. ORDERS AND FULFILLMENT**

1. Describe the methods available to member libraries for placing and tracking orders.

*1. Libraries can contact the World Book representative assigned to their account. If they do not know their World Book representative already, they can reach out to [bids@worldbook.com](mailto:bids@worldbook.com) and ask.*

*2. They can contact World Book through email: [slhelp@worldbook.com](mailto:slhelp@worldbook.com).*

*3. They can contact World Book through mail: 180 N LaSalle Blvd #900, Chicago, IL 60601.*

*4. They can contact World Book through phone or fax: 800-975-3250 (phone), 888-922-3766 (fax).*

2. What process will MALiA libraries follow to receive the vendor's discount rate(s), and when will the discount rate(s) be applied?

*All catalog prices reflect a varying discount from list price and include shipping and handling. Reflected discounts from retail vary from 3-12%.*

3. Vendor shall process and confirm new orders within 10 days of order receipt.

☒ Yes  
☐ No

Remarks:

4. What is your average order fulfillment time?

*99% of orders filled complete within 7-10 business days.*

5. If unable to supply a title, vendor shall notify MALiA libraries within thirty (30) days and provide the reason for nonfulfillment.

☒ Yes  
☐ No

Remarks:

6. Describe the vendor's order cancellation policy, including any restrictions that apply.

*Items on back order can be cancelled at any time. However, after shipment, please notify World Book within 15 days of receipt if you wish to return the item. UPS return labels will be sent to the customer who then contacts UPS for pickup. World Book will either issue a credit towards the next purchase or issue a refund.*

7. 99% of materials supplied shall be the correct title, edition, and number of copies.

☒ Yes  
☐ No

Remarks:

8. Multiple copies of a physical item shall be shipped together.

☒ Yes  
☐ No

Remarks:

9. A packing slip shall accompany each physical shipment.

☒ Yes  
☐ No

Remarks:

10. The vendor shall supply multiple accounts for a MALiA library as needed, and ship materials for these accounts separately.

☒ Yes  
☐ No

Remarks:

11. Will the vendor accept rush orders? If Yes, specify how the vendor defines "rush."

☒ Yes  
☐ No

Remarks:

*Our standard shipping is 5-10 days, and if expedited shipping is required, customers can call our Customer Service line at (800) 975-3250.*

12. Which of the following will the vendor accept? Select all that apply, and attach copies of existing policies that include any restrictions or conditions. If there are associated costs or limits on the amount refunded/credited, complete question 7 in section IV Overall Cost Considerations.

☒ Order returns  
☐ Order exchanges  
☒ Order credits

Remarks:

*If the customer is not satisfied, World Book must be contacted within 15 days of receipt. UPS return labels will be sent to the customer who then contacts UPS for pickup. World Book will then issue a credit.*

13. Describe how MALiA libraries will submit claims and find out status.

*There are two options available. Customers can either contact our Customer Service Department at (800) 975-3250, or contact the World Book representative assigned to their account.*

14. Within how many days of receipt will claims be processed by the vendor, and what is the vendor's average turn-around time for resolution?

*In most instances, between 24 and 48 hours.*

15. Does the vendor support online order transfer from the local library's acquisition system? If Yes, specify requirements for MALiA libraries to participate, including any restrictions on the types of materials that can be transferred.

☐ Yes

☒ No

Remarks: *World Book, Inc. agrees to allow interlocal sharing of a resulting contract for our print products only. Because pricing on our digital products varies, based on a number of factors including, but not limited to, product package, enrollment, and number of subscribing institutions, we expressly prohibit our digital products from interlocal purchasing agreements.*

16. Are there other aspects of orders and fulfillment the vendor would like to comment on that have not been covered in this section?

☐ Yes

☒ No

Remarks:

### III. INVOICES AND PAYMENT

1. Within how many days after the vendor receives an order should a MALiA library expect an invoice?

*On average, customers are invoiced within 15 days of order receipt.*

2. Describe the vendor's standard invoicing practices in detail, including whether the vendor invoices partial orders or only when an order is complete.

*Orders invoice when the products ship. If they are shipped at different times or to different locations, libraries might receive multiple invoices for one order.*

3. Describe invoice customizations available to MALiA libraries.

*Libraries can request to add notes to the invoice with whatever data is needed.*

4. Which of the following invoice types does the vendor provide?

☐ Print-only

☐ Electronic-only

☒ Both print and electronic

Remarks:

5. Provide a sample invoice that shows how discounts, credits, and service charges appear. If special invoice codes are used, provide a code translation reference.

6. The vendor is able to separately invoice multiple accounts for a MALiA library.

☒ Yes  
☐ No

Remarks:

7. The vendor is able to accommodate Net 60 payment terms without imposing an extra charge.

☒ Yes  
☐ No

Remarks:

*If a payment is not received within 30 days, it falls on a collection report and we will contact the library for payment. Net 60 requests are handled on an individual basis—our Chief Financial Officer must approve prior to each order acceptance. No additional fees are charged.*

8. Will the vendor provide discounts or credits for early payment of invoices? If Yes, describe and enumerate any early payment percentage schedules.

☐ Yes  
☒ No

Remarks:

9. Will the vendor impose a penalty for late payment of an invoice? If Yes, indicate the time period and the penalty fee/rate.

☐ Yes  
☐ No

Remarks:

*World Book requires payment in full prior to shipment of materials.*

10. Does the vendor accept credit card payment (American Express, VISA, MasterCard) without imposing an extra charge?

☒ Yes  
☐ No

Remarks:

11. Are there other aspects of invoicing/payment the vendor would like to comment on that have not been covered in this section?

☐ Yes  
☒ No

Remarks:

#### IV. OVERALL COST CONSIDERATIONS

1. On Attachment C, "Offeror Discount Pricing Sheet," list the discounts the vendor will provide to MALiA libraries during the contract period.
2. Describe the vendor's service charges, and how they are calculated or vary depending on type of service.  
*World Book, Inc offers no charge shelf ready processing on individual orders over \$2750. Pricing for shelf ready orders under \$2750 is based on the services requested. A list of World Book products and their respective shelf ready price is available when processing service required is determined. Complete processing per book and audio-visual items, including bar codes and spine labels (attached): \$2.00 including MARC records. Bar Codes Only (unattached): \$0.35 excluding MARC records. Spine Labels Only (unattached): \$0.35 excluding MARC records*
3. The vendor shall not charge MALiA libraries for replacement copies of order items found to be defective, damaged, or lost in shipment, provided the loss is reported to the vendor by libraries within the publishers' designated time frame.

☒ Yes

☐ No

Remarks:

4. If the publisher is unable to provide a replacement copy of an item found to be defective, damaged, or lost in shipment, the vendor shall seek to obtain a credit on behalf of the library.

☒ Yes

☐ No

Remarks:

5. The vendor shall cover the cost of returning defective or damaged physical items, and arrange for pick-up.

☒ Yes

☐ No

Remarks:

6. Will the vendor provide free shipping/handling for physical materials? If No, describe exceptions (e.g. rush orders) and how shipping charges will be calculated.



☒ Yes  
☐ No

Remarks:

*All catalog prices include shipping and handling.*

7. For order returns, exchanges, or credits, what extra charges or limits on the amount refunded/credited will be applied, if any?

*N/A*

8. Describe the vendor's credit practices in detail, including under what circumstances the vendor will provide credits to MALiA libraries.

*Items on back order can be cancelled at any time. However, after shipment, please notify World Book within 15 days of receipt if you wish to return the item. UPS return labels will be sent to the customer who then contacts UPS for pickup. World Book will either issue a credit towards the next purchase or issue a refund.*

9. Specify any one-time or recurring charges for electronic/digital hosting, access, setup, or ongoing support.

*Annual subscription for World Book's digital content.*

10. Describe any other one-time or recurring fees the vendor will charge MALiA libraries.

11. Are there other aspects of overall cost considerations the vendor would like to comment on that have not been covered in this section?

☐ Yes  
☒ No

Remarks:

## V. CUSTOMER SERVICE

1. What are the vendor's customer service days and hours of availability? Include time zone.

*Customer Service is reachable at 800-338-8382 or by emailing slhelp@worldbook.com. Live support is available to anyone at no additional cost Monday through Friday, 8 a.m. to 5 p.m. CST, but can be available outside of those hours if given advance notice that their support is needed. General and technical support is handled in English in-house*

2. What is the size of the vendor's customer service staff?

*World Book has 32 employees allocated for support.*

3. Specify the forms of vendor communication available to MALiA libraries. Select all that apply and provide the contact number/address.

