



City of San Antonio

Agenda Memorandum

File Number:16-2395

Agenda Item Number: 4.

Agenda Date: 5/5/2016

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: CityWide

SUBJECT:

Automated Cataloging Service

SUMMARY:

This ordinance authorizes a contract with Online Computer Library Center for an estimated annual amount of \$44,000.00 to provide automated cataloging services to the San Antonio Public Library. The initial term of the contract is upon award through February 28, 2019. Two additional one-year renewals at the City's option shall also be authorized by this ordinance. Funding for this contract is available through the FY2016 Library General Fund Budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Online Computer Library Center, Inc. (OCLC) to provide the San Antonio Public Library with an integral cataloging service that will alleviate manual creation of millions of catalog records maintained by the Library. This automated cataloging service is one of the most important tools utilized by library staff in the classification of thousands of titles in order to give patrons visibility of these resources while conducting research. The San Antonio Public Library system consists of a Central Library and 26 branches, one of which is a joint public/school library. The Library's service population is over 1.8 million and there are over 921,000 registered borrowers.

The San Antonio Public Library uses the Innovative Interfaces Millennium integrated library system for

cataloging, circulation, Web Online Public Access Catalog, acquisitions and serials.

As of September 10, 2015 the San Antonio Public Library had 569,697 bibliographic records and 453,830 authority records in its database. The San Antonio Public Library adds approximately 35,000 new titles per year in print and media formats plus 20,000 - 22,000 electronic resources. Approximately 30% of the Library's print and media acquisitions are cataloged and processed by vendors and the rest are cataloged and processed in-house. The San Antonio Public Library's current major vendors are Baker & Taylor for print and Midwest Tape for media.

The City issued a Request for Competitive Sealed Proposal for "Annual Contract for Automated Cataloging" on September 30, 2015, with a submission deadline of November 2, 2015. Two proposals were received and were deemed responsive and eligible for evaluation committee review.

The evaluation team consisted of representatives from the Library. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm's qualifications, experience, and quality of service, previous performance, proposed plan and price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 50 points allotted for proposed plan; and 20 points allotted for respondent's price schedule.

The evaluation committee met on November 13, 2015 to evaluate the two responsive proposals received. After committee review and discussion, the individual technical scores were submitted and the aggregate scores were submitted and were presented. After a recommendation for award was agreed upon by the selection committee, the pricing scores and the SBEDA scores were revealed. OCLC received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the contract is upon award through May 11, 2019. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will allow the San Antonio Public Library to continue its use of the automated cataloging service currently provided by the incumbent vendor. This will result in a seamless transition.

Due to the lack of small, minority, and/or women owned businesses available to provide these services; the SBEDA Program did not apply to this solicitation.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the San Antonio Public Library would be required to procure cataloging services on an as needed basis or resort to manual restoration of millions of catalog records. This process would be labor intensive, costly, and would possibly affect availability of resources for library patrons.

FISCAL IMPACT:

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the Department's adopted budget approved by City Council. The estimated annual cost for this contract is \$44,000.00. Purchases made by the Department are as needed and dependent upon available funds within their adopted budget.

RECOMMENDATION:

Staff recommends approval of this contract with OCLC beginning upon award through May 11, 2019. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

This contract was procured by means of Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.