

Call for Expressions of Interest

New Production System for the International Serials Standard Numbering Agency (ISSN International Centre)

September 2017

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New Production System for the International Serials Standard Numbering Agency.

The ISSN International Centre (ISSN IC) is an international agency based in Paris who are charged with the issuing, coordination and management of the ISSN. Their remit includes the compilation and maintenance of a database of all ISSNs issued (the registry), which is, in effect, a catalogue of circa 1.9 million bibliographic records. Metadata is created for the registry by a network of National Centres many of whom are based in National Libraries. The ISSN IC also creates data for those Countries who do not for whatever reason have their own Centre. The registry is currently managed on the cataloguing module of a library management system (Virtua) as a set of bibliographic records in Marc21 format. The system is heavily customised to meet the special needs of the ISSN, in particular in ensuring the validity and uniqueness of the ISSN itself.

ISSN IC are now in the process of moving to a new system and are seeking Expressions of Interest from potential suppliers. They have a particular interest in open source but do not rule out other options and a final decision as to a new system will be based on a supplier's ability to meet the ISSN requirements and good value. It is expected that the chosen supplier will have detailed knowledge of the relevant standards in the library world including MARC. Thus, suppliers are invited through this notice to discuss the ISSN requirements and in due course make suggestions and recommendations for proposed solutions. The starting point will be through the completion of the attached brief form and its submission to tenders@issn.org.

In return, suppliers will be provided with a more detailed specification of ISSN's needs and invited to discuss requirements further with a technical adviser to the ISSN for this replacement. Following this exercise will be a series of further competitive discussions leading to the selection of a supplier or suppliers with a view to implementation in mid-2018.

CONFIDENTIAL

SOFT MARKET TESTING

PROJECT	Production Environment for the ISSN
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NAME OF ORGANISATION	
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This document should be completed and returned in accordance with the Guidance for Providers	
Completed questionnaires and Non-Disclosure Agreement to be submitted no later than:	October 1 st , 2017
To:	John Akeroyd
email address:	tenders@issn.org

SECTION ONE - Background.

THIS IS NOT A CALL FOR COMPETITION.

Introduction and purpose of this document

With this Soft Market Test and Request for Information we will provide you with our requirements to date, for the development and implementation of a new production environment for the ISSN International Centre.

This information is part of a soft market testing exercise in order to seek the market's views on the development of the new platform and to identify potential suppliers. It will be followed by a request to those who express interest for a 4 page proposal early in October.

Scope and Process

Participants are invited to respond to the attached questions below concerning the potential services to be procured and their own organization.

Please send the attached responses in word-format (format unchanged) by email to tenders@issn.org by October 1st 2017.

The prospective timetable for the procurement is (subject to review and change):

Activity	Date
Soft Market testing/Eol	Sept 2017
Invitation to Dialogue issued	October 2017
Deadline for return of Invitation	Early November 2017
Presentations/Discussions	November 2017
Decision and Award of Contract	Early Dec 2017
Contract and Service Start Date	February 2018

SECTION TWO-Request for Information for market testing purposes.

1 Guidance for providers

1.1 Please keep a copy of your completed questionnaire and Non-Disclosure Agreement (NDA). You will need this if we need to clarify or discuss your answers with you.

1.2 **Completed NDA & questionnaire must be returned electronically by email no later than 2 p.m. on October 1st 2017 to tenders@issn.org for the attention of John Akeroyd.**

1.2.1 Confidentiality and Freedom of Information

We ask that participants in the soft market testing exercise sign a Non-Disclosure Agreement. The purpose of the agreement is to protect both our and your confidential information. It also allows us to engage in a meaningful dialogue and to make decisions based on the best information available.

A. GENERAL INFORMATION

A1 Full name, address and website:

Organisation name	
Address	
Town/city	
Postcode	
Country	
Website	

A2 Main contact for correspondence about this questionnaire:

Name	
Position	
Telephone number	
Mobile phone number	
Fax number	
email address	

A3 Company registration

Date of formation	
Place of formation	
Date of registration	
Company registration number	
Charity Commission number	
Brief Description of primary business activities and main products and services	(250 words or less)

A4 Please tick the correct box to indicate whether you are a:

Sole Trader		
Partnership		
Limited Liability Partnership		
Public Limited Company		
Private Limited Company		
Industrial and Provident Society		
Registered Charity		
Social Enterprise		
Other (please state)		

B. FINANCIAL INFORMATION

B1	If the organisation is a member of a group, give the name and address of the ultimate holding company/parent organisation	
	Name	
	Address including post code	

B2	Please state your turnover (value of work undertaken) for the last three financial years, as reported in the final end-year statements of accounts	
	Year-ending	Turnover

D. UNDERTAKING BY THE PROVIDER

I/We certify that the information supplied is accurate to be best of my/our knowledge and that I/we accept the conditions and undertakings requested in the questionnaire.

Name*	
Signed	

Position	
Date	

*Please note the term "Provider" refers to sole proprietor, partnership, incorporated company, and cooperative as appropriate. The undertaking should be signed by a partner or authorised representative in her/his own name and on behalf of the Provider.

Declaration of non-collusion and no conflict of interest

We agree to:

- Keep the discloser's information strictly confidential;
- Not disclose the Discloser's confidential information to any person without the Discloser's prior written consent;
- Use the same degree of care to protect the confidentiality of the Discloser's Confidential information as the consultant uses to protect his own confidential information of a similar nature being at least a reasonable degree of care;
- Act in good faith at all times in relation to the Discloser's Confidential information;
- Not use any of the Discloser's Confidential information for any purpose other than the current study described in this document.

Signed

Name:

Position:

On behalf of: