

DEPARTMENT OF EDUCATION
OF THE CITY OF NEW YORK

NAME OF APPLICANT _____ L.A. NO. _____
For Dept. of Education Use

APPLICATION FOR APPROVAL AND ESTABLISHMENT OF A CONTRACT FOR
INSTRUCTIONAL PROGRAM AND/OR OTHER PUBLISHED OR COPYRIGHTED INSTRUCTIONAL MATERIAL,
LIBRARY AND REFERENCE HARDBOUND BOOKS (PROCESSED AND CATALOGED), AND TESTING MATERIAL
TO THE DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK

1. The undersigned does hereby submit to the DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK the items listed in their catalog, program(s), material(s), service(s), or price lists, etc., mentioned on the Quotation Form herein and hereby made a part hereof, and requests such items or services approved for instructional use in public schools and that a contract be established for the said items or services and any addition thereof for use in the Public Schools, and for instructional programs operating under the jurisdiction of the Department in participating Non – Public schools.
2. In consideration of said Department adopting a resolution approving for instructional use and establishing a contract for said programs, catalog lists, materials, etc. herein submitted, in whole or in part, for use in Public schools, the applicant agrees to supply the Department of Education at the price(s) submitted herein such program(s), catalog list(s), material(s) etc., as are approved and made part of such contract in such quantities as may be needed for use in said schools and programs commencing _____ or from date of adoption, whichever is later, and terminating on _____.
3. The percentages discount rate submitted herein shall not be decreased for the full period of this contract which terminates _____. The price paid will be calculated using the published price list in effect prior to the issuance of a Purchase Order.
4. The Department of Education reserves the right to terminate this contract effective no less than 90 days of notification.
5. The price(s) for program(s), material(s), service(s) etc., submitted herein shall remain firm for the total contract period.
6. If at any time during the contract period the price of any program(s), material(s), service(s), current catalog, etc. of the applicant accepted and approved as part of this contract shall be reduced, the Department shall be entitled to such reduced prices on the effective date of such reduction.
7. If any title(s) are approved and made part of such contract are declared out of print and no longer available, written notification shall be forwarded by the applicant to any school or agency that has in effect with the applicant an open purchase Order for such title(s) that cannot be completed because of such declaration. Unavailability for such reason terminates the applicant's application to fulfil any open orders for such title(s) and applicant is not obligated to reprint or reproduce such books, etc., to supply any needs of the Department.
8. The undersigned further agrees to abide by and comply with the provisions of the Department of Education 'STANDARD FORM OF CONTRACT NO. 1942 (RA) FOR FURNISHING AND DELIVERING BOOKS, PROVIDE AN INSTRUCTIONAL PROGRAM AND/OR OTHER PUBLISHED OR COPYRIGHTED INSTRUCTIONAL MATERIAL' which form is made part of the contract hereof.
9. Notice by mail to the undersigned that a resolution was adopted by the Department of Education establishing a contract for the items herein mentioned, in whole or in part, for use in the schools under its jurisdiction shall constitute a contract for such items between the Department of Education and the undersigned for such quantities of such items, as the schools of the Department may require during the contract period (s).
10. The applicant declares and certifies that the discounted prices quoted herein are as low as those being quoted for identical title (s), edition (s), and binding (s) to any Municipal, County or State Government, Department of Education, School or School System in the United States on the date of submission of this application. Further, the applicant declares and certifies that any revised unit price (s) to be requested by written notice as per Section 4, will be as low as those being quoted for identical title (s), edition (s), and binding (s) tap any Municipal, County or State Government, Department of Education, School or School System in the United States on the date of such written notice.

NAME OF APPLICANT _____ L.A. NO. _____
For Dept of Education Use Only

Signature: _____ Page _____ of _____

Title: _____ Date: _____

QUOTATION FORM**PROCESSED AND CATALOGED LIBRARY AND REFERENCE MATERIAL ONLY**

Name of Applicant (Print) _____ Date _____

Name of Publisher (Print) _____

Signature of Applicant _____ Title of Applicant _____

Telephone No. _____ 800 No. _____

Fax No. _____

Contact Person _____

Telephone No. of Contact Person if different from above _____

Please insert requested information. The completed form is to be returned with contract book 1942 (RA) (intact.)