☒ Toll-free phone#: 800-975-3250  
☒ Fax#: 888-922-3766  
☒ Email address: slhelp@worldbook.com  
☒ Mail address: 180 N LaSalle Blvd #900, Chicago, IL 60601  
☒ Website address: worldbook.com  
☐ Chat: \_\_\_\_\_

4. The vendor shall respond to inquiries from MALiA libraries within 24 business hours.

☒ Yes  
☐ No

Remarks:

5. Describe any other customer service guarantees the vendor will offer.

*World Book offers training, available at <https://www.worldbookonline.com/training/> and free online live webinars. If interested, libraries can contact their assigned sales representative.*

6. Provide a copy of the vendor's return policy.

*If the customer is not satisfied, World Book must be contacted within 15 days of receipt. UPS return labels will be sent to the customer who then contacts UPS for pickup. World Book will then issue a credit.*

7. How will the vendor notify MALiA libraries about new titles available for purchase?

*For print products, libraries will be notified of any new releases by the World Book representative assigned to their account. Often times those new releases are also announced in a pre-pub format.*

8. What activities will MALiA libraries be able to do on the vendor's website? Select all that apply.

☐ Manage account profile  
☐ View billing/payment activity  
☐ Place and track orders  
☐ Cancel orders  
☐ Request quotes  
☐ Submit claims  
☐ Request/review invoices  
☒ Look up titles  
☒ Look up prices of materials and services  
☐ Report problems/issues  
☒ Run user reports  
☒ Other: Find training materials, marketing materials, product information

9. Describe the standard and customizable fiscal, management, and other reports the vendor will provide to

MALiA libraries. Specify whether the libraries will be able to generate the reports themselves from the vendor's website, or if they will need to request the reports from the vendor. Include costs if applicable.

*World Book can provide purchasing and delivery history upon request at no charge.*

10. The vendor agrees to submit to the MALiA Contract Administrator an annual report of total usage of this agreement according to the following requirements:

- a. At the start of this contract, the vendor will email to [contracts@malialibrary.org](mailto:contracts@malialibrary.org) the contact info of the person who will submit the annual usage report, and notify the same email address if the contact information changes during the contract period.
- b. Row information on the report will include MALiA library name, address, PO #, PO Date, PO Item #, PO Item Description, and PO Item Amount in U.S. dollars.
- c. The report will provide subtotals that show the total amount purchased in U.S. dollars for each MALiA library customer.
- d. The report will show the grand total amount purchased in U.S. dollars across all MALiA library customers.
- e. The report will cover the period from July 1<sup>st</sup> of the preceding year to June 30<sup>th</sup> of the current year.
- f. The vendor will email the report to the MALiA Contract Administrator no later than September 1<sup>st</sup> of the current year.
- g. The MALiA Contract Administrator will share the report with the Library of Virginia procurement officer upon request.

☒ Yes  
☐ No

Remarks:

11. Are there other aspects of customer service the vendor would like to comment on that have not been thoroughly covered in this section?

☐ Yes  
☒ No

Remarks:

## ATTACHMENT C

### OFFEROR DISCOUNT PRICING SHEET

Offerors shall return a completed copy of this attachment with their proposals. If pricing differs by type of library (public, academic, school, special), the offeror shall submit a separate copy of this attachment and specify the type of library for which pricing is proposed.

All discounts quoted will be applied to the publishers' lowest list price in effect at the time of shipment and exclude freight-pass-through pricing.

Participating libraries reserve the right to request supporting documentation (including copies of the publishers' invoices) on discount or service charge decisions of the contractor at any time during the contract period.

**The written statement of the offeror's proposed discount structure must be firm for the entire period of the contract.**

#### I. PRINT BOOKS

1. Specify the print book discount rates the vendor will offer. In Comments, specify discount conditions/restrictions/other, if applicable.

Type	Discount Rate %		Minimum Order Amount, if any, for Discount Rate to Apply	Comments
	1 Copy	2+ Copy		
Trade Hardcover	0%	Please see comments.		World Book offers bulk discounts as explained on page 35 of this RFP.
Trade/Quality Paperback				
Mass Market Paperback				
Prebound				
Publishers' Binding	0%	Please see comments.		World Book offers bulk discounts as explained on page 35 of this RFP.
Special Edition Binding				
Reinforced Binding	0%	Please see comments.		World Book offers bulk discounts as explained on page 35 of this RFP.
Current/Popular				
Reference	0%	Please see comments.		World Book offers bulk discounts as explained on page 35 of this RFP.
Large Print				
Non-English Language	0%	Please see comments.		World Book offers bulk discounts as explained on page 35 of this RFP.
Graphic Novels				
University Press				
Other - List Below:				

2. Specify the print book cataloging/processing pricing the vendor will offer. In Comments, specify pricing conditions/restrictions/other, if applicable.

Type	Discount / Pricing		Minimum Order Amount, if any, for Discount/Pricing to Apply	Comments
	Attached	Unattached		
Catalog Card Package Per Book (pocket, spine label, circulation card, catalog card set)	\$2.10 per book	\$0.95 per book	There's no minimum order amount	No catalog cards
Circulation Card Package Per Book (pocket, spine label, circulation card, no catalog cards)	\$2.10 per book	\$0.95 per book	There's no minimum order amount	
Automation Processing Package Per Book (bar code, spine label, standard MARC record)	\$2.00 per book	Please see comments		Bar codes and spine labels are \$0.35 per book, plus there is a \$17 fee for MARC records
Automation Shelf Ready Standard Package Per Book - (bar code, spine label, standard MARC record, theft detection)	\$2.55 per book	Please see comments		Bar codes, spine labels and theft detection are \$0.70 per book, plus there is a \$17 fee for MARC records
Automation Shelf Ready RFID Package Per Book - (spine label, RFID tag)	N/A	N/A		
MARC Record - Standard	\$17 per order	\$17 per order		
MARC Record - Custom	\$17 per order	\$17 per order		
Date Due Slip	\$0.11 each	\$0.11 each		
Pocket	\$0.11 each	\$0.11 each		
Catalog Card Set	N/A	N/A		
Circulation Card	\$0.06 each	\$0.06 each		
Theft Detection	\$0.55 per book	\$0.35 per book		
RFID Tag	N/A	N/A		
Colibri Cover	N/A	N/A		
Kapco Cover	N/A	N/A		

Type	Discount / Pricing		Minimum Order Amount, if any, for Discount/Pricing to Apply	Comments
	Attached	Unattached		
Mylar - Applied Over Dust Cover	N/A	N/A		
Other Paperback Laminate (Specify thickness)	N/A	N/A		
Bar Code Label	Please see	comments		No price for bar code labels alone, attached automation kit is \$2 per book, and it includes attached barcodes, spine labels and MARC
Custom Label	N/A	N/A		
Spine Label	Please see	comments		No price for bar code labels alone, attached automation kit is \$2 per book, and it includes attached barcodes, spine labels and MARC
Colored Dots	N/A	N/A		
Label Protector	\$0.06 per label	\$0.06 per label		
Property Stamping	N/A	N/A		
Property Label	\$0.13 per label	\$0.13 per label		
Other - List Below (if package, specify components included):				

3. Will the vendor offer print book volume purchasing discounts?

☒ Yes  
☐ No

If Yes, describe: *World Book offers discounts for bulk orders. If the order is under \$10,000, we offer a 5% discount. For orders between \$10,000 and \$14,999, we offer a 10% discount. For orders between \$15,000 and \$19,999, we offer a 15% discount. Finally, for orders of over \$20,000, we offer a 25% discount.*

4. Describe other discounts for print books and/or related services that the vendor will offer in addition to those specified in questions 1 through 3 above.

*World Book's Regional Vice President of Sales, Dennis McQuillan, and an Educational Sales Representative will be available to assist with any support that is needed. In addition to this dedicated team, Customer service is reachable at 800-338-8382 or by emailing slhelp@worldbook.com.*



## II. ELECTRONIC BOOKS

1. Specify the electronic book discount rates the vendor will offer. In Comments, specify discount conditions/restrictions/other, if applicable.

Type	Discount Rate %		Minimum Order Amount, if any, for Discount Rate to Apply	Comments
	1 Copy	2+ Copy		
Fiction	0%	N/A		
Nonfiction	0%	N/A		
Other - List Below:				

2. Specify the electronic book cataloging/processing pricing the vendor will offer. In Comments, specify pricing conditions/restrictions/other, if applicable.

Type	Discount / Pricing		Minimum Order Amount, if any, for Discount/Pricing to Apply	Comments
	Attached	Unattached		
MARC Record - Standard	<i>Please see</i>	<i>comments</i>		<a href="https://www.worldbookonline.com/training/marc/marcrecords.html">https://www.worldbookonline.com/training/marc/marcrecords.html</a>
MARC Record - Custom	<i>Please see</i>	<i>comments</i>		
Other - List Below (if package, specify components included):				

3. Will the vendor offer electronic book volume purchasing discounts?

☐ Yes  
☒ No

If Yes, describe:

4. Describe other discounts for electronic books and/or related services that the vendor will offer in addition to those specified in questions 1 through 3 above.

