

St. Charles City-County Library District

Card Readers for Staff Computer Access Request for Proposal (issued September 9, 2026)

Addendum 1 October 2, 2026

Answers to Questions

Required: Acknowledge Receipt of Addendum 1 in Proposal

Answers to Questions:

Question: What is the expected quantity of card reader equipped staff computers?

Answer: 235

Question: Do you want Windows OS 11 PCs?

Answer: Yes all will be on Windows 11 PCs

Question: are you looking for complete workstations or just the card reader to attach to your current PCs? If complete workstations, is there a basic design in mind, i.e.: A desktop PC with a separate monitor, mouse, keyboard, card reader?

Or

A POS-style all-in-one PC which typically also includes touch screen and receipt printer in a small footprint?

Answer: Just the card reader

Question: The Award section asks the selected proposer to provide evidence that it is “a licensed professional in the State of Missouri in good standing.” For this IT hardware/software and Active Directory integration scope, could you please confirm what specific Missouri professional license or registration the Library expects under that requirement, and whether it must be held by the proposing company or by an individual performing the work?

Answer: This is intended for any specific licenses your company needs to be in good standing with the state of Missouri.

Question: How many total users and support staff will be utilizing the proposed solution?

Answer: 236

Question: How many desktops and laptop (if any) computers are included in the scope that will require card reader hardware?

Answer: 235

Question: Are any computers virtual machines, virtual desktops, or accessed through VDI/RDS environments?

Answer: No

Question: Are any laptop computers equipped with embedded RFID/NFC readers, or will external readers be required?

Answer: External Readers

Question: Please identify the specific regulatory, statutory, contractual, cyber-insurance, audit, grant, or internal-policy requirements driving this procurement. In particular, please indicate whether the proposed card-reader system is expected to support compliance with PCI DSS, NIST, cyber-insurance requirements, or any other defined security framework. Please also identify which IAM capabilities are mandatory, and which are preferred.

Answer: The card readers will need to be able to offer MFA for cyber-security compliance. They will not be used for payments, but they will be used for staff to access staff computers to support patron transactions.

Question: The RFP references B-BUC3-37-SC50 cards operating at 13.56 MHz. Please confirm that these cards will be used in a contactless configuration, where the user presents or holds the card near the reader and authentication occurs through wireless NFC communication. Please also confirm that the cards will not need to be physically inserted into the reader or make electrical contact with it, as would be required with a traditional contact-based smart card. Finally, please identify whether the proposed reader must read only the card's unique identifier or interact with the card's embedded chip for secure authentication.

Answer: Yes these will be contactless using NFC, The cards do not need to be inserted. The reader will only need to read the cards unique identifier.

Question: Is the Library seeking Passwordless authentication, single sign-on, workstation locking/unlocking, or all three?

Answer: Workstation unlocking

Question: Must the solution support shared workstations used by multiple staff members?

Answer: Yes

Question: Are multiple domains, organizational units, or separate locations involved?

Answer: Separate locations but same OU and Domain.

Question: What operating systems and versions are deployed?

Answer: Windows 11 24H2 and newer.

Question: Are administrative users, IT staff, or only general library staff included in licensing?

Answer: All staff will be included in the licensing.

Question: Must the solution be integrated with existing MFA, endpoint-management, helpdesk, or security tools?

Answer: No

Question: Are there required contract terms, renewal periods, warranties, SLAs, or response times?

Answer: There are no requirements, but those factors will be taken into consideration.

Question: Will the Library provide a test environment or require a proof of concept?

Answer: Yes

Question: What evaluation criteria and weighting will be used?

Answer: A point system will be used based on the following criteria:

- Scope of Work & Technical Compliance
- Cost / Pricing
- Qualifications & Relevant Experience
- Implementation & Project Management
- Warranty, Support & Reliability
- Proposed Personnel
- References / Past Performance