1. Catalog Title and Year _____

2. Percentage discount off the list price % _____

Is percentage discount off list price reflected in the catalog price? Yes _____ No _____

3. Shipping and handling Cost, if Applicable \$ _____

4. Processing and cataloging cost per book if not reflected in catalog price. \$ _____

INDICATE N/A FOR NO. 3 AND/OR 4 IF NOT APPLICABLE.

PUBLISHERS MUST PROVIDE SERVICES ON A DIRECT BASIS. PROCESSING AND CATALOGING MUST INCLUDE THE FOLLOWING:**MARC Records:**

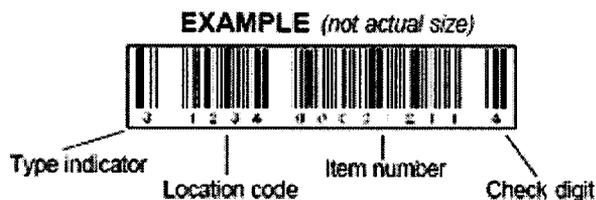
1. Digitized Machine Readable Cataloging Records (MARC) shall be in the MARC 21 format.
2. MARC record shall be provided on a CD ROM. MARC records can be provided as and electronic attachment to an E-mail or as an FTP download, but must be specified by the end user, otherwise it shall be provided on a CD ROM as stated above.
3. MARC records should include the following information:
 - a. Shelf list information including call number by Dewey Decimal Classification
 - b. Reading Program Information in the 526 tag
 - i. Reading Program
 - ii. Reading Level (e.g. AR, Lexile, Guided Reading)
 - iii. Interest Level
 - c. ISBN information
 - d. Purchase Date
 - e. Price
 - f. Funding Source
 - g. Review Sources (510 tag)
 - h. Authority Control on the author's name
 - i. 852 tag holdings which include the four-letter location code (provided by end user), call number and barcode number (see "Barcode symbology" below).
 - j. Full and complete annotation to include subject headings and added entries that comply with Sears Subject Headings, unless otherwise indicated by the end user

Labels:

4. Bar Code Labels:
 - a. Bar code number to be identical to the one on the copy record for that title and must pass the readability test.
 - b. Barcode symbology:
 - i. 14 digit, Code 39 (or Code 3 of 9), MOD 43, with a check digit.
 - ii. Type indicator is usually a 3.

- iii. Location code - a four-letter code provided by the end user.
- iv. Item number - an eight digit range for materials assigned by the end user.
- v. Check digit - generated by the computer.

The barcode should look like this:



Note: This is the standard barcode symbology, unless otherwise indicated by the end user.

- c. Barcode placement - shall be placed on the books as indicated by the end user on the ordering specification sheet.
5. Spine Labels:
 - a. Call number on spine label to agree with that on MARC record for that title, according to the specifications listed in #3 above.
 - b. Spine label placement – location and direction (vertical or horizontal) shall be placed on the book as indicated by the end user on the ordering specification sheet.
 6. Property Label:
 - a. Data and placement shall be provided by the end user as indicated on the ordering specification sheet.
 7. Pocket Label:
 - a. Data will be provided by the end user as indicated on the ordering specification sheet.
 8. Genre Label:
 - a. Shall be placed on the books as indicated by the end user on the ordering specification sheet.
 9. Reading Program/Level Label:
 - a. Data shall include:
 - i. Reading program name
 - ii. Interest level
 - iii. Reading level
 - iv. Quiz/test level
 - v. Points
 - vi. Lexile level
 - vii. Author
 - b. Shall be placed on the book as indicated by the end user on the ordering specification sheet.