*World Book understands the importance of training and professional development when introducing a new resource into a library. Included in the listed prices, we will ensure a quick set up and provide outreach and training to all of your members. We can provide varying levels of training, ranging from a brief introductory session lasting 20-30 minutes to more extensive 90-minute programs that focus on incorporating an institution's current initiatives with practical application. To help you make the most of all World Book has to offer, we will provide continued training opportunities at no cost throughout the life of your contract.*

*Training can be scheduled at mutually-agreed-upon dates and times. World Book's Regional Vice President of Sales, Dennis McQuillan, or the assigned Educational Sales Consultant, will work with each library to develop an implementation plan, based on their specific requirements, to ensure project management, services, and sustainability are addressed. They will be assisted by members of our training, customer, and technical support teams.*

### III. AUDIOBOOKS

1. Specify the audiobook discount rates the vendor will offer. In Comments, specify discount conditions/restrictions/other, if applicable.

Type	Discount Rate %		Minimum Order Amount, if any, for Discount Rate to Apply	Comments
	1 Copy	2+ Copy		
Audiobook CD				
Downloadable audio				
Streaming audio				
Fiction				
Nonfiction				
Current/Popular				
Non-English Language				
Other - List Below:				

2. Specify the audiobook cataloging/processing pricing the vendor will offer. In Comments, specify pricing conditions/restrictions/other, if applicable.

Type	Discount / Pricing		Minimum Order Amount, if any, for Discount/Pricing to Apply	Comments
	Attached	Unattached		
Media Processing Package Per Item (removal of shrink wrap and security devices, re-package in standard case, insertion of scanned publisher artwork, label)				
MARC Record - Standard				
MARC Record - Custom				

Type	Discount / Pricing		Minimum Order Amount, if any, for Discount/Pricing to Apply	Comments
	Attached	Unattached		
Date Due Slip				
Pocket				
Catalog Card Set				
Circulation Card				
Theft Detection				
RFID Tag				
Bar Code Label				
Custom Label				
Spine Label				
Label Protector				
Property Stamping				
Property Label				
Other - List Below (if package, specify components included):				

3. Will the vendor offer audiobook volume purchasing discounts?

\_\_\_\_\_ Yes  
 \_\_\_\_\_ No

If Yes, describe:

4. Describe other discounts for audiobooks and/or related services that the vendor will offer in addition to those specified in questions 1 through 3 above.

#### IV. MUSIC

1. Specify the music discount rates the vendor will offer. In Comments, specify discount conditions/restrictions/other, if applicable.

Type	Discount Rate %		Minimum Order Amount, if any, for Discount Rate to Apply	Comments
	1 Copy	2+ Copy		
Music CD				
Downloadable music				
Streaming music				
Print music (e.g. scores, sheet music)				
Current/Popular				
Classical				
International				
Other - List Below:				

2. Specify the music cataloging/processing pricing the vendor will offer. In Comments, specify pricing conditions/restrictions/other, if applicable.

Type	Discount / Pricing		Minimum Order Amount, if any, for Discount/Pricing to Apply	Comments
	Attached	Unattached		
Media Processing Package Per Item (removal of shrink wrap and security devices, re-package in standard case, insertion of scanned publisher artwork, label)				
MARC Record - Standard				
MARC Record - Custom				

Type	Discount / Pricing		Minimum Order Amount, if any, for Discount/Pricing to Apply	Comments
	Attached	Unattached		
Date Due Slip				
Pocket				
Catalog Card Set				
Circulation Card				
Theft Detection				
RFID Tag				
Bar Code Label				
Custom Label				
Spine Label				
Label Protector				
Property Stamping				
Property Label				
Other - List Below (if package, specify components included):				

3. Will the vendor offer music volume purchasing discounts?

\_\_\_\_\_ Yes  
 \_\_\_\_\_ No

If Yes, describe:

4. Describe other discounts for music and/or related services that the vendor will offer in addition to those specified in questions 1 through 3 above.

## V. VIDEO

1. Specify the video discount rates the vendor will offer. In Comments, specify discount



conditions/restrictions/other, if applicable.

Type	Discount Rate %		Minimum Order Amount, if any, for Discount Rate to Apply	Comments
	1 Copy	2+ Copy		
DVD				
Blu-ray				
Streaming video				
Feature/Entertainment				
Educational/Instruction				
TV Shows				
Animated				
Foreign				
Video games				
Other - List Below:				

2. Specify the video cataloging/processing pricing the vendor will offer. In Comments, specify pricing conditions/restrictions/other, if applicable.

Type	Discount / Pricing		Minimum Order Amount, if any, for Discount/Pricing to Apply	Comments
	Attached	Unattached		
Media Processing Package Per Item (removal of shrink wrap and security devices, re-package in standard case, insertion of scanned publisher artwork, label)				
MARC Record - Standard				
MARC Record - Custom				

Type	Discount / Pricing	Minimum Order Amount, if any, for	Comments
------	--------------------	-----------------------------------	----------

	Attached	Unattached	Discount/Pricing to Apply	
Date Due Slip				
Pocket				
Catalog Card Set				
Circulation Card				
Theft Detection				
RFID Tag				
Bar Code Label				
Custom Label				
Spine Label				
Label Protector				
Property Stamping				
Property Label				
Other - List Below (if package, specify components included):				

3. Will the vendor offer video volume purchasing discounts?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If Yes, describe:

4. Describe other discounts for video and/or related services that the vendor will offer in addition to those specified in questions 1 through 3 above.

## ATTACHMENT D

### MALIA MEMBER LIBRARIES AS OF JANUARY 1, 2022

<u>Library Name</u>	<u>Member #</u>	<u>City, State</u>
Albemarle Regional Library	1129	Winton, NC
Alexander County Library	1103	Taylorsville, NC
Alleghany Highlands Regional Library	1197	Covington, VA
Amherst County Public Library	1001	Amherst, VA
Anne Arundel County Public Library	1293	Annapolis, MD
Appalachian Regional Library	1252	West Jefferson, NC
Appomattox Regional Library System	1002	Hopewell, VA
Arlington Public Library	1288	Arlington, VA
Augusta County Public Library	1089	Fishersville, VA
Bell County Public Library District	1319	Middlesboro, KY
Benton County Library	1220	Camden, TN
BHM Regional Library	1258	Washington, NC
Bishop Denis J. O'Connell High School	1329	Arlington, VA
Blackwater Regional Library	1004	Courtland, VA
Bland County Public Library	1297	Bland, VA
Blue Ridge Community College	1006	Weyers Cave, VA
Blue Ridge Regional Library	1007	Martinsville, VA
Boone County Public Library	1263	Burlington, KY
Botetourt County Public Library	1009	Roanoke, VA
Boynton Beach City Library	1265	Boynton Beach, FL
Bracken County Public Library	1289	Brooksville, KY
Braswell Memorial Library	1155	Rocky Mount, NC
Brevard College, J.A Jones Library	1116	Brevard, NC
Bridgewater College/Alexander Mack Mem. Library	1085	Bridgewater, VA
Bristol Public Library	1010	Bristol, VA
Buchanan County Public Library	1011	Grundy, VA
Cabarrus County Public Library	1167	Concord, NC
Cabell County Public Library	1311	Huntington, WV
Campbell County Public Library	1012	Rustburg, VA
Cape Fear Community College/Learning Resource	1188	Wilmington, NC
Caroline County Library	1112	Bowling Green, VA
Carroll County Public Schools	1015	Hillsville, VA
Carteret County Public Library System	1326	Beaufort, NC
Caswell County/Gunn Memorial Public Library	1200	Yanceyville, NC
Central Virginia Community College	1094	Lynchburg, VA
Central Virginia Regional Library	1314	Farmville, VA
Chapel Hill Public Library	1141	Chapel Hill, NC
Charles W. Gibson Library	1328	Buckhannon, WV

