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### **RAILS Request for Proposal (RFP) 2021: Providing Library Sorting/Delivery Services**

As we reported to the board previously, RAILS is currently working with Delivery Consultant Greg Pronevitz to create an RFP for providing library sorting and delivery services. Once the RFP process begins, proposals may be submitted for delivery only (with RAILS staff providing sorting) and/or for delivery and sorting. We seek detailed proposals that apply library and logistics industry standard best practices to enhance library delivery service and the tasks related to it as described above. Excellent and cost-effective customer service for library users and member libraries is our primary goal. Another goal is exploration of options and best practices to consider for efforts in standardizing library delivery throughout Illinois.

Included for potential vendors will be general library information, network transactions, hub data including the processing of items and containers by hub and sort site during quarterly sample weeks in fiscal year 2019, shipping label data, bin data, ILDS data, and videos explaining the operations of each location.

RAILS is using and updating the original 2013 Request for Proposal for providing library sorting and delivery services, and including updated best practice and technical developments for the current age. Responses will be gathered via a Technical and Cost Proposal Response form, which Greg Pronevitz recommends. Multiple responses from bidders will be welcome and alternative approaches will be welcome.

The process, which includes a virtual meeting with potential vendors, a written question and answer period, a staff review period, and a presentation to the RAILS Board for final action, is set to begin later this winter.