Cards:

10. Card Set
 - a. Set includes: shelf list card, main entry card, subject(s), title, and added entry cards. The specifications for the individual items listed in this document should be used.
11. Shelf List Card:
 - a. Data shall included:
 - i. Bibliographic information
 - ii. Price
 - iii. Bar Code Number
 - iv. Acquisition Date
 - b. Additional data, to be provided at the request of the end user:
 - i. Tracings
 - ii. Interest and Reading Level
 - iii. Review Codes
 - c. End user shall specify, on the ordering specification sheet, specific data required. Data options should include:
 - i. Bibliographic information
 - ii. Price
 - iii. Bar Code Number
 - iv. Acquisition Date
 - v. Tracings
 - vi. Interest and Reading Level
 - vii. Review Codes

12. Date Due Slip:
- a. Placement shall be provided by the end user as indicated on the ordering specification sheet.

Mylar Jacket:

13. Mylar Jackets:
- a. Mylar Jackets shall be placed on all books with dust covers.
 - b. Jackets are to be fitted END TO END.
 - c. Attach the Mylar Jacket to the book using 3/4" filament tape.
 - d. Angle tape the book- Starting at the loose corner, attach the tape directly to the book and lean the tape to the left on the left hand side and the right on the right hand side.
 - e. Mylar Jacket shall be sent unattached if pertinent information will be covered.

Circulation Set:

14. Circulation set includes: Self adhesive pocket, spine label, pocket label, circulation card and circulation card label, due date slip. The specifications for the individual items listed in this document should be used.

Property Stamp:

15. Data and placement shall be provided by the end user as indicated on the ordering specification sheet.
- a. Data options should include:
 - i. School or Library Name
 - ii. Full Address with Zip Code
 - iii. Phone Number

Self Adhesive Pockets:

16. Pockets should include the following information:
- a. Cataloging Information (call number, author and title)
 - b. School Name
 - c. School Address
 - d. Bar Code Number
17. Pockets shall be placed on the books as indicated on the ordering specification sheet.

RFID Tag:

18. RFID tags shall only be provided if requested by the end user. Placement shall be provided by the end user as indicated on the ordering specification sheet.

Theft Detection:

19. Theft Detection Devices such as tattle tape strips or detection tags shall only be provided if requested by the end user. Type of theft detection device (strips or tags) and placement shall be indicated by the end user on the ordering specification sheet.

Cataloging:

20. Dewey Decimal Classification System for Call Numbers:
- a. **Aud** = for cassettes or other audio materials
 - b. **AV** = for both audio and visual materials, especially the older formats, like slides, transparencies, filmstrips.
 - c. **Bio** = for individual biographies. Some may want to use 920s for collective biographies. NYC school libraries do not use 92 for individual biographies.
 - d. **CD** = for CD-ROM formats
 - e. **DVD** = for Digital Video Disc
 - f. **Easy or E** = for Easy Books or Early Readers. In elementary this is important. Middle and high schools may want to integrate these books into the regular collection using the appropriate call numbers.
 - g. **ebook** = for electronic books
 - h. **ESL** = for English as a Second Language resources
 - i. **Fic** = for fiction books
 - j. **Kit** = for multiple formats in a box or bag
 - k. **Map** = for map collections
 - l. **MP3** = for electronic media in digital format
 - m. **Prof** = for professional collections
 - n. **Ref** = for reference resources
 - o. **SC** = for story collections
 - p. **Pic** = for picture books which are not always easy and may be in middle or high school. collections
 - q. **PBK** = for paperbacks
 - r. **Sp, Fr, Ru** = for foreign language books
 - s. **Vid** = for videos

NOTE: The above call number patterns are the NYCDOE standard and should be used, unless otherwise indicated by the end user on the ordering specification sheet.

APPLICANT MUST PROVIDE CATALOGS TO SCHOOLS UPON REQUEST.