Charlotte Mecklenburg Library	1130	Charlotte, NC
Chatham County Public Library System	1271	Pittsboro, NC
Chesterfield County Public Library	1084	Chesterfield, VA
Chesterfield County Public Schools	1189	Midlothian, VA
Christopher Newport University/Tribble Library	1213	Newport News, VA
City of Parkland Library	1295	Parkland, FL
Clarksville-Montgomery County Public Library	1241	Clarksville, TN
Clearwater Public Library System	1303	Clearwater, FL
Cleveland County Memorial Library	1123	Shelby, NC
Clifton Forge Public Library	1145	Clifton Forge, VA
Colonial Heights Public Library	1017	Colonial Heights, VA
Craft Memorial Library	1190	Bluefield, WV
Craig County Public Library	1115	New Castle, VA
Craven-Pamlico Regional Library	1327	New Bern, NC
Culpeper County Library	1114	Culpeper, VA
Cumberland County Public Library	1111	Cumberland, VA
Cynthiana-Harrison County Public Library	1240	Cynthiana, KY
Danville Community College	1019	Danville, VA
Davidson County Public Library	1152	Lexington, NC
Davie County Public Library	1212	Mocksville, NC
Doddridge County Public Library	1320	West Union, WV
Duplin County Library	1139	Kenansville, NC
Durham Technical Community College	1191	Durham, NC
East Albemarle Regional Library System	1186	Elizabeth City, NC
Eastern Shore Public Library	1022	Parksley, VA
ECPI University	1268	Virginia Beach, VA
Emory & Henry College/Kelly Library	1023	Emory, VA
Essex Public Library	1113	Tappahannock, VA
Fairfax County Public Schools	1328	Fairfax, VA
Fauquier County Public Library	1024	Warrenton, VA
Fauquier County Public Schools	1185	Warrenton, VA
Ferrum College/Stamley Library	1025	Ferrum, VA
Floyd County Public Library	1238	Prestonsburg, KY
Fontana Regional Library	1173	Bryson City, NC
Forsyth County Public Library	1306	Winston Salem, NC
Franklin County Library	1171	Louisburg, NC
Franklin County Public Library	1026	Rocky Mount, VA
Galax-Carroll Regional Library	1027	Galax, VA
Garrard County Public Library	1250	Lancaster, KY
Gassaway Public Library	1317	Gassaway, WV
Gaston County Public Library	1147	Gastonia, NC
Germanna Community College	1118	Fredericksburg, VA
Gibsonville Public Library	1255	Gibsonville, NC
Gloucester County Library	1087	Gloucester, VA
Graves County Public Library	1233	Mayfield, KY

Greensboro Public Library	1143	Greensboro, NC
Greenup County Public Library	1285	Greenup, KY
Halifax County South Boston Public Library System	1028	Halifax, VA
Hampshire County Public Library	1243	Romney, WV
Hampton Public Library	1092	Hampton, VA
Handley Regional Library	1099	Winchester, VA
Hanover County Public Schools	1136	Ashland, VA
Hardin County Public Library	1279	Elizabethtown, KY
Hardy County Public Library	1196	Moorefield, WV
Haywood County Public Library	1170	Waynesville, NC
Heartland Library Cooperative	1264	Sebring, FL
Henderson County Public Library	1153	Hendersonville, NC
Henrico County Public Library	1018	Henrico, VA
Henrico County Public Schools	1135	Henrico, VA
Heritage Public Library	1029	New Kent, VA
Hickory Public Library	1256	Hickory, NC
Hocutt-Ellington Memorial Library	1214	Clayton, NC
J. Sargeant Reynolds Community College	1030	Richmond, VA
James L. Hamner Public Library/Amelia County	1083	Amelia Court House, VA
Jefferson-Madison Regional Library	1031	Charlottesville, VA
Jessamine County Public Library	1210	Nicholasville, KY
John Tyler Community College Library	1032	Chester, VA
Johnson City Public Library	1033	Johnson City, TN
Kanawha County Public Library	1236	Charleston, WV
Kenton County Public Library	1325	Erlanger, KY
Lancaster Community Library	1035	Kilmarnock, VA
Library of Virginia	1134	Richmond, VA
Lighthouse Point Library	1313	Lighthouse Point, FL
Lincoln County Public Library	1128	Lincolnton, NC
Logan County Public Library	1232	Russellville, KY
Lonesome Pine Regional Library	1036	Wise, VA
Lord Fairfax Community College/Paul Wolk Library	1037	Middletown, VA
Lynchburg Public Library	1038	Lynchburg, VA
Maitland Public Library	1290	Maitland, FL
Marion County Public Library	1281	Fairmont, WV
Martinsburg-Berkeley County Public Library	1175	Martinsburg, WV
Mary Riley Styles Public Library	1039	Falls Church, VA
Mary Wood Weldon Memorial Library	1277	Glasgow, KY
Mason County Public Library	1211	Point Pleasant, WV
Mauney Memorial Library	1133	Kings Mountain, NC
McCracken County Public Library	1296	Paducah, KY
McDowell County Public Library	1146	Marion, NC
Mecklenburg County Public Library	1126	Boydton, VA
Meherrin Regional Library	1040	Lawrenceville, VA
Montgomery County Public Library	1235	Mount Sterling, KY

Montgomery-Floyd Regional Library	1041	Christiansburg, VA
Mooneyham Public Library	1174	Forest City, NC
Morgantown Public Library	1208	Morgantown, WV
Mountain Empire Community College/Wampler Library	1042	Big Stone Gap, VA
Nassau County Public Library System	1315	Fernandina Beach, FL
New Hanover County Public Library	1216	Wilmington, NC
New Martinsville Public Library	1205	New Martinsville, WV
New River Community College	1091	Dublin, VA
Newport News Public Library System	1044	Newport News, VA
Norfolk Academy	1302	Norfolk, VA
Norfolk Public Library	1045	Norfolk, VA
Norfolk State University, Lyman Beecher Brooks Library	1249	Norfolk, VA
Norris Public Library	1247	Rutherfordton, NC
Northern Virginia Community College	1132	Annandale, VA
Northumberland Public Library	1047	Heathsville, VA
Northwestern Regional Library	1165	Elkin, NC
Oldham County Public Library	1304	La Grange, KY
Oneonta Public Library	1301	Oneonta, AL
Orange County Public Library	1117	Orange, VA
Pamunkey Regional Library	1048	Hanover, VA
Paris-Bourbon County Library	1274	Paris, KY
Patrick Henry Community College/Lester Library	1049	Martinsville, VA
Paul Sawyer Public Library	1266	Frankfort, KY
Pearisburg Public Library	1050	Pearisburg, VA
Pender County Public Library	1138	Burgaw, NC
Pendleton County Public Library	1183	Franklin, WV
Perry Memorial Library	1223	Henderson, NC
Petersburg Public Library System	1051	Petersburg, VA
Piedmont Virginia Community College	1102	Charlottesville, VA
Pittsylvania County Public Library	1052	Chatham, VA
Polk County Library Cooperative	1267	Bartow, FL
Polk County Public Library	1184	Columbus, NC
Poquoson Public Library	1053	Poquoson, VA
Powhatan County Public Library	1088	Powhatan, VA
Prince William Public Library System	1054	Prince William, VA
Public Library of Anniston-Calhoun County	1292	Anniston, AL
Public Library of Johnston County & Smithfield	1160	Smithfield, NC
Pulaski County Library System	1055	Pulaski, VA
Pulaski County Public Library	1283	Somerset, KY
Radford Public Library	1056	Radford, VA
Radford University/McConnell Library	1056	Radford, VA
Raleigh County Public Library	1259	Beckley, WV
Randolph County Public Library	1221	Asheboro, NC

Rappahannock County Library	1206	Washington, VA
Richard C. Sullivan Public Library	1324	Wilton Manors, FL
Richmond Public Library	1108	Richmond, VA
Ritchie County Public Library	1177	Harrisville, WV
Roanoke City Public Library	1109	Roanoke, VA
Roanoke County Public Library	1059	Roanoke, VA
Robeson County Public Library	1164	Lumberton, NC
Rockbridge Regional Library	1120	Lexington, VA
Rowan Public Library	1150	Salisbury, NC
Russell County Public Library	1061	Lebanon, VA
Rutherford County Library System	1228	Murfreesboro, TN
Sandhill Regional Library	1321	Rockingham, NC
Scott County Public Library	1262	Georgetown, KY
Shenandoah County Library	1179	Edinburg, VA
Sheppard Memorial Library	1182	Greenville, NC
Smyth County Public	1066	Marion, VA
Southern Pines Public Library	1158	Southern Pines, NC
Southside VA Community College	1203	Keysville, VA
Southwest Virginia Community College	1067	Richlands, VA
Spindale Public Library	1163	Spindale, NC
Spring Hill Public Library	1312	Spring Hill, TN
Stanly County Public Library	1195	Albemarle, NC
State Library of North Carolina	1248	Raleigh, NC
Staunton Public Library	1068	Staunton, VA
Suffolk Public Library System	1069	Suffolk, VA
Sullivan County Public Library	1070	Blountville, TN
Tazewell County Public Library	1071	Tazewell, VA
Temple Rodef Shalom Library	1257	Falls Church, VA
Tennessee State Library and Archives	1199	Nashville, TN
Thomas Nelson Community College	1072	Hampton, VA
Tidewater Community College	1100	Norfolk, VA
Transylvania County Library	1156	Brevard, NC
Union County Public Library	1140	Monroe, NC
University of Virginia College at Wise/Wyllie Library	1124	Wise, VA
Upshur County Public Library	1244	Buckhannon, WV
Vienna Public Library	1192	Vienna, WV
Virginia Beach Public Library	1073	Virginia Beach, VA
Virginia Department of Corrections	1201	Richmond, VA
Virginia Department of Juvenile Justice	1309	Richmond, VA
Virginia Museum of Fine Arts	1316	Richmond, VA
Virginia Western Community College	1077	Roanoke, VA
Washington County Public Library	1078	Abingdon, VA
Wayne County Public Library	1168	Goldsboro, NC
Waynesboro Public Library	1079	Waynesboro, VA
Whitley County Public Library	1215	Williamsburg, KY

William & Mary, Wolf Law Library	1149	Williamsburg, VA
Williamsburg Regional Library	1080	Williamsburg, VA
Wilson County Public Library	1162	Wilson, NC
Wythe-Grayson Regional Library	1098	Independence, VA
York County Public Library	1305	Yorktown, VA



**ATTACHMENT E – MUST BE COMPLETED**

**Small Business Subcontracting Plan**

It is the goal of the Commonwealth that over 42% of its purchases be made from small businesses. All potential bidders are required to include this document with their bid response in order to be considered responsive.

