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**Call for Expressions of Interest**

**New Production System for the International Serials Standard Numbering Agency**

**(ISSN International Centre)**

**September 2017**

**Call for Expressions of Interest**

**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 ISSNs 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**  |

|  |  |
| --- | --- |
| **NAME OF ORGANISATION** |  |

|  |
| --- |
| 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 1st, 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/EoI | 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. 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.
	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. 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.

1. **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:**