IF THE ADDRESS FOR PURCHASE ORDERS IS DIFFERENT FROM THE ADDRESS ON THE QUOTATION FORM, PLEASE COMPLETE THE FOLLOWING:

NAME OF COMPANY: _____

ATTN: _____

ADDRESS: _____

ZIP CODE: _____

APPLICABLE EXCLUSIONS

PROCESSED AND CATALOGED LIBRARY AND REFERENCE MATERIAL QUOTATION FORM

The applicant understands that items appearing in the catalog(s), other than Library/Reference Books, are not covered by the established contract.

Dated: _____, 20 _____

Name of Applicant: _____

Signature: _____

Title: _____

State of: _____

County of: _____

On this day of: _____, in the year two thousand and

_____; before me personally came _____,

to me known, who being by me duly sworn, did dispose and say that he is an officer and duly authorized member of the firm stated herein and that he executes the above "Applicable Exclusions" Form on behalf of said firm, and all matters therein stated in all respects are true.

Notary Public or Commissioner of Deeds

If Notary is other than from New York State, please attach Certificate from County Clerk of State where notarized.

OFFICE OF PURCHASING OPERATIONS

PUBLISHER'S OR PRODUCER'S CERTIFICATE

PROCESSED AND CATALOGED LIBRARY AND REFERENCE MATERIAL QUOTATION FORM

THIS IS TO CERTIFY:

THAT WE ARE THE PUBLISHER OR PRODUCER OF THE LIBRARY BOOKS AND/OR COPYRIGHTED MATERIAL (S) DESCRIBED AND OFFERED IN THE QUOTATION FORM AND APPLICATION ATTACHED HERETO.

THAT THE LIBRARY BOOKS AND/OR COPYRIGHTED MATERIAL (S) OFFERED IN THE APPLICATION HEREWITH HAVE BEEN COPYRIGHTED BY _____.

THAT THE LIBRARY BOOKS AND/OR COPYRIGHTED MATERIAL (S) OFFERED AND TO BE DELIVERED ARE GUARANTEED TO BE AS DESCRIBED IN THE QUOTATION FORM.

THAT THE APPLICANT, WHOSE NAME, ADDRESS, SIGNATURE AND TITLE APPEAR BELOW, IF OTHER THAN OURSELVES, IS OUR SOLE AND EXCLUSIVE AGENT OF THE NEW YORK CITY DEPARTMENT OF EDUCATION AUTHORIZED AS SAME TO OFFER AND SUPPLY OUR LIBRARY BOOKS AND/OR COPYRIGHTED MATERIAL (S) AND WILL RETAIN THIS POSITION AS SOLE AND EXCLUSIVE AGENT FOR THE NEW YORK CITY DEPARTMENT OF EDUCATION FOR A PERIOD NOT LESS THAT THE PERIOD OF ANY CONTRACT THAT MAY BE ESTABLISHED AS THE RESULT OF THE SUBMISSION OF THE APPLICANT HEREWITH.

THAT THE APPLICANT WHOSE NAME, ADDRESS, SIGNATURE AND TITLE APPEAR BELOW, IF OTHER THAN OURSELVES, IS OUR SOLE AND EXCLUSIVE AGENT FOR THE NEW YORK CITY DEPARTMENT OF EDUCATION AUTHORIZED AS SAME TO OFFER AND SUPPLY OUT LIBRARY BOOKS AND/OR COPYRIGHTED MATERIAL (S) AND WILL RETAIN THIS POSITION AS SOLE AND EXCLUSIVE AGENT FOR THE NEW YORK CITY DEPARTMENT OF EDUCATION FOR A PERIOD NO LESS THAN THE PERIOD OF ANY CONTRACT THAT MAY BE ESTABLISHED AS THE RESULT OF THE SUBMISSION OF THE APPLICATION HEREWITH.

