



# City of San Antonio

## Agenda Memorandum

**File Number:**18-2145

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**Agenda Item Number:** 6.

**Agenda Date:** 4/5/2018

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Annual Contract for Digital Library Access Agreement-San Antonio Public Library

### **SUMMARY:**

This ordinance authorizes a contract with OverDrive, Inc. in an amount up to \$2,114,898.00 annually to provide Downloadable Books and Digital Media. Funding for this contract is available through the FY2018 Operating Budget.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is a proposal submitted by OverDrive, Inc. to provide access to downloadable books and digital media including annual maintenance, hosting and support fees as well as contract capacity to expand the service to additional library locations as funds are budgeted by the Library Department in an amount up to \$2,114,898.00 annually. OverDrive, Inc. offers more than 1.8 million titles representing 5,000 publishers with titles ranging from best sellers to business and education subjects. All materials provided are suitable for public library customers, including children and teens.

The Library began providing downloadable e-books, e-audio, e-music and streaming videos through OverDrive, Inc. in FY07 with a total of 258 checkouts. In FY16, the volume had increased to approximately 1 million checkouts through this platform. This included 634,000 e-book checkouts with approximately 241,000, or 38%, in Kindle format.

The City issued a Request for Offer (RFO) for “Annual Contract for Digital Library Access - San Antonio

Public Library” (RFO, 6100009550) on December 1, 2017, with a submission deadline of December 13, 2017. This contract was procured utilizing an exemption to competitive bidding. OverDrive, Inc. is the only digital library lending provider that offers downloads in the Kindle format. Lack of Kindle accessible format would drastically diminish patrons’ access to e-books. OverDrive, Inc. also provides a proprietary browser that is able to cache the content for offline usage and does not require an active internet connection to read/listen to the digital content.

The initial term of the agreement shall begin upon award by City Council through January 31, 2021. Two additional one-year renewals at the City’s option shall also be authorized by this ordinance.

#### **ISSUE:**

This contract will provide the San Antonio Public Library Department access to the OverDrive platform of services. This contract includes annual maintenance, hosting and support fees. The contract will also allow the Library to expand the OverDrive service at additional library locations.

This contract is exempt from competitive bidding and is excluded from the scope of the SBEDA program.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

#### **ALTERNATIVES:**

Should this contract not be approved, the San Antonio Public Library Department will lose the opportunity to serve broader customer groups who have adopted the downloadable books and digital media as their preferred library service. The Library would resort to the traditional method of checking out books and media.

#### **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 total estimated cost for this contract in amount up to \$2,114,898.00 annually. Purchases made by the Department are as needed and dependent upon available funds within their adopted budget.

#### **RECOMMENDATION:**

Staff recommends the approval of this contract with OverDrive, Inc. in an amount up to \$2,114,898.00 annually to provide San Antonio Public Library Department with downloadable books and digital media.

This contract is procured by means of a Sole Source exemption and a Contracts Disclosure Form is not required.