ADDENDUM TO THE BID DOCUMENTS	Page: 1	Total Pages: 5
Addendum No: **# 1**	Date this Addendum Issued: **March 27, 2026**	
Issuing Office: Matanuska-Susitna Borough School District (MSBSD) Purchasing Department 690 Cope Industrial Way Palmer, Alaska 99645 Phone: (907) 861-5120	Previous Addenda Issued: None _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
Return Acknowledgment To: **Issuing Department** Bid Title: **Library Management System for the MSBSD** Bid No: **B26-03**	Date and Hour of Bid Due Date: ~~**Monday, April 6, 2026**~~ **Thursday, April 9, 2026** As Advertised (Frontiersman): **March 6 and 11, 2026** As Advertised (ADN): **March 4 and 8, 2026**	

The following corrections, changes, additions, deletions, revisions, and/or clarifications are hereby made a part of the contract documents. In case of conflicts between this addendum and previously issued documents, this addendum shall take precedence. The bidder must acknowledge receipt of this addendum in the space provided on Appendix #1. Failure to do so may subject the bidder to disqualification.

Attachments:
Clarifications and questions (4 pages)

END OF ADDENDUM #1

APPROVED BY: Beth Munson	DATE: March 27, 2026

ADDENDUM #1

Information in this addendum takes precedence over original information. All other provisions of the document remain unchanged.

Note to Proposers: Proposers are required to acknowledge all addenda on Appendix 1.

The following additions, corrections and changes are hereby made to the above-referenced Request for Proposals.

CLARIFICATIONS:

1. The due date for submission of proposals has been revised to **April 9, 2026 at 2:00 PM**.

QUESTIONS AND ANSWERS:

1. Q: Are we permitted to submit a supplemental document for Appendix 6, in the event our narrative replies exceed the space allowed by the Excel worksheet?

   A: The Excel document should allow those fields to expand to fit longer answers. However, if needed, a supplemental document can be provided as long as it is clear which criteria identifier (e.g. AR-11) the information is intended to supplement.

2. Q: MSBSD used ParentSquare for parent notification emails. How does MSBSD currently integrate with ParentSquare?

   A: Our current library management system does not integrate with ParentSquare and we are not currently using ParentSquare to send library-specific notifications. The ideal substitute system would be able to integrate with ParentSquare.

3. Q: How many student records/accounts are currently active?

   A: The following chart details the number of users along with the classifications we currently use.

User Profile	Definition or grade level	Count (User Id)
MSS-EPRI	PK-1	2,574
MSS-FAC	Faculty	2,055
MSS-INTMED	3-5	2,378
MSS-PRIM	2	2,129
MSS-SCDARY	6-12	9,777
Total		**18,913**

Note: We have an additional 1,039 charter school student accounts which are not currently rostered, but we intend to roster them into a new system.

4. Q: Could you provide library material and circulation statistics, specifically the number of unique bibliographic records and item records (copies)?

   A: Currently, our library management system has 500,349 total items and 139,968 unique bibliographic records.

5. Q: What is your most recent annual circulation count?

   A: The circulation for calendar year 2025 is 166,729 items.

6. Q: Could you provide the same material and circulation statistics for textbook and resource management?

   A: Currently, we have 44,520 items cataloged as textbooks, 62,708 items in secondary schools cataloged as class-sets, and approximately 3,000 items cataloged as equipment managed through a textbook and resource management system.

7. Q: Who are your current e-Resource vendors?

   A: Currently, we have a separate account with SORA by Overdrive that is not integrated with our ILS. It requires students and staff to login to the SORA platform separately.

8. Q: How many concurrent staff users or workstations will use the system?

   A: 38-75 staff users or workstations concurrently use the system. Some librarians have a checkout desktop as well as a laptop running at the same time.

9. Q: How many staff members will require training?

   A: The MSBSD requires training for 25-50 staff members.

10. Q: Regarding RFP Page 11, Section 2 (Background): Could you explain your current workflows between your ILS and ParentSquare, providing specific examples? Are overdue notices the only mass communication this integration supports, or are there other types of communication utilized?

    A: Our current library management system does not integrate with ParentSquare and we are not currently using ParentSquare to send library-specific notifications. The ideal substitute system would be able to integrate with ParentSquare.

11. Q: Could you explain your current workflows between your ILS and SchoolPay and provide specific examples?

    A: Currently, our Integrated Library System (ILS) integrates with SchoolPay via a custom API developed collaboratively between SchoolPay and our library system vendor.

    Within the ILS, items that reach 90 days overdue automatically have their status updated from "Overdue" to "Lost–Assumed." At that point, associated replacement fees are generated and transmitted to SchoolPay through the API. These fee records are then available for payment by families within the SchoolPay platform.

    SchoolPay also serves as the primary system for payment processing and communicates fee and payment data to our Student Information System (SIS), Synergy. This allows fees to be visible to parents through the ParentVUE portal. The exact mechanism of this data transfer (API vs. scheduled import/export) is managed by our IT department and would need to be confirmed for implementation details.

When a payment is made in SchoolPay, the transaction is sent back to the ILS via the API. Upon receipt, the ILS automatically applies the payment to the associated fee and updates the item status to "Discard." This workflow ensures that both the financial record and the item lifecycle are synchronized without manual intervention.

Any proposed system must either have an existing integration with SchoolPay or be capable of working with SchoolPay to develop and support an API that enables this bidirectional exchange of fee and payment data.

Our current payment system is SchoolPay; however if we change payment systems, the new ILS will need to be able to develop an API to connect to that system.

12. Q: Regarding the integration requirement with ParentSquare, is a direct API required or would other integration methods (such as data exports, SSO, or SIS-based integrations) be acceptable?

    A: The technical requirements in Appendix 6 reflect the necessary aspects needed in the new system. Proposers should respond to those criteria as described. If proposers are unable to provide a direct API with ParentSquare, please use the narrative response to provide any alternative integration methods which are available.

13. Q: What type of data are you looking to share with ParentSquare?

    A: ParentSquare will be used to send overdue notices and notifications of fees related to items 90-days overdue.

14. Q: What is the possible award date?

    A: Please refer to Section 12D of the Instruction to Bidders, which states, "The MSBSD reserves the right to make awards within a ninety (90) calendar day award period from the date proposals are opened." Currently the MSBSD intends to have a contract in place by July 1, 2026.

15. Q: Please confirm how many sites have a physical library/online library and will need access to library software - is this 38?

    A: Currently, the MSBSD supports 38 distinct libraries and two ancillary support sites. Any solution would need to be scalable for additional sites. Cost proposals which are structured based on the number of individual sites should assume 40 sites and should include information about the cost to add additional sites.

16. Q: Please confirm how many sites will need access to textbook management software (any site/location across the district that has textbooks) - is this 38 or more?

    A: Currently, the MSBSD supports 40 sites: 38 libraries, 1 warehouse, and 1 administrative site.

17. Q: Do you manage any other curriculum materials in your current software other than textbooks? (kits, novels, manipulatives, etc.)

    A: The MSBSD has approximately 3,000 curricular equipment items (e.g., instruments, calculators, cameras, and devices). In addition, we have more than 100,000 items, mostly novels, which are cataloged as class-sets.

18. Q: Do you manage any non-curriculum assets in your current software? (equipment, technology, etc.)

    A: The MSBSD does not currently manage non-curriculum assets.

19. Q: What is the approved or anticipated project budget range?

    A: There is no specific anticipated budget for this project. The MSBSD is interested in a system that provides the best overall value for the functionality provided. Proposers should provide their best possible pricing at time of submission.