



1112 W 21<sup>st</sup> Ave. Covington, LA 70433

**Request for Proposal  
RFP 02-26**

**Serial Subscriptions and Services for St. Tammany Parish Library**

January 14, 2026

Opening Date: February 11, 2026

Opening Time: 2:00 p.m. CST

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## SECTION ONE – PURPOSE AND BACKGROUND

This solicitation is to secure a contract for Library Serial Subscriptions and Services for St. Tammany Parish Library. The subscription agent (vendor/awardee) must provide periodicals, newspapers and serials, to single or multiple addresses for domestic and foreign titles published in English or other languages, and must provide related services for library personnel, including all interaction with publishers and supplying information concerning orders, claims and other services.

The St. Tammany Parish Library has been serving the citizens of St. Tammany Parish for seventy-five years. Our twelve physical branches offer nearly 625,000 loanable items including books, CDs, DVDs, audiobooks, and magazines.

## SECTION TWO - SCOPE OF SERVICES

The contract is intended to be awarded to one vendor.

The current serial subscriptions service contract is for approximately 530 subscriptions to approximately 63 unique titles. The titles listed in the Title Availability List reflect the current subscriptions. The successful respondent should be able to supply 95% to 100% of the Library's desired serial titles, based upon the current vendor catalog of titles. The awardee shall initiate or renew all subscriptions with as much lead-in time as possible to avoid issues from being delayed. The St. Tammany Parish Library currently consists of 12 library branches, a Technical Services site, and one Administration building site. See Attachment A for library branches and addresses.

Contract Period: This contract shall be effective for thirty-six (36) months from the date of award and, at the option of the St. Tammany Parish Library and acceptance by the contractor, may be extended for two additional twelve-month periods at the same terms and conditions, contract not to exceed sixty (60) months.

## SECTION THREE – PERFORMANCE REQUIREMENTS

### ORDERING / COMMUNICATIONS SYSTEM:

Agent shall provide an online ordering/communications system, available in English, at no cost, accessible through the World Wide Web. The system shall provide the ability to search the appropriate online database, submit orders, cancel orders, claim materials, and confirm status. Vendor shall also provide training for staff (if desired by the Library) and provide passwords as necessary to access the database.

Agent's system shall provide for management reports that may be printed, emailed, or

downloaded at no cost to the Library. Management reports shall be provided, at the Library's request, in electronic format (preferably compatible with Microsoft Excel), by Branch Library designation for:

- Orders
- Renewals
- Cancellations
- Domestic and international serial subscriptions
- Title changes, ceased titles, merged titles, frequency changes, split titles, discontinued titles, suspended titles, price projections, etc.

#### ORDERS, RENEWALS, AND CANCELLATIONS:

Agent shall be responsible for the placing, renewing, or cancellation of subscriptions, claiming and replacement of missing issues, investigation of lapses in service by publishers, and monetary reimbursement from publishers for cancellations or discontinued publications. No substitutions shall be made for cancellations or discontinued publications without prior written consent from the Library.

Agent shall make arrangements with publishers for all regularly purchased subscription orders and renewals within sufficient time to avoid any interruption in receipt of issues.

Agent shall provide a common expiration date for all subscriptions, when possible, unless prohibited by the publisher.

Agent shall add subscriptions for new or current titles as needed when requested by the Library.

The Library may specify that the subscription begin with current issue, next expected issue, first issue of the current volume, first issue of the current year, or first issue of the next volume. Subscriptions shall begin on the effective date specified on the order.

Agent shall notify the Library as soon as possible but no later than thirty (30) days if unable to supply a new order. Agent shall also provide a reasonable explanation in writing for non-fulfillment.

Agent shall inform library of titles which the Library has ordered that have been discontinued or must be ordered direct from the publisher.

Agent shall make active attempts to retrieve funds from publishers of discontinued publications. Evidence of these attempts shall be provided to the Library upon request.

Agent shall provide Library with notice of publication changes including title changes, merged/split titles, ceased titles, frequency changes, and address changes, etc.

Agent shall advise publishers, when necessary, of any Library changes of address.

Agent shall keep a control list of all the Library's serial subscriptions, reflecting current deletions and additions. Agent agrees to provide a copy of control list to the Library on a quarterly basis, or more frequently as requested.

