SINGLE SOURCE AWARD **BID # SS-9808-21**

SUBJECT: Access to OCLC Database for Cataloging, Inter-Library Lending & Services

DEPARTMENT: Library

DESCRIPTION OF PURCHASE: Recommend approval to increase the award with Online Computer Library Center, Inc. (OCLC), contract number 70811-21 by $43,854.66 for additional cataloging, digitized collections, inter-library lending and access to FirstSearch Database reference services for the period ending November 30, 2022. Total revised estimated expenditure not to exceed $320,520.09.

FUNDING SOURCE: 00111.185102.546620.000000.00000000.00000.0000000 – To be executed by formal contract amendment through the Office of General Counsel

SINGLE SOURCE AWARD TO: Online Computer Library Center, Inc.

PRICE JUSTIFICATION: See Attached

TOTAL AWARD: $320,520.09 **Requisition #:** PLPL501812-22

ATTACHMENTS: Recommendation Memo, Vendor Quote and Previous Awards

CERTIFICATION AS TO SINGLE SOURCE: Lynnea Jacobson, Assistant Director, Jacksonville Public Library

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

for Analyst: Jaclyn Stamos

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

JACKSONVILLE
PUBLIC LIBRARY

Jacksonville Public Library
Support Services Department
3435 University Blvd. North
Jacksonville, Florida 32277

August 3, 2022

MEMORANDUM

TO: Greg Pease
Chief of Procurement

FROM: Lynnea Jacobson
Assistant Director, Systems and Technology

CC: Tim Rogers
Library Director

Gretchen Mitchell
Deputy Director for Support Services

Leslie Jones
Assistant Director Systems and Technology

SUBJECT: Justification Letter for OCLC Cataloging and ILL Services
00111.185102.546620.000000.00000000.00000.0000000

The Jacksonville Public Library requests a change order to PO633958-22 in the amount of $43,854.66 for additional services from OCLC including CONTENTdm, WebDewey, ILLiad and Firstsearch through OCLC. The OCLC services requested provided services for cataloging, digitized collections, interlibrary loan and access to the Firstsearch database.

In providing services for the library the vendor must provide the following:

- Firstsearch – the public access interface to a database of metadata for bibliographic, music, video and rare titles that is compiled from authoritative sources such as public and academic libraries, the Library of Congress and partner vendors.
- CONTENTdm, the contentment management system for digitized collection. The library currently has over 37,800 items stored in its collection on CONTENTdm
- ILLiad – the interface for library customers to place requests for library material from other libraries. The Library participates in interlibrary loan through OCLC.
- WebDewey – online access to the Dewey Decimal Classification System.

With your approval, the library requests to purchase the OCLC services on the qualifications outlined above. Any other vendor must meet these specified qualifications and requirements in order to be approved to provide this type of service.

SINGLE SOURCE AWARD **BID # SS-9808-21**

SUBJECT: Access to OCLC Database for Cataloging, Inter-Library Lending & Services

DEPARTMENT: Library

DESCRIPTION OF PURCHASE: Recommend approval to increase the award with Online Computer Library Center, Inc. (OCLC) by $126,507.13 for continued access to the OCLC database for cataloging, inter-library lending and reference services (Cataloging and Metadata subscription and WorldShare ILL) for the period ending November 30, 2022. Total revised estimated expenditure amount is $126,507.13, for a total expenditure amount not to exceed $276,665.43.

FUNDING SOURCE: 00111.185102.546620.000000.00000000.00000.0000000 – To be executed by formal contract through the Office of General Counsel

SINGLE SOURCE AWARD TO: Online Computer Library Center, Inc.

PRICE JUSTIFICATION: See Attached

TOTAL AWARD: $276,665.43 **Requisition #:** PLPL501812-22

ATTACHMENTS: Recommendation Memo, Vendor Quote and Previous Awards

CERTIFICATION AS TO SINGLE SOURCE: Tim Rogers, Director, Jacksonville Public Library

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 10/28/2021

ACTION OF AWARDING AUTHORITY DATE: 11-1-21

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No: 2019-02

FORM GB-113, Revised 12/2007

SINGLE SOURCE AWARD **BID # SS-9808-21**

SUBJECT: Access to OCLC Database for Cataloging, Inter-Library Lending & Services

DEPARTMENT: Library

DESCRIPTION OF PURCHASE: Recommend approval to ratify the period of service from December 1, 2020 to date of award Recommend approval of single source award to Online Computer Library Center, Inc (OCLC) for access to the OCLC database for cataloging, inter-library lending and reference services Period of service is from date of award through November 30, 2022 Total expenditure amount not to exceed $150,158 30 for FY21.

FUNDING SOURCE: 00111.185102.546620.000000.00000000.00000.0000000 – To be encumbered by purchase order

SINGLE SOURCE AWARD TO: Online Computer Library Center, Inc.

PRICE JUSTIFICATION: See Attached

TOTAL AWARD: $150,016.00 **Requisition #:**

ATTACHMENTS: Recommendation Memo, Single Source Form, Vendor Quote and Previous Awards

CERTIFICATION AS TO SINGLE SOURCE: Tim Rogers, Director, Jacksonville Public Library

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eisher
CHAIRMAN

1/21/2021
DATE

ACTION OF AWARDING AUTHORITY DATE 1/22/21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

FORM GB-113, Revised 02/2007