**Small Business:** "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for bids. This shall also include DSBSD-certified women- owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status when they also hold a DSBSD certification as a small business on the bid due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at [www.SBSD.virginia.gov](http://www.SBSD.virginia.gov) (Customer Service).

**Bidder Name:** World Book, Inc.

**Preparer Name:** Beatriz Reiner

**Date:** 03/02/2022

**Who will be doing the work:** ☐ I plan to use subcontractors ☒ I plan to complete all work

**Instructions**

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in relation to the bidder's total price for the initial contract period in Section B.

**Section A**

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification number: N/A

Certification Date: N/A

**Section B**

If the "I plan to use subcontractors box is checked," populate the requested information below, per subcontractor to show your firm's plans for utilization of DSBSD-certified small businesses in the performance of this contract for the initial contract period in relation to the bidder's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that these proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation dollar value or percentages may result in breach of the contract.

**B. Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement**

*No activities related to the purchase of World Book materials will be subcontracted.*

**Subcontract #1** *All activities and support will be coordinated by World Book, Inc.*

Company Name: \_\_\_\_\_ SBSD Cert #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ SBSD Certification: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**Subcontract #2**

Company Name: \_\_\_\_\_ SBSD Cert #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ SBSD Certification: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**Subcontract #3**

Company Name: \_\_\_\_\_ SBSD Cert #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ SBSD Certification: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**Subcontract #4**

Company Name: \_\_\_\_\_ SBSD Cert #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ SBSD Certification: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**Subcontract #5**

Company Name: \_\_\_\_\_ SBSD Cert #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ SBSD Certification: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**ATTACHMENT F - MUST BE COMPLETED**

**Virginia State Corporation Commission (SCC) registration information.**

**The offeror:**

☒ is a corporation or other business entity with the following SCC identification number:

F187941-2 -OR-

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) -OR-

☐ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ☐

**ATTACHMENT G - MUST BE COMPLETED**

**Proprietary/Confidential Information Identification**

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the Offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page numbers, and state the reasons why protection is necessary. The proprietary or trade secret material submitted in the original and all copies of the proposal must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. In addition, a summary of proprietary information submitted shall be submitted on this form. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

Name of Offeror (Firm): \_\_\_\_\_ invokes the protections of § 2.2-4342F of the *Code of Virginia* for the following portions of my proposal submitted on \_\_\_\_\_.

Date

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

☒ No portion of this bid / proposal is to be considered confidential and/or proprietary.

DATA/MATERIAL TO BE PROTECTED	SECTION NO., & PAGE NO.	REASON WHY PROTECTION IS NECESSARY

## **ATTACHMENT H - URFP Checklist**

Be sure to complete and/or submit the following information with your completed proposal package.

- 1.) Cover Sheet
- 2.) Offeror Data Sheet (Attachment A)
- 3.) Service Requirements Deemed Important in Consideration of Vendor Selection (Attachment B)
- 4.) Offeror Discount Pricing Sheet (Attachment C)
- 5.) Small Business Subcontracting Plan (Attachment E)
- 6.) Virginia SCC Registration Information (Attachment F)
- 7.) Proprietary/Confidential Information Identification (Attachment G)

# **Invoice Samples (Two Options)**



## Invoice

World Book Inc.  
180 N LaSalle Street, Suite 900  
Chicago, IL 60601  
Phone: (800) 975-3250  
Fax: (888) 922-3766  
<http://www.worldbook.com>

### Quote Details

Presented By: Carol Graczyk  
Title: Customer Operations Manager  
Phone: 3127295880  
Email: [carol.graczyk@worldbook.com](mailto:carol.graczyk@worldbook.com)

Quotation Date: 10/14/2020  
Valid Until Date: 10/30/2020  
WB Acct No: L5685

Bill To Name: BROOMFIELD LIBRARY  
Bill Attn To: Accounting Dept  
Bill To: 3 Community Park Rd  
Broomfield, CO 80020  
United States

Ship To Name: BROOMFIELD LIBRARY  
Ship Attn To: Wendy Norris  
Ship To: 3 Community Park Rd  
Broomfield, Colorado 80020  
United States

SKU	Product	Quantity	Sales Price	Subtotal
O15XL	Online- Advance Differentiated Pkg Library	1.00	USD 1,242.00	USD 1,242.00
		Subtotal	USD 1,242.00	
		Grand Total	USD 1,242.00	

### Notes

Renewal 1/6/21 - 1/6/22

#### FEDERAL ID #

Shortages and defective books should be reported within 15 days.

Send Payment To:

World Book School and Library  
PO Box 856009  
Louisville, KY 40285-6009

#### RETURN THIS STUB WITH PAYMENT



World Book School and Library  
A Scott Fetzer Company

#### REMIT TO:

World Book, Inc.  
World Book School and Library  
PO Box 856009  
Louisville, KY 40285-6009





World Book, Inc.  
180 North LaSalle Street  
Suite 900  
Chicago, IL 60601  
Ph: 800-338-8382  
Fax: 888-922-3766

# Invoice

Page: 1  
\*\*\*\*Reprint\*\*\*\*

ACCOUNT NUMBER
63069

Please Reference  
Both Numbers When  
Making Payments

INVOICE NUMBER
0001632070

Attention:

Sold To  
E3 Kids International  
5803 TIPPERARY TRL  
FREDERICKSBURG, VA 22407 USA

Attention:

Ship To  
E3 Kids International  
5803 TIPPERARY TRL  
FREDERICKSBURG, VA 22407 USA

FOR TERMS AND CONDITIONS SEE <http://www.worldbook.com/terms-of-use>

INVOICE DATE	Customer P.O.	Ship Via	Terms	Order #
12/7/2021		UPS GROUND	Net 30 Days	SO-WB00016222

SKU	QTY	TITLE	LIST PRICE	AMOUNT
10049K	1.000	World Book Encyclopedia 2022 22V	\$ 999.000	999.00

## Note:

FEDERAL ID #: **36-2364281**

*Shortages and defective books should be reported within 15 days.*

Send Payment To: World Book School and Library  
P.O.Box 856009  
Louisville, KY 40285-6009

SUBTOTAL	999.00
SHIPPING & HANDLING	0.00
SALES TAX	52.95
DISCOUNT	0.00
AMOUNT PAID	0.00
Additional Charges	0.00
<b>BALANCE DUE</b>	<b>1,051.95</b>



**WORLD BOOK, INC.**  
World Book School and Library  
A Scott Fetzer Company

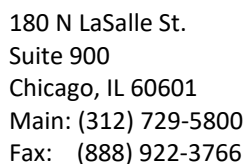
**RETURN THIS  
STUB WITH  
PAYMENT**

Customer Number	Invoice Number	Date	Invoice Amount	Due Date
63069	0001632070	12/7/2021	1,051.95	1/6/2022

Remit To: WORLD BOOK, INC.  
World Book School and Library  
P.O.Box 856009  
Louisville, KY 40285-6009



# Cataloging Order Forms



## (effective 2020 – 2021)

Date \_\_\_\_\_

Purchase Order #

### Ship To

Name \_\_\_\_\_

Library Name \_\_\_\_\_

Address

Address (no P.O. boxes)

City

City/St/Zip

State Zip

Contact Name

Phone

Phone \_\_\_\_\_ Fax \_\_\_\_\_

- ☐ **Basic Automation Kit (sku 6066):** Includes barcode and spine labels @ \$0.35 per book plus \$17.00 for MARC Records. (sections 2 – 3 below required)
  - ☐ **Premium Automation Kit (sku 6051):** Includes barcode, spine labels, pocket label, borrower's card & self-adhesive pocket @ \$0.65 per book plus \$17.00 for MARC Records. (sections 2 – 3 below required)
  - ☐ **MARC Records Only (sku 6325):** \$17.00 per order. (section 2 A – D and section 3 below required)
  - ☐ **Card Kit (sku 6136):** Includes self-adhesive pocket, spine labels, pocket label & borrower's card @ \$0.95 per book. (section 3 below required)
  - ☐ **Theft Detection (sku 8006):** \$0.35 per book \_\_\_ 3M Tattle Tape \_\_\_ Kno-Go Tape \_\_\_ Checkpoint (8.2) \_\_\_ Checkpoint (9.5)
  - ☐ **Union Catalog: (no charge) (Only available in Florida & Pennsylvania)**
  - ☐ **Reading Program Label for Accelerated Reader books (sku 8002):** \$0.20 per book.
  - ☐ **Extra Barcode Label (sku 8007):** \$0.20 per label.
  - ☐ **Property Label (sku 8008):** \$0.15 per label.
- |                           |                 |
|---------------------------|-----------------|
| <b>Total # of volumes</b> | <b>TOTAL \$</b> |
|---------------------------|-----------------|