Agent shall inform Library promptly about fulfillment delays or slow publications.

Agent shall cancel subscriptions as requested by the Library in accordance with the publisher's restrictions and shall issue a refund or credit if allowed by the publisher.

Agent shall provide pro-rated refunds if allowed by the publisher, or substituted titles for titles which cease publication prior to expiration. Substituted titles shall be approved by the library.

Six (6) months prior to expiration, a solicitation to renew the complete list of previously ordered subscriptions is required. Renewal information shall be available in electronic format as well as paper format, and via the Agent's electronic database. The annual renewal listing shall be provided by the Agent to the Library and include current status, current price and renewal dates. The Library will make additions, deletions, corrections, etc. to the list and will return it to the Agent as an indication to renew.

In cases where the price of the title on the renewal list would, when the order is submitted to the publisher, exceed the previous year's price by 15%, the Agent shall notify the Library within three working days of discovery.

Agent shall enter orders for back files, special issues, supplements, extra volumes, and cumulative indexes, if requested to do so by the Library.

All orders, renewals, and cancellations between the agent and the Library shall be in writing, or shall be electronically transmitted.

Agent shall supply the Library, without charge, access to a web-based database catalog of all its currently available periodicals, including prices, frequency of publications, and volume information.

Agent's overall fill rate, for each year of the contract, must meet or exceed ninety-five percent (95%) of all titles ordered.

Agent must be able to provide written documentation of payment to publisher on behalf of St. Tammany Parish Library and provide on demand documentation acceptable to the Library to verify subscription costs charged to the Library.

Agent shall provide administrative and other such services for each subscription placed until three months after its expiration, i.e., the publication of the last issue covered by that subscription period.

Agent shall accept rush orders by telephone, fax, or e-mail. A toll-free telephone number and customer service representative shall be provided. Service representative will respond to telephone, e-mail, or fax inquiries within 24 to 48 hours.

Unless Library waives the option, before placing the initial order, the Agent will organize and format the list used for the pre-order price quotation into a final annual renewal list and forward it to the Library for review. If the Library does not waive this option, and the Agent fails to obtain clarification from Library regarding the title list, so that the Agent places orders based on the list submitted for competition purposes, the Library retains the right to cancel titles ordered against their intentions and, in this instance, will not be responsible for charges the publisher will not refund to the Agent.

#### CLAIMS:

Agent shall promptly handle all claims to maximize the possibility of providing missing issues prior to depletion of publisher's stock.

Agent shall supply Library with the ability to make electronic claims and must handle detailed correspondence with publishers, as questions arise regarding service irregularities.

Agent shall have capability to order back issues.

St. Tammany Parish Library will make claims for missing issues within thirty (30) days after expected date of receipt.

Agent agrees to process all claims, obtain refund or extension, within sixty (60) days of receipt of claims from library.

#### INVOICING AND PAYMENTS:

Agent **shall not charge** any sales taxes to St. Tammany Parish Library as it is a tax-exempt entity. A copy of the library's tax-exempt form will be provided to winning bidder.

Agent agrees to pay publishers in advance for all serial subscriptions. Agent shall promptly submit complete billing.

Agent shall provide annual renewal invoice(s).

Agent shall make additional payment as necessary and will invoice the Library for currency fluctuations, postage rate adjustments, etc.

Agent shall provide supplemental invoices for "bill as" published titles, for "bill later" titles, for new orders, etc.

Annual indexes, other indexes, title pages, table of contents, and other materials normally

supplied at no cost by the publisher, shall be supplied automatically by the Agent at no cost to the Library.

Agent shall furnish two copies of itemized invoices, which should include the following:

- “Bill to” and “Ship to” addresses to which the Library has requested that selected serial be mailed (with Branch designations as required)
- Account numbers
- Title of each serial
- ISSN of each serial
- Title frequency
- Quantity (number of copies per title and total number of subscriptions)
- New, renewal, subscription added or transferred
- Identification of those titles which are non-cancellable, foreign, annual, calendar year only, and volume year only
- Cost of each serial subscription and total cost of invoices
- Subscription period

All invoices, subscription renewal lists, and management reports, unless otherwise requested, shall be sent to the following address:

St. Tammany Parish Library  
Attn: Technical Services Manager  
68361 Commercial Way S, Unit 3  
Mandeville, LA 70471

#### CONVERSION

If the contract is awarded to a new agent, said agent shall take appropriate action to prevent interruption in the Library's receipt of current print serial subscriptions. The agent will accept the Library's renewal list and will assign a representative to coordinate the transfer of subscriptions to the new agent.