Date

PUBLISHER'S OR PRODUCER'S NAME

ADDRESS

SIGNATURE

NAME AND TITLE

APPLICANT'S CERTIFICATE

THIS IS TO CERTIFY:

THAT WE MAINTAIN OR ARE IN A POSITION TO IMMEDIATELY PROCURE STOCK OF THE LIBRARY BOOKS AND/OR COPYRIGHTED MATERIAL (S) OFFERED IN THE APPLICATION HEREWITH WHICH WILL PERMIT PERFORMANCE IN ACCORDANCE WITH THE CONDITIONS SPECIFIED IN THE APPLICATION.

THAT THE PERCENTAGE/DISCOUNTS QUOTED ON ALL ITEMS AND/OR CATALOGS ARE IN ACCORDANCE WITH ALL TERMS AND CONDITIONS STATED IN THE APPLICATION HEREWITH.

Date

APPLICANT'S NAME

ADDRESS

SIGNATURE

NAME AND TITLE

SERVICE PROVIDER SECURITY REVIEW FORM

ARTS & CULTURAL INSTITUTIONS AND TESTING MATERIALS

COMPLETE SECTION A OR B

Section A:

This is to certify that staff members of the applicant's organization will perform all contracted services in the presence of a Department of Education staff member (e.g. supervisor or teacher). Applicant's staff members will not work alone with students.

Date

Name of Applicant (Print)

Name of Signatory (Print)

Signature

Title (Print)

Section B:

This is to certify that the applicant intends to perform all or part of the contracted services alone with students and outside the presence of a Department of Education staff member (e.g. supervisor or teacher). Applicant agrees to comply with appropriate security procedures requested in order to ensure the safety and protection of students. The security procedures include, but are not limited to, fingerprint checks as may be imposed by the Department of Education. Applicant agrees to pay the applicable fingerprint fee requested.

Date

Name of Applicant (Print)

Name of Signatory (Print)

Signature

Title (Print)

OFFICE OF PURCHASING OPERATIONS

PUBLISHER'S OR PRODUCER'S CERTIFICATE

ARTS & CULTURAL INSTITUTIONS AND TESTING MATERIALS

THIS IS TO CERTIFY:

THAT WE ARE THE PUBLISHER OR PRODUCER OF THE _____ DESCRIBED AND OFFERED IN THE APPLICATION ATTACHED HERETO.

THAT THE APPLICANT WHOSE NAME, ADDRESS, SIGNATURE AND TITLE APPEARS BELOW IS AUTHORIZED TO OFFER AND SUPPLY THE _____ TO THE DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK AGAINST THE APPLICANT HEREWITH AND FURTHER,

THAT THE APPLICANT, WHOSE NAME, ADDRESS, SIGNATURE AND TITLE APPEAR BELOW, IF OTHER THAN OURSELVES, IS OUR SOLE AND EXCLUSIVE AGENT OF THE NEW YORK CITY DEPARTMENT OF EDUCATION AUTHORIZED AS SAME TO OFFER AND SUPPLY OUR _____ AND WILL RETAIN THIS POSITION AS SOLE AND EXCLUSIVE AGENT FOR THE NEW YORK CITY DEPARTMENT OF EDUCATION FOR A PERIOD NOT LESS THAT THE PERIOD OF ANY CONTRACT THAT MAY BE ESTABLISHED AS THE RESULT OF THE SUBMISSION OF THE APPLICANT HEREWITH.

Date

PUBLISHER'S OR PRODUCER'S NAME

ADDRESS

SIGNATURE

NAME AND TITLE

APPLICANT'S CERTIFICATE

THIS IS TO CERTIFY:

THAT WE MAINTAIN OR ARE IN A POSITION TO IMMEDIATELY PROCURE _____ OFFERED IN THE APPLICATION HEREWITH WHICH WILL PERMIT PERFORMANCE IN ACCORDANCE WITH THE CONDITIONS SPECIFIED IN THE APPLICATION.

THAT THE PRICES QUOTED ON ALL ITEMS ARE IN ACCORDANCE WITH ALL TERMS AND CONDITIONS STATED IN THE APPLICATION HEREWITH.

Date

APPLICANT'S NAME

ADDRESS

SIGNATURE

NAME AND TITLE