



Proposal prepared for
Livonia Public Schools

Submitted in Response to:
Buchanan Elementary School – Library Renovation

September 15, 2025

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“It Starts Here”

Original



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September 15, 2025

Alison Smith, Coordinator Federal Programs
Theresa O'Brien, Chief Academic Officer
Livonia Public Schools
15125 Farmington Rd.
Livonia, MI 48154

Dear Ms. Smith & Ms. O'Brien:

Follett Content Solutions, LLC ("Follett") is pleased to present the following New School proposal for your consideration. This response allows us the opportunity to demonstrate to you our level of expertise in creating a new library collection that meets the needs of your students and teachers, and in providing New School services that support the needs of your district's Media Specialists. As New School experts, we are able to take care of the details so that opening your new library is worry-free:

- ♦ A dedicated New School/Large Order (NSLO) Coordinator that will help guide you through the entire process.
- ♦ Pricing guaranteed to be within your budget.
- ♦ Collection list development from our expert team of bibliographers and librarians.
- ♦ Convenient processing options, including genrefication.
- ♦ White Glove Delivery of your collection on your chosen date.
- ♦ A Shelving & Clean-up team that will unpack, shelve, and remove any packing debris.

We are also able to provide valuable online collection analysis tools within Titlewave® to support your collection development needs:

- ♦ A TitleWise® Collection Analysis tool, which provides insight on what areas of your collection need to be improved and helps you find new titles to meet your needs.

Thank you for allowing us this opportunity. We look forward to hearing from you.

Sincerely,

Sara Taylor

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EXECUTIVE SUMMARY

“The most important role we play at Follett is advocating for you. We support and partner with countless agencies – Educational Book Media Association (EBMA), EveryLibrary, American Association of School Librarians (AASL), All4Ed, and many more – to advocate for you, and to bring your needs and student outcomes to the forefront.

Everything we do, from our content to our services and support, is to help you reach every student and support learning wherever and whenever it takes place.

It starts with you.

It starts here.”



Britten Follett
CEO, Follett Content Solutions, LLC



OUR GUARANTEE

We provide a New School Guarantee for all our New School customers. This agreement guarantees that your book collection will be shipped to your new library on a mutually agreed upon date, or Follett will provide a 15% credit (not to exceed \$20,000). We further promise to ship at least 95% of available titles ordered. “Publisher Out of Stock” and “Out of Print” titles do not apply to this guarantee. A typical new library project takes 12 weeks from time an order is received until it is delivered. This guarantee is contingent upon the following milestones being met:

- ✓ Purchase Order/Approved List Received (12 weeks prior to delivery date)
- ✓ Customer Approval of Cataloging and Processing Specifications (6 weeks prior to delivery date)
- ✓ Written Consent, Certificate of Occupancy, or Compliance with State/Local Regulations for Occupancy (2 weeks prior to delivery date)

If these are not met prior to the agreed upon delivery date, our guarantee is no longer applicable.

Follett will not be responsible for delay in meeting its New School Guarantee obligations if such delay is caused by a force majeure event, meaning fire, flood, explosion, war, embargo, pandemic, governmental action, supplier or telecommunications disruption, Act of God, or other cause beyond Follett's control.

PRICING ESTIMATE

The table below outlines the estimated pricing for LPS based on the special incentives we are offering for this opportunity. This offer is valid through 6/30/2027.

- **5% additional discount** on **Renovated Library** Print collection: Buchanan Elementary School
- **Free** Automated Cataloging and Processing for all Print orders (details on the following pages)
- **Free** Collection Development Services to assist in curation
- **Free** Shipping & Handling (within the contiguous United States)
- **Free** Shelf Markers for easy organization of boxes when shelving
- **Free** Unpacking, Shelving, and Clean-up Support from your Dedicated Sales Consultant, **Sara Taylor.**
- **Lifetime Guarantee** on FollettBound titles (provided the title is still in print)
- **5% incentive as Titlewave® Gift Certificate** *[calculated on final New School Collection purchase(s)]*

Cataloging and Processing Details

- ▶ **FREE** Automated Processing and Cataloging for all Print orders – attached.

This is a \$1.45 per book savings!

Includes:

- ✓ Enhanced MARC records for every title including the 526 reading program tag
- ✓ Application of Barcode with protective label (standard placement)*
- ✓ Protective Mylar on books with dust jackets
- ✓ Spine Label with protective label
- ✓ Genre Label (one label per book)
- ✓ Property Label

***Please note:** Barcode label placement that differs from the standard placement will incur an additional 16¢ per item. Standard placement positioning is explained in detail within Follett's Book Processing & Cataloging Guide.

White Glove Delivery, Shelving, and Clean-up Details

- ▶ Delivery on desired date.
- ▶ Boxes will be delivered inside the school, as close to the library as is feasible.
- ▶ Unpacking and shelving support provided by your dedicated Sales Consultant, **Sara Taylor.**
- ▶ Debris removed by your dedicated Sales Consultant, **Sara Taylor.**

This offer is valid through 6/30/2027.

CONFIDENTIALITY

This proposal contains information provided for the sole purpose of permitting the recipient to evaluate this proposal. In consideration of receipt of this document, the recipient agrees, without limit to time, to treat this information as confidential and to not use or reproduce this information for any purpose other than its evaluation of this proposal and not to disclose this information to any other person for any purpose, without the express written consent of Follett, or as required by law.

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- Titlewave®
- TitleWise®

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OFFER DISCLAIMERS

1. **Minimum Spend:** *This special offer is contingent on LPS submitting an initial purchase order for a New School collection that exceeds a minimum of \$100,000.00. The expiration date to utilize these incentives is 6/30/2027. A lower initial purchase order amount may affect the incentives being offered in this proposal.*
2. **Discount Exceptions:** *The additional discounts offered in this proposal may not be used on any new textbooks or workbooks, databases, Follett's Assigned-User eBooks or in conjunction with any other available discounts such as discounts offered on large quantity purchases of the same FollettBound® title.*
3. **Title Costs:** *Please note that prices are subject to fluctuation based on market conditions, however, the discount specified herein will remain consistent throughout the duration of the contract.*
4. **Quantity and Title Availability:** *Book quantities and titles are subject to publisher availability at the time of order placement.*
5. **Cataloging and Processing:** *Any processing items that are not listed in the table shown above come at an additional charge. Please contact your dedicated Sales Consultant for more details.*