Agent shall establish a conversion schedule and implementation plan within 30 days of date of bid award.

The conversion schedule shall be designed so that all expiration dates end on the same date within the restraints of the publishers' restrictions.

In the event of an interruption of service, the agent shall obtain any missing issues and deliver them to the Library.

Agent shall report to the Library the start and end dates for each subscription and will communicate any changes.

TITLE AVAILABILITY LIST

(The list of items below will be used for bid evaluation purposes and is required for a completed bid proposal.)

TITLE	SUBSCRIPTIONS	ISSN	FORMAT	Can you supply? Y or N
64 Parishes	3		PRINT	
Acadiana Profile	1	0001-4397	PRINT	
Allrecipes Magazine	4	2328-0263	PRINT	
American Farmhouse Style	1	2641-5380	PRINT	
American Legion Magazine	1	0886-1234	PRINT	
American Road	1	1542-4316	PRINT	
Architectural Digest	4	0003-8520	PRINT	
Artist's Magazine, The	6	0741-3351	PRINT	
Atlantic, The	3	1072-7825	PRINT	
Audubon	1	0097-7136	PRINT	
Babybug	7	1077-1131	PRINT	
Backwoods Home Magazine	1	1050-9712	PRINT	
Barrons	1	1077-8039	NEWSPAPER	
Bee Culture	1	1071-3190	PRINT	
Better Homes & Gardens	8	0006-0151	PRINT	
BetterInvesting Magazine	1	0006-016X	PRINT	
Birds & Blooms	8	1084-5305	PRINT	
Bon Appetit	1	0006-6990	PRINT	
Booklist (Password)	1	0006-7385	PRINT	
Bookmarks Magazine	4	1546-0657	PRINT	
Bulletin of the Center for Children's Books	1	0008-9036	PRINT	
Car & Driver	2	0008-6002	PRINT	
Character Design Quarterly	1	2631-9578	PRINT	
Computers in Libraries	1	1041-7915	PRINT	
Consumer Reports (INCLUDED DIGITAL Buying Guide)	12	0010-7174	PRINT	



Consumer Reports Buying Guide (DIGITAL BUYING GUIDE INCLUDED WITH PRINT)	0	1555-2357	DIGITAL	
Cooks Illustrated	7	1068-2821	PRINT	
Cosmopolitan	3	0010-9541	PRINT	
Cottages & Bungalows	1	1941-4056	PRINT	
Country Living	8	0732-2569	PRINT	
Cricket	3	0090-6034	PRINT	
Discover	4	0274-7529	PRINT	
Easy English News (US Edition)	1	1091-4951	NEWSPAPER	
Economist, The (World Ahead Combo Subscription)	1	0013-0613	PRINT	
Elle	2	0888-0808	PRINT	
Elle Decor	1	1046-1957	PRINT	
Esquire	1	0194-9535	PRINT	
Essence Magazine	9	0014-0880	PRINT	
Experience Life	1	1537-6656	PRINT	
Family Handyman	7	0014-7230	PRINT	
Family Tree Magazine	4	1529-0298	PRINT	
Fine Gardening	5	0896-6281	PRINT	
Fine Homebuilding	2	1096-360X	PRINT	
Flower Magazine	1	1941-4714	PRINT	
Food & Wine	5	0741-9015	PRINT	
Food Network Magazine	7	1944-723X	PRINT	
Forbes	1	0015-6914	PRINT	
Garden & Gun	4	1938-4831	PRINT	
Garden Gate	5	1083-8295	PRINT	
Genealogical Research Society of New Orleans Membership (Includes New Orleans Genesis Print/Online)	2	0548-6424	MEMBERSHIP	
German Acadian Coast Historical & Genealogical Society (GACHGS) INCLUDES LES VOYAGEURS	1	0270-4498	MEMBERSHIP	
Girls' Life	3	1078-3326	PRINT	

