



REQUEST FOR PROPOSALS No. 2026-001

RFID Self-Checkout System Replacement

Represented by: Fort Vancouver Regional Library District (FVRL)

RFP Issue Date: August 27, 2026

Proposal Closing Date: September 18, 2026, 5:00 PM

Submission Method: Proposals must be submitted electronically by email to bids@fvrl.org

Fort Vancouver Regional Library District
2018 Grand Blvd, Vancouver, WA 98661



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Schedule of Events

FVRL anticipates the following schedule. FVRL reserves the right to revise this schedule by written addendum. Dates preceded by an asterisk (*) are estimated.

Event	Date
RFP issued	August 27, 2026
Request for Clarification/Questions Due	September 10, 2026, 5:00 PM
Proposal due date and time	September 18, 2026, 5:00 PM
Evaluation period	September 21 - 25, 2026
Demonstrations for selected proposers	September 29 - October 1, 2026
Anticipated Contract Execution Date*	October 12, 2026
Target implementation completion / required-by date	December 31, 2026

Section I: General Information

This RFP is conducted as a competitive negotiation for information technology equipment, software, and related services under RCW 39.04.270.

A. Project Goals and Objectives

Fort Vancouver Regional Library District (FVRL) is seeking proposals from qualified vendors to replace its RFID self-checkout software and, depending on the selected solution, acquire new self-checkout kiosks for use at 15 library locations.

Proposers may offer one or both of the following solutions: software for up to 45 existing stations, priced per installation, and new self-checkout kiosks with software, priced per kiosk, for up to 45 stations. FVRL may purchase any combination of software installations for retained equipment and new kiosks, with a combined total anticipated not to exceed 45 stations. The solution must integrate with SirsiDynix Symphony and allow centralized configuration by FVRL staff. Detailed requirements are in Section IV.

B. FVRL Background

FVRL is a regional public library district serving southwest Washington in rural, suburban, and urban settings. FVRL operates 15 library locations. In 2025, FVRL circulated approximately 3.3 million physical items, and approximately 76% of physical items circulated at library locations were checked out at a self-check station. FVRL's physical collection is RFID tagged. FVRL uses the SirsiDynix Symphony integrated library system.



C. Issuing Office and Point of Contact

This RFP is issued by Fort Vancouver Regional Library District. The sole point of contact for this RFP is: **bids@fvrl.org**

All communications concerning this RFP must be directed to the Point of Contact. Oral communications are unofficial and non-binding. Only written answers or addenda issued by FVRL are official.

D. Questions and Addenda

Questions must be submitted in writing to bids@fvrl.org by the deadline shown in the Schedule of Events. FVRL may consolidate similar questions and issue answers by written addendum. Any revision to this RFP will be made only by written addendum. Each proposer is responsible for acknowledging all addenda.

E. Costs of Proposal Preparation

FVRL will not reimburse any proposer for costs incurred in preparing or submitting a proposal, participating in a demonstration or interview, providing supplemental information, or negotiating a contract.

F. Proposal Deadline and Late Proposals

Proposals must be received by FVRL no later than the date and time stated in this RFP. Proposals received after the deadline will not be considered.

G. Proposal Validity

Each proposal must remain valid for at least 60 calendar days after the proposal due date unless a different period is stated by addendum.

H. Public Records

Proposals and related procurement records may be subject to disclosure under chapter 42.56 RCW. A proposer should clearly identify any specific information it believes is exempt from disclosure and provide the legal basis for the claimed exemption. FVRL cannot guarantee confidentiality beyond what applicable law permits.

I. Right to Reject, Clarify, and Negotiate

FVRL may reject any or all proposals for good cause, waive minor informalities or irregularities that do not affect fair competition, request clarification or additional information, and negotiate with the highest-ranked qualified, responsive, and responsible proposer. If negotiations are unsuccessful, FVRL may end negotiations and proceed to the next-ranked proposer.



J. Nondiscrimination and Equal Opportunity

FVRL complies with applicable federal and state nondiscrimination laws. Small, minority-, women-, and veteran-owned firms are encouraged to respond. FVRL does not discriminate or provide preferential treatment in evaluating proposals.

