



AUDIT COMMITTEE

PRE-SOLICITATION BRIEFING FOR MEDIA, CATALOGING AND DIGITAL PROCESSING SERVICES

April 25, 2017

Ramiro S. Salazar
Director
Library Department

Solicitation Overview



Originating Department: San Antonio Public Library



Solicitation Type: Request for Competitive Sealed Proposal (RFCSP)



High Profile Designation: Contract Value over \$1 million



Estimated Value: \$2,500,000 annually / \$12,500,00 total



Current Contract Status: Expires September 30, 2017



Proposed Term: 3 years with 2, 1 year renewal options

Project Overview

Media

- Purchase of physical media materials
- Formats include DVD, Blu-Ray, Music CDs and Audiobooks
- Available in English, Spanish and other select languages

Cataloging

- All materials cataloged according to San Antonio Public Library specifications
- Cataloging records are delivered directly to the Library for incorporation into the SAPL catalog

Digital Processing

- Vendor provides digital imaging technology to create product artwork
- Technology includes library-specific labels, e.g. barcodes, spine labels & location information

Solicitation Requirements

Evaluation Criteria

- Experience, Background, Qualifications: 30 Points
- Proposal Plan and Solution: 35 Points
- Pricing: 15 Points
- SBEDA: 20 Points
 - 10 points SBE Prime Contract
 - 10 points MWBE Prime Contract

Additional Requirements

- SBEDA Subcontracting Requirements: Not Applicable
- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable
- Audited Financial Statements: Not Required

Goal Setting Committee Members

- Nikki Ramos, Assistant Director, Parks and Recreation
- Michael Sindon, Assistant Director, Economic Development
- Melanie Seale, Assistant Director, Finance
- Dale McNeill, Assistant Director, Library
- Shuchi Nagpal, Economic Development Manager, Economic Development

Outreach Efforts

NIGP Codes Identified

- 95610 – Library Cataloging Services
- 20730 – Disks, DVD
- 71505 – Audio Cassettes, Tapes and Compact Discs

Number of Vendors to be Notified

- Central Vendor Registry: 85
- Veteran Owned Small Business (SBA): 0
- Targeted Vendor Outreach: 3

Advertising

- TVSA channel 21
- COSA Bidding Opportunities Website
- Hart Beat

Project Evaluation Committee

Voting Members	Advisory Members
Lori Houston, Assistant City Manager	Laura Cole, Biblio Tech Administrator
Ramiro Salazar, Director, Library	Lauren O'Connor, City Attorney
Candelaria Mendoza, Library Services Administrator, Library	Jorge Garcia, Procurement Manager
Troy Hoyles, Collection Development Supervisor, Library	Charisma Esparza, Procurement Specialist III
Kathryn Sturtz, Coordinator of Technical Services, Library	Michael Howdyshell, Procurement Specialist III
Katie Enright, Catalog Services Supervisor, Library	

Project Timeline

Pre-Solicitation

Goal Setting Committee:
▪ March 13, 2017

Audit Committee Pre Solicitation Briefing:
▪ April 25, 2017

Release RFCSP:
▪ May 2, 2017

Solicitation

Pre-Submittal Conference:
▪ May 10, 2017

Deadline for Questions:
▪ May 19, 2017

RFCSP Due:
▪ June 2, 2017

Post – Solicitation

Evaluation Complete:
▪ June 23, 2017

Contract Negotiated:
▪ July 7, 2017

Audit Committee Post Solicitation Briefing:
▪ August 15, 2017

Finalization

City Council Consideration:
▪ **August 31, 2017**

Contract Start Date:
▪ October 1, 2017

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INDIVIDUAL PRE-SOLICITATION BRIEFING FOR MEDIA, CATALOGING AND DIGITAL PROCESSING SERVICES

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