Gluten Free & More	3	2326-7925	PRINT	
Golf Magazine	1	1056-5493	PRINT	
Good Housekeeping	6	0017-209X	PRINT	
GQ: Gentlemens Quarterly	1	0016-6979	PRINT	
Guideposts Large Print	3	0017-5331	PRINT	
Harper's Bazaar	1	0017-7873	PRINT	
Harper's Magazine	1	0017-789X	PRINT	
HGTV Magazine	9	2161-8682	PRINT	
Highlights	4	0018-165X	PRINT	
Highlights Hello	2	2166-0514	PRINT	
Highlights High Five	2	1943-1465	PRINT	
Highlights High Five Bilingue	2	2330-9733	PRINT	
Hobby Farms	2	1533-0931	PRINT	
Homeschooling Today	1	1073-2217	PRINT	
Horn Book Magazine	1	0018-5078	PRINT	
Horticulture Magazine	2	0018-5329	PRINT	
Hot Rod	1	0018-6031	PRINT	
House Beautiful	6	0018-6422	PRINT	
In Touch Weekly	1	1540-8280	PRINT	
Jack & Jill	1	0021-3829	PRINT	
Kazoo	3	2638-0196	PRINT	
Kiplinger Personal Finance Magazine	2	1528-9729	PRINT	
Le Comite des Archives de la Louisiane (Le Raconteur & E-Communique)	1	0893-4525	MEMBERSHIP	
Library Journal	1	0363-0277	PRINT	
Library Trends	1	0024-2594	PRINT	
Local Palate, The	2		PRINT	
Louisiana Cookin'	9	1096-4134	PRINT	
Louisiana Historical Association Membership (Includes Louisiana History in print)	3	9999-9994 & 0024- 6816	MEMBERSHIP	
Louisiana Life	7	1042-9980	PRINT	
Louisiana Sportsman	4	8750-9016	PRINT	

Mad Magazine	5	0024-9319	PRINT	
Magnolia Journal	4	2474-056X	PRINT	
Make: Magazine	1	1556-2336	PRINT	
Mary Jane's Farm	6	1547-7592	PRINT	
Meditation Magazine	1	2766-7340	PRINT	
Men's Health	5	1054-4836	PRINT	
Mother Earth News	4	0027-1535	PRINT	
Motor Trend	1	0027-2094	PRINT	
National Geographic History	1	2380-3878	PRINT	
National Geographic Kids	8	1542-3042	PRINT	
National Geographic Little Kids	9	1934-8363	PRINT	
National Geographic Magazine	8	0027-9358	PRINT	
National Review	1	0028-0038	PRINT	
New Orleans City Business and New Orleans CityBusiness Book of Lists Combo	3	0279-4527	NEWSPAPER	
New Orleans Magazine	7	0897-8174	PRINT	
New York Review of Books	1	0028-7504	PRINT	
New York Times National Edition (Mon-Sun)	2	0362-4331	NEWSPAPER	
New York Times National Edition (Sunday)	1	0362-4331	NEWSPAPER	
New Yorker, The	3	0028-792X	PRINT	
Newsweek	1	0028-9604	PRINT	
Old House Journal	2	0094-0178	PRINT	
OTAKU USA Magazine	6	1939-3318	PRINT	
Outside Magazine	2	0278-1433	PRINT	
OWL Magazine	1	0382-6627	PRINT	
OYLA Magazine	1	2766-886X	PRINT	
Passport Magazine	1		PRINT	
People Weekly	11	0093-7673	PRINT	
Pioneer Woman, The	5	2576-8352	PRINT	
Poets & Writers Magazine	1	0891-6136	PRINT	
Popular Mechanics	1	0032-4558	PRINT	