Total # of volumes	TOTAL \$
--------------------	----------

### A. Software System:

- ☐ Accent   ☐ Athena   ☐ Alexandria   ☐ Dynix   ☐ Follett   ☐ Spectrum   ☐ Destiny   ☐ Other

B. Computer System: ☐ IBM / PC ☐ Macintosh

C. Data Format: ☐ CD ☐ Email:

D. Format: ☐ '91 USMARC MicroLIF Protocol (a.k.a. MARC 21) - 852 Holdings (File Name MicroLIF.001)

- ☐ USMARC Communications -852/949 Holdings (File Name MARC.001)
- ☐ '87 MicroLIF Protocol - 900 Holdings (File Name IBM.FIL)

E. Library Name for barcode labels (30 character maximum)

### F. Barcode Symbology:

- ☐ Code 39 (**known as 3 of 9**)   
 ☐ Codabar with check digit (**13 plus check digit**)   
 ☐ Codabar without check digit  
☐ Code 39 mod 10 check digit (**13 plus check digit**)   
 ☐ Interleave 2 of 5 (**No "T"**)  
☐ Code 39 mod 43 check digit (**13 plus check digit**)   
 ☐ Follett 2 of 5 (**Barcode # begins with T**)

G. Starting Barcode Number for this order (**barcode numbers are NOT kept on file**)

---

### 3. Cataloging Classifications

\* indicates standard option (If none are selected, the standard options will be used)

#### Dewey Call Number Options

(3 letters is the standard for author / main entry letters)

Call Numbers: \* ☐ Include call numbers  
☐ Do not include call numbers

Capitalization: \* ☐ Capitalize first main entry letter only  
☐ Capitalize all main entry letters

#### Non Fiction (Please choose one option only)

- \* ☐ Dewey Abridged  
☐ Dewey Unabridged  
☐ Dewey up to \_\_\_\_ (0-7) digits past the decimal  
☐ Leave classification blank  
Number of author / main entry letters \_\_\_\_ (0-7)

#### Individual Biography

- \* ☐ 921  
☐ 92      ☐ Bio  
☐ BIO      ☐ B  
☐ Dewey Classification  
☐ Leave classification blank  
Number of author / main entry letters \_\_\_\_ (0-12)

#### Collective Biography

- \* ☐ 920      ☐ Bio  
☐ 92      ☐ BIO  
☐ B      ☐ Dewey Classification  
☐ Leave classification blank  
Number of author / main entry letters \_\_\_\_ (0-7)

#### Subject Headings

- \* ☐ Sears      ☐ Library of Congress      ☐ LC Children's when available with default to LC Subject Headings

#### Story Collections

- \* ☐ SC  
☐ 808.83  
☐ Treat the same as fiction  
☐ Leave classification blank  
Number of author / main entry letters \_\_\_\_ (0-7)

#### Easy

- \* ☐ E      ☐ EASY  
☐ Easy      ☐ P  
☐ Use non-fiction classification when available  
or treat as: \_\_\_\_ fiction \_\_\_\_ easy  
☐ Leave classification blank  
Number of author / main entry letters \_\_\_\_ (0-7)

#### Fiction

- \* ☐ Fic      ☐ FICTION  
☐ F      ☐ Fiction  
☐ FIC  
☐ Leave classification blank  
Number of author / main entry letters \_\_\_\_ (0-7)

---

### 4. Reference Prefix (Optional)

Please fill out this section if you would like your titles to be marked as Reference.

Step 1. Please choose desired prefix: ☐ R    ☐ Ref    ☐ REF

Step 2. Please choose one of the following below to complete your request:

- ☐ Please mark ALL titles on order as Reference.  
☐ Please mark ONLY the TITLES I have listed below as Reference:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

---

### 5. Special Instructions / Additional specs (Optional)

Please write in any special instructions or additional cataloging specifications in this space.

---

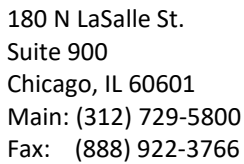
Please note:

- A. BOOKS ARE NOT SHELF READY / CATALOGING IS MAILED SEPARATELY FROM BOOKS.  
B. SPECS ARE NOT KEPT ON FILE.  
C. IF YOU ARE INTERESTED IN ORDERING SHELF-READY PROCESSING, PLEASE CONTACT CUSTOMER SERVICE FOR PRICING AT (800) 338-8382.  
D. ORDERS WITH INCOMPLETE CATALOGING INFORMATION WILL BE DELAYED.  
E. WHEN COMPLETE, SEND FORMS TO YOUR SALES REPRESENTATIVE OR TO THE CATALOGING SPECIALIST AT  
[SARAH.DEHAAN@WORLDBOOK.COM](mailto:SARAH.DEHAAN@WORLDBOOK.COM)

Librarian / Media Specialist Signature (Required) \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_



(effective 2020 – 2021)

**SHELF READY**

Purchase Order # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

## Library Name \_\_\_\_\_

Address (no P.O. boxes) \_\_\_\_\_

City/St/Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

- ☐ **Basic Automation Kit (sku 6066):** Includes MARC records, barcodes, spine labels & label protectors @ \$2.00 per book. (sections 2 – 3 & placement form below required)
- ☐ **Premium Automation Kit (sku 6051):** Includes MARC records, barcodes, spine labels pocket label, borrower’s card, self-adhesive pocket & label protectors @ \$2.25 per book. (sections 2 – 3 & placement form below required)
- ☐ **Card Kit (sku 6136):** Includes self-adhesive pocket, spine labels, pocket label, borrower’s card & label protectors @ \$2.10 per book. (section 3 & placement form below required)
- ☐ **Theft Detection (sku 8006):** \$0.55 per book \_\_\_3M Tattle Tape \_\_\_Kno-Go Tape \_\_\_Checkpoint (8.2) \_\_\_Checkpoint (9.5)
- ☐ **Union Catalog: (no charge) (Only available in Florida & Pennsylvania)**
- ☐ **Reading Program Label for Accelerated Reader books (sku 8002):** \$0.25 per book.
- ☐ **Extra Barcode Label (sku 8007):** \$0.25 per attached label.
- ☐ **Property Label (sku 8008):** \$0.20 per attached label.

**Total # of volumes \_\_\_\_\_ TOTAL \$ \_\_\_\_\_**

### A. Software System:

☐ Accent   ☐ Athena   ☐ Alexandria   ☐ Dynix   ☐ Follett   ☐ Spectrum   ☐ Destiny   ☐ Other

B. Computer System: ☐ IBM / PC ☐ Macintosh

C. Data Format: ☐ CD ☐ Email: \_\_\_\_\_

D. Format:

- ☐ '91 USMARC MicroLIF Protocol (a.k.a. MARC 21) - 852 Holdings (File Name MicroLIF.001)
- ☐ USMARC Communications -852/949 Holdings (File Name MARC.001)
- ☐ '87 MicroLIF Protocol - 900 Holdings (File Name IBM.FIL)

**E. Library Name for barcode labels (30 character maximum)**

[illegible]

### F. Barcode Symbology:

☐ Code 39 (**known as 3 of 9**)   
 ☐ Codabar with check digit (**13 plus check digit**)   
 ☐ Codabar without check digit  
☐ Code 39 mod 10 check digit (**13 plus check digit**)   
 ☐ Interleave 2 of 5 (**No "T"**)  
☐ Code 39 mod 43 check digit (**13 plus check digit**)   
 ☐ Follett 2 of 5 (**Barcode # begins with T**)

G. Starting Barcode Number for this order (**barcode numbers are NOT kept on file**)

---

### 3. Cataloging Classifications

\* indicates standard option (If none are selected, the standard options will be used)

#### Dewey Call Number Options

(3 letters is the standard for author / main entry letters)

Call Numbers: \* ☐ Include call numbers  
☐ Do not include call numbers

Capitalization: \* ☐ Capitalize first main entry letter only  
☐ Capitalize all main entry letters

#### Non Fiction (Please choose one option only)

- \* ☐ Dewey Abridged  
☐ Dewey Unabridged  
☐ Dewey up to \_\_\_\_ (0-7) digits past the decimal  
☐ Leave classification blank  
Number of author / main entry letters \_\_\_\_ (0-7)

#### Individual Biography

- \* ☐ 921  
☐ 92 ☐ Bio  
☐ BIO ☐ B  
☐ Dewey Classification  
☐ Leave classification blank  
Number of author / main entry letters \_\_\_\_ (0-12)

#### Collective Biography

- \* ☐ 920 ☐ Bio  
☐ 92 ☐ BIO  
☐ B ☐ Dewey Classification  
☐ Leave classification blank  
Number of author / main entry letters \_\_\_\_ (0-7)

#### Subject Headings

- \* ☐ Sears ☐ Library of Congress ☐ LC Children's when available with default to LC Subject Headings

#### Story Collections

- \* ☐ SC  
☐ 808.83  
☐ Treat the same as fiction  
☐ Leave classification blank  
Number of author / main entry letters \_\_\_\_ (0-7)

#### Easy

- \* ☐ E ☐ EASY  
☐ Easy ☐ P  
☐ Use non-fiction classification when available  
or treat as: \_\_\_\_ fiction \_\_\_\_ easy  
☐ Leave classification blank  
Number of author / main entry letters \_\_\_\_ (0-7)

#### Fiction

- \* ☐ Fic ☐ FICTION  
☐ F ☐ Fiction  
☐ FIC  
☐ Leave classification blank  
Number of author / main entry letters \_\_\_\_ (0-7)

---

### 4. Reference Prefix (Optional)

Please fill out this section if you would like your titles to be marked as Reference.