K. Ethics and Conflicts of Interest

Proposers must not offer gifts, gratuities, favors, or anything of value to any FVRL employee, volunteer, or official for the purpose of obtaining favorable consideration. Proposers must disclose any actual or potential conflict of interest involving a person who participates in this procurement or the resulting contract. FVRL will determine whether a disclosed conflict can be managed.

Section II: Evaluation and Selection

A. Evaluation Procedure

FVRL will review proposals for completeness and minimum qualifications. An evaluation committee will score responsive proposals using the criteria below. FVRL may request clarifications, check references, and invite one or more of the highest-ranked proposers to a demonstration. FVRL will document the evaluation and selection process.

B. Evaluation Criteria

Criterion	Points
Technical solution and approach, including implementation, support, quality control, sustainability, and ability to meet FVRL's needs	50
Cost, including per-unit pricing, volume discounts, one-time and recurring costs, completeness, reasonableness, and overall value	30
Relevant experience and references	20
Total	100

FVRL will evaluate and score each option offered as a separate solution under the criteria above. Cost evaluation will consider the 45-unit Three-Year Evaluated Total in Attachment A, the proposed per-unit pricing and volume or licensing discounts, recurring costs, and the completeness and reasonableness of the pricing. If a proposer offers both options, FVRL may also evaluate a combination using only the prices and discounts submitted with the proposal. The 45-unit evaluation quantity is not a purchase commitment. Five-Year Totals, if offered, will be reviewed for long-term cost information.

C. Demonstrations

After the initial proposal review, FVRL intends to invite one or more of the highest-ranked proposers to provide a 30- to 45-minute demonstration of the proposed solution. The demonstration must



include the proposed software, applicable hardware, and an overview of the proposer's support and ticketing procedures. Information obtained during a demonstration may be used to confirm or revise scores under the technical solution and approach criterion; demonstrations will not receive a separate point score.

D. References and Responsibility Review

FVRL may contact any reference provided by the proposer and may consider other information relevant to the proposer's responsibility, experience, performance, support capabilities, and ability to complete the project.

E. Contract Award

Award, if made, will be made to the qualified proposer whose proposal is most advantageous to FVRL, with price and the other evaluation factors considered. Award is subject to successful contract negotiations and verification that the vendor is eligible to do business in Washington.

Section III: Instructions for Submitting Proposals

A. Submission Method

Proposals must be received electronically by email at bids@fvrl.org no later than the date and time stated in the Schedule of Events. All times are Pacific Time. The email subject line must state: "RFP No. 2026-001 - RFID Self-Checkout System Replacement."

Proposals must be submitted as a single searchable PDF file. Supporting product literature, data sheets, or other supplemental materials may be included as separate PDF attachments.

The combined size of the email and all attachments must not exceed 20 MB. The proposer is responsible for confirming that FVRL received the proposal before the deadline.

Only one electronic copy is required. Proposals submitted by mail, fax, or to any other email address will not be accepted.

The proposal, excluding appendices, product literature, and required forms, should not exceed 15 pages.

B. Required Proposal Organization

1. **Proposal Summary.** Identify the proposer, primary contact, and solution option or options offered.
2. **Qualifications, Experience, and References.** Demonstrate at least two years of relevant experience, status as an established library automation vendor, and experience with similar RFID self-checkout installations at SirsiDynix Symphony libraries. Provide three references for similar projects completed within the past five years. For each reference, provide the organization, contact name, email or phone number, ILS used, and a brief project description.



3. **Technical and Implementation Response.** Respond to Section IV and describe the proposed solution, compatibility, dependencies, limitations, work plan, implementation schedule, implementation lead and roles of key team members, FVRL responsibilities, quality-control practices, and sustainability considerations. Include an equipment/tools list if hardware is proposed and applicable product data or specification sheets.
4. **Warranty, Maintenance, and Support.** Describe available warranty, maintenance, online and onsite support, support hours, escalation, and ticketing procedures.
5. **Pricing.** Complete Attachment A and include the required detailed pricing schedule.
6. **Required Proposal Form.** Complete and sign Attachment B.

C. Proposer Responsibility

The proposer is responsible for providing all equipment, materials, software, and services included in its proposal, including work performed by any subcontractors, suppliers, or implementation partners.