Prevention	8	0032-8006	PRINT	
Psychology Today	3	0033-3107	PRINT	
Publishers Weekly	1	0000-0019	PRINT	
Quiltmaker	1	1047-1634	PRINT	
Ranger Rick	4	0738-6656	PRINT	
Ranger Rick Jr	5	2169-2750	PRINT	
Reader's Digest Large Print Edition for Easier Reading	7	1094-5857	PRINT	
Real Simple	9	1528-1701	PRINT	
Rolling Stone	5	0035-791X	PRINT	
Runner's World	2	0897-1706	PRINT	
Saturday Evening Post	3	0048-9239	PRINT	
Scientific American	5	0036-8733	PRINT	
Scout Life	4	0006-8608	PRINT	
Smithsonian Magazine	6	0037-7333	PRINT	
Southern Boating	2	0192-3579	PRINT	
Southern Lady	3	1525-8580	PRINT	
Southern Living	11	0038-4305	PRINT	
Spider	4	1070-2911	PRINT	
Sports Weekly (USA Today)	1	1541-5228	NEWSPAPER	
St. Tammany Farmer (Mail)	2		NEWSPAPER	
Star Wars	1	2380-4343	PRINT	
Success Magazine (New York)	1	0745-2489	PRINT	
Taste of Home	3	1071-5878	PRINT	
Taste of the South	7	1559-2138	PRINT	
Tastes of Italia: The Best in Italian Cooking	1	1547-2000	PRINT	
Tea Time Magazine	2	1525-8580	PRINT	
Threads	3	0882-7370	PRINT	
Time Magazine	8	0040-781X	PRINT	
Times Picayune- New Orleans Advocate Mon-Sun (LA) (Carrier)	10		NEWSPAPER	
Times Picayune- New Orleans Advocate Mon-Sun (LA) (Mail)	1		NEWSPAPER	

Times Picayune- New Orleans Advocate Sun, Wed, Fri (Mail)	1		NEWSPAPER	
Town & Country	1	0040-9952	PRINT	
Travel & Leisure	4	0041-2007	PRINT	
Us Weekly	5	1529-7497	PRINT	
USA Today Newspaper (Mon-Fri)	5	0734-7456	NEWSPAPER	
Vanity Fair	3	0733-8899	PRINT	
Vegnews Magazine	2	1544-8495	PRINT	
Veranda	3	1040-8150	PRINT	
Victoria	6	1040-6883	PRINT	
Video Librarian Online	1	0887-6851	DIGITAL	
Vogue	1	0042-8000	PRINT	
Vogue en Espanol (MEX)	1	1527-0424	PRINT	
Wall Street Journal (Mon-Sat) (Includes Wall Street Journal Magazine)	3	0099-9660	NEWSPAPER	
Week Junior, The	1		PRINT	
Wine Enthusiast	1	1078-3318	PRINT	
Wired	2	1059-1028	PRINT	
Woman's Day	1	0043-7336	PRINT	
Woman's World	2	0272-961X	PRINT	
Women's Health (Hearst)	6	0884-7355	PRINT	
WoodenBoat Magazine	1	0095-067X	PRINT	
Writer's Digest	3	0043-9525	PRINT	
Zoobooks	4	0737-9005	PRINT	
Grand Total	530			

**Initials:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PROPOSED DISCOUNT**

(This form will be used for bid evaluation purposes and is required for a completed bid proposal.  
A certified electronic signature may be used to sign this form.)

State the Percentage discount off Publisher's stated list price applicable to subscriptions for the duration of this contract, by format:	
Membership:	%
Newspapers:	%
Print:	%

**Initials:** \_\_\_\_\_

**Date:** \_\_\_\_\_

VENDOR ABILITY QUESTIONS

(The answers to these questions will be used for bid evaluation purposes and are required for a completed bid proposal.)

1. List URL Addresses for the following:

Complete current price listing and login/password, if applicable:

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Demonstration site and login/password, if applicable:

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2. Performance history with similar accounts including contact information to include name of entity, contact name, phone number, and email address for reference purposes (references shall include multi-location public library systems only.) Provide at least two references.:

3. List any specific points of non-compliance with the performance requirements: (Attach additional pages if necessary)

4. Describe your mechanism for obtaining new titles not represented in your current catalog:



5. Briefly describe any special features and attach additional information as appropriate:

6. Do you maintain a stock of back issues for purposes of filling missing issue claims? If so, state the approximate number of titles, and issues per title maintained.