Step 1. Please choose desired prefix: ☐ R ☐ Ref ☐ REF

Step 2. Please choose one of the following below to complete your request:

- ☐ Please mark ALL titles on order as Reference.  
☐ Please mark ONLY the TITLES I have listed below as Reference:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

---

### 5. Special Instructions / Additional specs (Optional)

Please write in any special instructions or additional cataloging specifications in this space.

---

Please note:

- A. THE ADDITIONAL SHELF READY PLACEMENT FORM NEEDS TO BE COMPLETED IN ADDITION TO THESE FORMS.  
B. SPECS ARE NOT KEPT ON FILE.  
C. ORDERS WITH INCOMPLETE CATALOGING INFORMATION WILL BE DELAYED.  
D. WHEN COMPLETE, SEND FORMS TO YOUR SALES REPRESENTATIVE OR TO THE CATALOGING SPECIALIST AT  
[SARAH.DEHAAN@WORLDBOOK.COM](mailto:SARAH.DEHAAN@WORLDBOOK.COM)

Librarian / Media Specialist Signature (Required) \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_



# World Book School & Library

## SHELF READY CATALOGING PLACEMENT FORM

Date \_\_\_\_\_

Purchase Order # \_\_\_\_\_

### SHELF READY PLACEMENT INFORMATION

#### 1. Pocket / Date Due Slip Placement \* indicates standard option

- ☐ Front Flyleaf
- \* ☐ Back Flyleaf
- ☐ Inside Back Cover
- ☐ Inside Front Cover
- ☐ Other position \_\_\_\_\_

#### 2. Spine Label Placement \* indicates standard option

- \* ☐ Place spine label so it does NOT cover any numbers or letters
- ☐ Place spine label \_\_\_\_\_ inches from bottom of spine, regardless if it covers volume numbers or letters
- ☐ Place spine label \_\_\_\_\_ inches from bottom of spine, but do NOT cover volume numbers or letters
- ☐ Other position \_\_\_\_\_

#### 3. Barcode Label Placement

##### 1<sup>st</sup> Barcode

Location # \_\_\_\_\_

##### Orientation

- ☐ Horizontal
- ☐ Vertical – Reading Up
- ☐ Vertical – Reading Down

##### Extra Barcode (added cost)

Location # \_\_\_\_\_

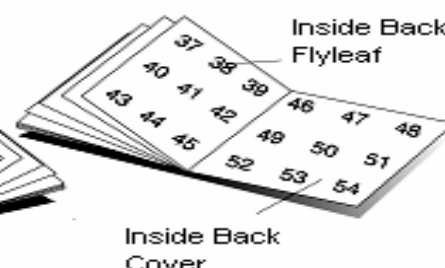
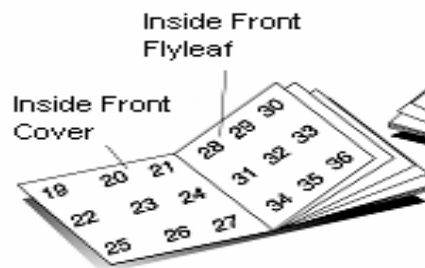
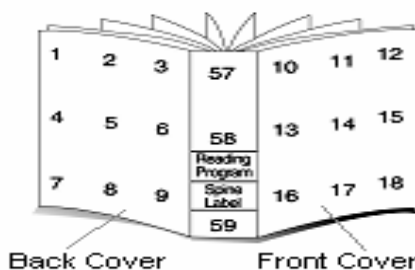
##### Orientation

- ☐ Horizontal
- ☐ Vertical – Reading Up
- ☐ Vertical – Reading Down

#### 4. AR Label Placement

##### AR Label Placement (added cost)

- \* ☐ Above Spine Label
- ☐ Location # \_\_\_\_\_
- ☐ Other \_\_\_\_\_



#### 5. Theft Detection Placement (added cost) \* indicates standard option

- \* ☐ 3M Tattle Tape or Kno-Go is inserted in the spine of each book, unless the book's spine is too narrow or space is too tight. For narrow or small books, Tattle Tape or Kno-Go is placed in the inside back flyleaf gutter. Checkpoint is glued underneath the card pocket.
- ☐ Other \_\_\_\_\_

Librarian / Media Specialist Signature Required \_\_\_\_\_

Telephone Number \_\_\_\_\_

# **Sole Source Letter**



*a Scott Fetzer company*

180 N. LaSalle St., Suite 900  
Chicago, IL 60601 U.S.A.  
(312) 729-5800 phone (312) 729-5600 fax

---

## 2021 – 2022 School Year

### Attn: All Schools and Public Libraries in the United States

World Book, Inc. is the publisher and/or sole source of supply to schools and public libraries in the United States for the following publications through copyright ownership or exclusive distribution contract with copyright owner:

### DIGITAL PRODUCTS

Activity Corner (World Book Online)  
Advanced by World Book (World Book Online)  
Banco de Contenidos: aulaPlaneta -- Spanish (a)  
Discover (World Book Online)  
Dramatic Learning (World Book Online)  
Early Learning by World Book (World Book Online)  
Enciclopedia Estudiantil Hallazgos (World Book Online)  
L'Encyclopédie Découverte (World Book Online)  
Kids by World Book (World Book Online)  
Kids eLearn (World Book Online)  
Student by World Book (World Book Online)  
Timelines (World Book Online)  
Wizard (World Book Online)

Dirt Bike Crazy (set) WB branded edition (f)  
Discovery Encyclopedia, The World Book (set)  
Discovery Science Encyclopedia, The WB (set)  
Earth's Changing Climate (set)  
Food Brands We Love (set) WB branded ed (g)  
Fun With Colors (set) World Book branded ed (g)  
History Summarized (set)  
Lost & Found (set)  
Minding Emotions (set) World Book branded ed. (g)  
Natural Disasters, World Book's Library of (set)  
Natural Marvels (set)  
Our Solar System (set)  
Out of This World (set)  
Out of This World 2 (set)  
Robots (set)  
The Sky's the Limit (set). World Book branded ed. (g)  
Social and Emotional Learning Collection WB ed. (g)  
Sports Superstars (set) WB branded ed (f)  
Survival Stories (set) World Book branded editions (f)  
Taste the World! (set)  
That's Disgusting (set) World Book branded ed. (f)  
A Timeline of... (set)  
True or False? (sets)  
Ultimate Supercars (set) WB branded ed. (f)  
Ugh! Yuck! And Whoa! (set)  
Where in the World Can I... (set)  
Where Does It Come From (set) WB branded ed. (g)  
The World Book Encyclopedia (current year set)  
World Book Library of Natural Disasters (set)  
The World Book Year Book -- (current edition)

### PRINT PRODUCTS

Abnormal Field Guides to Cryptic Creatures (set)  
Action Sports (set) WB branded edition (f)  
The Adventures of Young H. C. Andersen  
Answer Me This, World Book (set)  
Atlas of the World (d)  
Ayo's Awesome Adventures (set)  
Be A Leader (set) (g)  
Bolt 1 (sets) – World Book branded editions (e)  
Bolt 2 (sets) – World Book branded editions (e)  
Bolt 3 (sets) – World Book branded editions (e)  
Bolt 4 (sets) – World Book branded editions (e)  
Bolt Spanish (sets) – World Book branded editions (e)  
Building Blocks of Computer Science (set)  
Cool Tech (set)  
Destination Pennsylvania Avenue  
Dinosaurs! (set) (b)



## KEY:

- (a) Grupo Planeta
- (b) Amber Books
- (c) N/A
- (d) Dorling Kindersley
- (e) Black Rabbit Books
- (f) Kaleidoscope Books
- (g) Jump!