D. Exceptions

Any exception or requested deviation from this RFP must be identified in Attachment B. Silence will be interpreted as acceptance of the applicable requirement.

Section IV: Scope of Work and Specifications

A. Project Overview and Solution Options

FVRL is considering two solution options. Proposers may offer one or both of the following:

- Option 1 – Software Only: replacement software priced per installation for up to 45 existing self-check stations.
- Option 2 – New Kiosk with Software: a complete new self-check kiosk with required software, priced per kiosk, for up to 45 stations.

FVRL may select either option, purchase any quantity up to 45 under an option, or purchase a combination of software installations for retained existing stations and new kiosks from the selected proposer. The combined quantity is anticipated not to exceed 45 stations and will depend on evaluation results, available funding, and operational needs.

For both options, proposers must provide per-unit pricing and identify all applicable volume discounts or software licensing tiers, including the quantity of units or installations covered and the resulting price.



B. Technical Requirements

FVRL currently operates approximately 45 existing self-check stations at 15 locations. Each station uses a Windows 11 PC with a touchscreen monitor, barcode scanner, RFID pad, and receipt printer. For Option 1, the proposer must state whether its software is compatible with Windows 11. If another operating system is required, the proposer must identify the required operating system and version, any related hardware or licensing requirements, implementation impacts, and all associated costs. The proposer must also identify any required changes to FVRL's existing station configuration.

- Full integration with the SirsiDynix Symphony integrated library system.
- Centralized management by FVRL staff for configuration and reporting.
- Patron functions including manual library card number and PIN entry through an onscreen keyboard, checkout, check-in, renewal, and the choice of no receipt, email receipt, or printed receipt.
- Ability to operate without setting the RFID security bit; FVRL does not use RFID security.
- Description of the proposed solution, key capabilities, dependencies, limitations, and compatibility assumptions.

State whether the solution is locally installed or cloud/hosted and describe any patron or circulation data, including library card numbers and PINs, that the proposer or its subcontractors will access, transmit, store, or retain.

Describe the accessibility features of the patron-facing interface and proposed hardware and provide any available accessibility conformance documentation.

If hardware is proposed, identify the manufacturer, model, configuration, included equipment and materials, installation and operating requirements, optional components, and applicable product data or specification sheets. The proposed station must include the patron touchscreen/interface, a barcode scanner capable of reading barcodes displayed on digital devices, an RFID reader, and a receipt printer.

Describe any available options for patrons to pay library fees at the self-check stations and any other integration options offered. For each optional feature or integration, identify its capabilities, dependencies, required hardware or third-party services, and all one-time and recurring costs. Payment functionality and other integrations are optional and are not minimum requirements.

C. Implementation

Provide a work plan and implementation schedule that includes, as applicable:

- Project coordination, work plan, and schedule.
- System setup, configuration, integration with SirsiDynix Symphony, and testing.
- Staff training.
- For Option 2, the proposer is responsible for shipping and delivering new kiosks to the FVRL-designated location or locations and must identify delivery arrangements and requirements, FVRL



responsibilities, and dependencies. FVRL will remove existing equipment and perform or provide any electrical and data connections or cabling, mounting or anchoring, and counter or furniture modifications.

Describe quality-control practices and sustainability considerations relevant to the proposed solution and implementation.

D. Warranty, Maintenance, and Support

Describe available warranty, maintenance, online support, and onsite hardware support, including what is included or optional, support hours, ticketing and escalation procedures, warranty terms, and costs. Price online support annually for Years 1 through 3, and for Years 4 and 5 if offered; price onsite hardware support separately. This RFP does not commit FVRL to purchase future-year services.

E. Minimum Vendor Qualifications

- At least two years of relevant experience.
- Established library automation vendor.
- The proposer must be the manufacturer or an authorized dealer/reseller of the proposed equipment or software. If the proposer offers a product from another company, the proposal must include confirmation of authorization.
- Experience with similar RFID self-checkout installations at SirsiDynix Symphony libraries.