7. Describe your process for obtaining replacement copies for titles/issues not available in your stock of back issues.

## SECTION FOUR – SUBMISSION REQUIREMENTS

The vendor agrees to adhere to and accept the following conditions:

The St. Tammany Parish Library reserves the right to reject any or all proposals, and all proposals submitted are subject to this reservation. Proposals may be rejected for any of, but not limited to, the following specific reasons:

- Proposal received after the time limit for receiving proposals as stated in the advertisement.
- Proposal prices are obviously unbalanced.
- Proposal containing any irregularities

The St. Tammany Parish Library reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of this specification document.

The St. Tammany Parish Library reserves the right to seek clarification, in writing, from vendors about areas of their response during the evaluation process.

The St. Tammany Parish Library will not pay for any information requested herein, nor will it be liable for any costs incurred by the vendor in preparing a proposal.

The proposal validity period shall be for forty-five (45) days from the due date listed herein. Submission of a proposal constitutes a vendor's recognition of this condition.

All proposals received become the property of St. Tammany Parish Library and will not be returned to the vendor.

### **Contents of Proposal**

Two (2) executed original proposals shall be submitted in writing in a sealed submittal package OR one executed original proposal shall be submitted by email.

A complete proposal shall include:

- Completed title availability list
- Proposed discount page
- Vendor ability question pages
- Acknowledgement of special conditions
- Vendor Compliance checklist
- Signed bid form

Each response will be evaluated by designated library personnel after the submission deadline and public opening have passed.

A paper proposal submission shall be clearly marked on the outside of the sealed transmittal package with the following information:

RFP 02-2026

Your Organization's Name

SERIAL SUBSCRIPTIONS AND SERVICES FOR ST. TAMMANY PARISH LIBRARY

The paper proposals shall be received at:

St. Tammany Parish Library

Attn: Tanya DiMaggio

1112 W. 21<sup>st</sup> Ave.

Covington, LA 70433

An emailed proposal submission shall be clearly identified in the subject of the email with the following information:

RFP 02-2026, Your Organization's Name, SERIAL SUBSCRIPTIONS AND SERVICES FOR ST. TAMMANY PARISH LIBRARY

The emailed proposal shall be received at [rfp@stpl.us](mailto:rfp@stpl.us) and must include the proposal documents attached as a PDF file.

Proposals must be received no later than 2:00 p.m. CST on February 11, 2026.

Proposals received by STPL after this deadline will not be considered. Late proposals will be destroyed. Proposals received before the due date will be held in a secured area until the time of opening.

Proposals must be signed by a corporate official, owner or a person who has been authorized to make such a commitment. A Certified Electronic Signature may be applied to email proposals.

In accordance with L.A.C. 34:I.535, unsuccessful bidders will be notified of the award provided that they submit with their bid a self-addressed stamped envelope or an email address with the request for this information.

Proposals must clearly state the total length of time during which the services and any related prices presented in the proposal are valid and reliable. It is required that this time period be no less than forty-five (45) days from the date the proposals are due.

Organizations shall respond to each and every requirement contained in the "Performance Requirements" section of this RFP. Responses must be in the same order in which the points appear in the RFP. The proposal must be clear, unambiguous and capable of being understood without reference to other documentation. Failure to address a particular requirement shall be presumed to mean that the function or requirement is unavailable.

Vendors are advised that the submission of multiple proposals, or alternative approaches to specific sections of the requirements will be considered non-compliant and those proposals will be disqualified.

Failure to comply with the requirements of this specification document may result in disqualification.

The organization must clearly state that the proposal submitted presents a true offer of services and/or materials. It must be clearly stated that the proposal is not a result of any direct or indirect coordination or collusion with other firms submitting a proposal in response to this RFP.

An organization may withdraw or modify its proposal in writing by delivery service, certified U.S. Mail, by hand delivery, or by email to [rfp@stpl.us](mailto:rfp@stpl.us) at any time prior to the RFP deadline for submission.