This constitutes the official and authorized sole source letter issued by World Book, Inc. Valid as of June 1, 2021. Sole source status for all listed sets and products refers to the most current copyright year available only.

NB: Not all titles available at all times.



Donald D. Keller  
Vice President, Finance  
World Book, Inc.  
180 N. LaSalle Street  
Suite 900  
Chicago, IL 60601  
312-729-5800

# **Voluntary Product Accessibility Template (eBooks)**

# VPAT™

## Voluntary Product Accessibility Template®

### Version 1.3

The purpose of the **Voluntary Product Accessibility Template**, or **VPAT™**, is to assist Federal contracting officials and other buyers in making preliminary assessments regarding the availability of commercial “Electronic and Information Technology” products and services with features that support accessibility. It is assumed and recommended that offerers will provide additional contact information to facilitate more detailed inquiries.

The first table of the Template provides a summary view of the Section 508 Standards. The subsequent tables provide more detailed views of each subsection. There are three columns in each table. Column one of the Summary Table describes the subsections of subparts B and C of the Standards. The second column describes the supporting features of the product or refers you to the corresponding detailed table, e.g., “equivalent facilitation.” The third column contains any additional remarks and explanations regarding the product. In the subsequent tables, the first column contains the lettered paragraphs of the subsections. The second column describes the supporting features of the product with regard to that paragraph. The third column contains any additional remarks and explanations regarding the product.

---

**Date:** December 1,  
2015  
**Name of Product:** World Book  
EBooks  
**Contact for more Information (name/phone/email):** Kang  
Jung, khjung@rhk.co.kr

<b>Summary Table</b> <b>VPAT™</b> <b>Voluntary Product Accessibility Template®</b>		
<b>Criteria</b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>

Section 1194.21 <a href="#">Software Applications and Operating Systems</a>	Applicable	Partial support
Section 1194.22 <a href="#">Web-based Internet Information and Applications</a>	Applicable	Partial support
Section 1194.23 <a href="#">Telecommunications Products</a>	Not Applicable	-
Section 1194.24 <a href="#">Video and Multi-media Products</a>	Not Applicable	-
Section 1194.25 <a href="#">Self-Contained, Closed Products</a>	Not Applicable	-
Section 1194.26 <a href="#">Desktop and Portable Computers</a>	Not Applicable	-
Section 1194.31 <a href="#">Functional Performance Criteria</a>	Applicable	Partial support
Section 1194.41 <a href="#">Information, Documentation and Support</a>	Applicable	Supports with exceptions

[Return to the top of the page.](#)

## ***Section 1194.21 Software Applications and Operating Systems – Detail***

**VPAT™**

### **Voluntary Product Accessibility Template®**

<b><i>Criteria</i></b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.	Supports with exceptions	Users can create and edit a site, create and edit pages using a keyboard. Manage Site & open book has some limitations.
(b) Applications shall not disrupt or disable activated features of other	Supports	

products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.		
(c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes.	Supports with exceptions	Focus tracking is visible on standard HTML components and some elements in the Manage Site section. It is not clearly visible on all UI elements.
(d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text.	Does not support	No information on identity, operation and state is available on the World Book Ebooks UI elements.
(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	Supports	World Book Ebooks bitmap images are consistently used to represent certain functions, such as toolbar formatting options.
(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be	Does not support	No sufficient text information is exposed in World Book Ebooks.

made available is text content, text input caret location, and text attributes.		
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Supports with exceptions	The World Book Ebooks UI remains mostly visible in Windows High Contrast mode, as well as respecting most color settings.
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Supports	
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Supports	No features use color to convey context exclusively.
(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	Supports with exceptions	Most supported web browser/operating system configurations allow for a range of contrast levels.
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.	Supports	World Book Ebooks has no flashing or blinking text, objects or other elements.
(l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Does not support	Forms for page content input are not accessible for Assistive Technology.

[Return to the top of the page.](#)

***Section 1194.22 Web-based Internet  
information and applications – Detail***

**VPAT™**

**Voluntary Product Accessibility Template®**

<b><i>Criteria</i></b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Supports with exceptions	All images have alt text for HTML4 support, but no title text for HTML5.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Does not support	Inserted video content does not support the display of closed captions.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Supports	No pages use color to convey context exclusively.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Does not support	As World Book Ebooks Sites is a web-based application (not a document), its UI relies heavily on the use of associated style sheets.
(e) Redundant text links shall be provided for each active region of a	Supports	No server-side image maps

server-side image map.		are used
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Supports	No server-side image maps are used.
(g) Row and column headers shall be identified for data tables.	Supports	
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Supports	No Markup is used
(i) Frames shall be titled with text that facilitates frame identification and navigation	Supports	Frames are used primarily for displaying content from other websites.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supports	
(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	Does not support	As World Book Ebooks Sites is a web-based application (not a document), its UI and data cannot readily be represented and maintained in a text-only page.
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	Does not support	Much of the core scripting functionality critical to interacting with World Book Ebooks is not usable from the keyboard alone, nor through



		interaction with Assistive Technology.
(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).	Supports	The core functionality of World Book Ebooks does not require that an applet, plug-in or other application be present.
(n) When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Supports with exceptions	Most web browsers allow for Assistive Technologies to complete web forms. All form elements are labeled with element content.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Does not support	
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Supports	World Book Ebooks does not require a timed response as part of its core functionality.

Note to 1194.22: The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium: Paragraph (a) - 1.1, (b) - 1.4, (c) - 2.1, (d) - 6.1, (e) - 1.2, (f) - 9.1, (g) - 5.1, (h) - 5.2, (i) - 12.1, (j) - 7.1, (k) - 11.4.

[Return to the top of the page.](#)

## ***Section 1194.31 Functional Performance***

### ***Criteria – Detail***

**VPAT™**

### **Voluntary Product Accessibility Template®**

<b><i>Criteria</i></b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	Does not support	
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	Does not support	
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided	Supports	World Book Ebooks does not rely on sound alone to access any of its core functionality.
(d) Where audio	Supports	World Book Ebooks does

information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.		not rely on audio alone to present information.
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	Supports	World Book Ebooks does not require user speech.
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.	Supports	The parts of World Book Ebooks that cannot be operated using the keyboard alone have significantly large target areas that would not cause problems for people with fine motor control or limited reach and strength.

[Return to the top of the page.](#)

## ***Section 1194.41 Information, Documentation and Support – Detail***

**VPAT™**

### **Voluntary Product Accessibility Template®**

<b><i>Criteria</i></b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
------------------------	----------------------------	---------------------------------

(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge	Supports	Product support documentation is available as a text file from the web site. Product support documentation is also available online as a video with voice-over descriptions. World Book will provide support documentation to end-users in alternate formats upon request, within reason, at no additional charge.
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Supports	World Book will provide a description of the accessibility and compatibility features of products in alternate formats or alternate methods, within reason and upon request, at no additional charge.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supports	World Book Customer Support is available by phone or by email.

[Return to the top of the page.](#)

[illegible]



# LIBRARY OF VIRGINIA

Sandra Gioia Treadway  
Librarian of Virginia

## ADDENDUM NO. 1 TO ALL BIDDERS

Reference: Request for Proposal: LVA-MAT-22-007

71510 – Books, Curriculum Guides, Directories, Magazines, Pamphlets, Periodicals, Publications, Reprints, etc.  
71512 – Books, Reference (incl. CD versions) Dictionaries, Encyclopedias, etc.  
71535 – Electronic Publications: Directories, Dictionaries, Encyclopedia, etc.  
71505 – Audio Cassettes, Tapes and Compact Disks (prerecorded)  
71590 – Video Cassettes, Disks, Tapes, etc. (For Computer and TV, Prerecorded)

Date: February 1, 2022

The above proposal is hereby changed to read or clarified by the following:

Reference, Attachment B: Service requirements Deemed Important in Consideration of Contractor Selections - Section III. Invoices and payment #7 change:

7. The vendor is able to accommodate Net 60 payment terms without imposing an extra charge.

☒ Yes  
☐ No

Remarks:

*If a payment is not received within 30 days, it falls on a collection report and we will contact the library for payment. Net 60 requests are handled on an individual basis—our Chief Financial Officer must approve prior to each order acceptance. No additional fees are charged.*

To read:

7. Is a penalty imposed for late payment of an invoice? If yes, indicate the time period and amount of the penalty.

Remarks: *World Book requires payment in full prior to shipment of materials.*

Library of Virginia  
Purchasing Office  
800 East Broad Street  
Richmond, Virginia 23219

Offeror's Name:  
Offeror's Address:

Buyer: Nancy Sconzo  
RFP #: LVA-MAT-22-007  
RFP Due Date: March 3, 2022

Sincerely,

*Nancy Sconzo*

Nancy Sconzo

World Book, Inc.

Name of Firm

Vice President, Finance

Signature/Title

03/11/2022

Date



**MUST BE RETURNED WITH YOUR PROPOSAL**