F. Delivery, Implementation, and Schedule

FVRL operates 15 library locations. Final quantities and delivery locations will depend on the solution selected. The selected vendor must coordinate the deployment plan with FVRL and complete all vendor-provided delivery, software installation and configuration, integration, testing, training, and final acceptance activities no later than December 31, 2026, unless otherwise agreed to in writing by FVRL.

G. Resulting Contract

The selected proposer will be required to enter into a written agreement with FVRL. Contract terms will be negotiated with the highest-ranked proposer based on this RFP, the selected proposal, agreed pricing, and any written clarifications. The selected proposal and any written clarifications or negotiated revisions may be incorporated into the resulting agreement. If there is a conflict between the proposal and the executed agreement, the executed agreement will control. The final agreement will address scope, term, pricing, acceptance and payment, licensing, warranty and support, confidentiality and data protection as applicable, insurance, indemnification, and other mutually agreed terms. If an agreement cannot be reached, FVRL may end negotiations and proceed to the next-ranked proposer.



Attachment A: Pricing Proposal Form

Complete the summary for each option offered and mark any option not offered "N/A." Use 45 installations or kiosks as the evaluation quantity. This quantity is for proposal comparison and is not a purchase commitment. Final purchases from the selected proposer may combine Options 1 and 2, with no more than 45 stations anticipated in total. Show applicable sales tax by taxable line item.

Attach detailed, itemized pricing for each option offered. Provide a per-installation or per-kiosk price and a volume-discount or licensing schedule showing each quantity tier, the number of units or installations covered, and the resulting per-unit or total price. Identify all one-time and recurring costs, quantities and assumptions, and included and optional items, including hardware; software licensing; shipping and delivery; software installation and configuration; testing and training; warranty and maintenance; online and onsite support; optional payment and integration features; applicable sales tax; and any other cost. For each option, provide a detailed breakdown of recurring software licensing, maintenance, support, and any other recurring costs for Years 1 through 3 and Years 4 and 5, if offered. Price optional features separately and exclude them from the Three-Year Evaluated Total unless included in the base solution at no additional cost.

Option 1 - Software Only

Unit price per installation: \$ _____

Pricing basis/licensing tier: _____

Volume discount: _____

One-time costs: \$ _____

Year 1 recurring cost: \$ _____

Year 2 recurring cost: \$ _____

Year 3 recurring cost: \$ _____

Three-Year Evaluated Total: \$ _____

Year 4 recurring cost, if offered: \$ _____

Year 5 recurring cost, if offered: \$ _____

Five-Year Total, if offered: \$ _____



Option 2 – New Kiosk with Software

Unit price per kiosk: \$ _____

Pricing basis/licensing tier: _____

Volume discount: _____

One-time costs: \$ _____

Year 1 recurring cost: \$ _____

Year 2 recurring cost: \$ _____

Year 3 recurring cost: \$ _____

Three-Year Evaluated Total: \$ _____

Year 4 recurring cost, if offered: \$ _____

Year 5 recurring cost, if offered: \$ _____

Five-Year Total, if offered: \$ _____

The Three-Year Evaluated Total equals all one-time costs plus Years 1 through 3 recurring costs and applicable sales tax for 45 units at the proposed discount or licensing tier. The Five-Year Total, if offered, equals all one-time costs plus Years 1 through 5 recurring costs and applicable sales tax for the same evaluation quantity. FVRL may correct arithmetic errors and applicable sales tax for evaluation purposes.



Attachment B: Proposal Form and Certification

Complete and sign this form. The signer must be authorized to bind the proposer.

Proposer Information

Legal Business Name	
UBI Number	
Primary Contact and Title	
Email	
Phone	

Addenda Acknowledgment

List all addendum numbers received: _____. If no addenda were issued, state "None."

Exceptions and Deviations

List each exception or requested deviation from this RFP. If none, state "None." Attach additional pages if needed.

RFP Section / Requirement	Exception and Proposed Alternative

Certification and Signature

By signing below, the proposer certifies that the proposal is complete and accurate to the best of its knowledge, will remain valid for at least 60 calendar days after the proposal due date, acknowledges the addenda listed above, is subject only to the exceptions identified above, and that the proposer is not currently suspended or debarred from contracting with any federal, state, or local government entity.

Authorized Representative	
Title	
Signature	
Date	