## SECTION FIVE – REQUESTS FOR CLARIFICATION

Questions and requests for clarification concerning this proposal shall be submitted IN WRITING or EMAIL ([rfp@stpl.us](mailto:rfp@stpl.us)) no later than **5 p.m. CST on Tuesday, February 3** to:

St. Tammany Parish Library  
Attn: Tanya DiMaggio  
1112 W 21st Ave.  
Covington, LA 70433

The words “**SERIAL SUBSCRIPTIONS AND SERVICES FOR ST. TAMMANY PARISH LIBRARY**” shall appear on the envelope or in the email subject line. Inquiries shall state the page and the applicable RFP section or paragraph to which the question(s) pertain. Faxed requests for clarification will not be accepted. Confirming receipt of questions is the responsibility of the submitting organization.

The organization shall be responsible for requesting clarification concerning the RFP to allow the organization to respond specifically, thoroughly, and clearly to every specification, requirement or question presented in the specifications document. STPL shall in no way be responsible for any errors or ambiguities in the specifications document.

All clarifications to the specifications document will be posted online at [www.sttammanylibrary.org](http://www.sttammanylibrary.org) by Wednesday, February 4, 2026, 5:00 p.m. CST. The source of an inquiry occasioning a clarification shall not be given.

Any information provided after distribution of the specifications document is for clarification only and not binding on STPL.

## SECTION SIX – EVALUATION

The Library intends to award to the responsive, responsible bidder offering the highest discount off the publisher's list (MSRP) prices for serials and having the highest score of Vendor Response Evaluation Criteria.

The evaluation will include a review of all proposals based on the following criteria:

Criteria	Score
Total Cost	60
Service & Claims Handling	25
Vendor Experience & References	15

### **Total Cost (60%)**

Evaluation will consider the total annual cost for all titles listed, including subscription prices, service fees, handling charges, and any other associated costs.

### **Service & Claims Handling (25%)**

Evaluation will be based on the vendor's demonstrated ability to meet the service requirements outlined in this RFQ, including ordering, renewals, claims processing, invoicing, customer service responsiveness, and refund or credit policies. This criterion is evaluated on a compliance basis; vendors meeting or exceeding stated requirements will receive higher consideration.

### **Vendor Experience & References (15%)**

Evaluation will consider the vendor's experience providing print magazine and newspaper subscription services to public libraries, as well as the quality of references provided.

## SECTION SEVEN – SCHEDULE

STPL has set the following tentative schedule for the selection process:

January 14, 2026	RFP Issued
February 3, 2026, 5:00 p.m. CST	Deadline for receipt of written requests for clarification
February 4, 2026, 5:00 p.m. CST	Responses to written requests for clarification
February 11, 2026, 2:00 p.m. CST	Deadline for receipt of proposals
February 11, 2026, 2:00 p.m. CST	Opening of proposals
February 11, 2026, 2:00 p.m. CST	Evaluation of proposals begins

## SECTION EIGHT – SPECIAL CONDITIONS

### Organization Responsibility

Any organization submitting a response agrees to all the rules and conditions required in this specifications document. All materials submitted in response to the specifications document shall become the property of STPL. The organization's proposal and the specifications document shall become part of any contract that is negotiated with the successful organization unless modified in writing by the contract.

The successful organization shall be required to assume responsibility for delivery of goods and/or services as defined in the contract.

The organization shall demonstrate that it has in effect all licenses, permits and authorizations to provide all products and services it proposes.

It is the organization's responsibility to ensure that the specifications document is not defective and does not inadvertently restrict competition. Protests to the specifications document must be in writing and be made prior to the questions due date to permit time for revisions to be issued.

The cost for developing proposals in response to this RFP is entirely the obligation of the organization and shall not be charged to STPL in any manner.

### Payment Schedule

STPL payments, subject to negotiations, shall be made to the organization not more than thirty (30) days after STPL receives the organization's invoice for goods/services received as specified in the contract between STPL and the organization selected.

### News Release

Mention of STPL, staff, or programs in advertising, customer lists, photographs, or articles in the professional literature pertaining to an award resulting from proposals made in response to this RFP shall not be made by any organization without prior written approval from the STPL administration.

### Written Contract

STPL and the selected organization shall negotiate a contract and nothing shall be binding on either party until the contract is in writing and signed by both parties, except the organization is obligated to keep its proposal in effect for the period specified in this RFP.

**Initials:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## VENDOR COMPLIANCE CHECKLIST

Vendors must meet all mandatory requirements to be considered responsive. Failure to meet any requirement may result in disqualification.

Requirement	Compliant (Yes/No)	Comments (if any)
Ability to supply all print magazine and newspaper titles listed		
Ability to service multiple branch locations under one contract		
Centralized customer service and account management		
Claims processing for missing, damaged, or late issues		
Advance notification of title changes, cessations, or frequency changes		
Refunds or credits for undelivered issues		
Consolidated, itemized invoicing by title and branch		
Annual billing capability		
Firm pricing for contract term		
Experience serving public libraries		
At least two public library references provided		

**Initials:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BID FORM****SERIAL SUBSCRIPTIONS AND SERVICES FOR ST. TAMMANY PARISH LIBRARY 26-02**

St. Tammany Parish Library

1112 W. 21<sup>st</sup> Ave.

Covington, LA 70433

[www.sttammanylibrary.org](http://www.sttammanylibrary.org)

Proposal (is, is not) in complete accordance with specifications and instructions. (If answer is "is not," explanatory descriptive and illustrative materials must be attached.)

The St. Tammany Parish Library reserves the right to: accept or reject any or all bids, either in whole or in part; to waive any irregularities and/or informalities; and to select the vendor that best suits its needs.

Successful bidder will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully complete the work in accordance with the bid documents.

Respectfully submitted,

Company: \_\_\_\_\_

By: \_\_\_\_\_

Official Address: \_\_\_\_\_

\_\_\_\_\_

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

Email Address of Contact: \_\_\_\_\_

Signature \_\_\_\_\_ . Date \_\_\_\_\_



## ATTACHMENT A – SUBSCRIBER LIST

<b>Name</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>ZIP</b>
ABITA SPRINGS BRANCH	ST TAMMANY PAR LIB P O BOX 157	ABITA SPRINGS	LA	70420
ABITA SPRINGS BRANCH- NEWSPAPER DELIVERY	ST TAMMANY PAR LIB 71683 LEVESON ST	ABITA SPRINGS	LA	70420
ADMINISTRATIVE OFFICE	ST TAMMANY PARISH LIBRARY 1112 W. 21ST AVE	COVINGTON	LA	70433
BUSH BRANCH LIBRARY	ST TAMMANY PAR LIB 81597 HIGHWAY 41	BUSH	LA	70431
CAUSEWAY BRANCH	ST TAMMANY PAR LIB 3457 HIGHWAY 190	MANDEVILLE	LA	70471
COVINGTON BRANCH	ST TAMMANY PAR LIB 310 W. 21ST AVE	COVINGTON	LA	70433
FOLSOM BRANCH	ST TAMMANY PAR LIB P O BOX 37	FOLSOM	LA	70437
FOLSOM BRANCH NEWSPAPER DELIVERY	82393 RAILROAD AVE	FOLSOM	LA	70437
LACOMBE BRANCH	ST TAMMANY PAR LIB PO BOX 929	LACOMBE	LA	70445
LACOMBE BRANCH NEWSPAPER DELIVERY	28027 HIGHWAY 190	LACOMBE	LA	70445
LEE ROAD BRANCH	ST TAMMANY PAR LIB 79213 HWY 40	COVINGTON	LA	70433
MADISONVILLE BRANCH	ST TAMMANY PAR LIB PO BOX 820	MADISONVILLE	LA	70447
MADISONVILLE BRANCH NEWSPAPER DELIVERY	1123 MAIN STREET	MADISONVILLE	LA	70447
MANDEVILLE BRANCH	ST TAMMANY PAR LIB 842 GIROD ST	MANDEVILLE	LA	70448
PEARL RIVER BRANCH	ST TAMMANY PAR LIB 64580 HIGHWAY 41	PEARL RIVER	LA	70452
SLIDELL BRANCH	ST TAMMANY PAR LIB 555 ROBERT BLVD	SLIDELL	LA	70458
SOUTH SLIDELL BRANCH	3901 PONTCHARTRAIN DR	SLIDELL	LA	70458
TECHNICAL SERVICES	ST TAMMANY PAR LIBRARY 68361 COMMERCIAL WAY S, UNIT 3	MANDEVILLE	LA	70471