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SINGLE SOURCE AWARD **BID # SS-13325-23**

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 $13,704.15 to add additional services from CONTENTdm and WebDewey; these are additional services from OCLC. Total estimated expenditure not to exceed $146,151.41.

FUNDING SOURCE: 00111.185102.546620.000000.00000000.00000.0000000 – To be encumbered by purchase order

SINGLE SOURCE AWARD TO: OCLC Cataloging and Interlibrary Loan Services

Price Justification: See attachment

Total Award: $146,151.41 **Requisition #:** N/A

Attachments: Recommendation Memo, Previous Award

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: Corey Sidlo

Dustin Freeman, 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 _____

FORM GB-113, Revised 12/2007

JACKSONVILLE
PUBLIC LIBRARY

Start Here. Go Anywhere.

TO: Dustin Freeman, Chief of Procurement

FROM: Tim Rogers, Director, Jacksonville Public Library

DATE: December 20, 2022

SUBJECT: Justification Letter for OCLC CONTENTdm and WebDewey services
00111.185102.546620.000000.00000000.00000.0000000

The Jacksonville Public Library requests a change order to PO 650311-23 in the amount of $13,704.15 for CONTENTdm and WebDewey – these are additional services from OCLC. The OCLC services requested provide services for cataloging and digitized collections.

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

- CONTENTdm – the contentment management system for digitized collection which enables access to the Library's digital collection. The library currently has over 38,000 items stored in its collection on CONTENTdm.
- WebDewey – online access to the Dewey Decimal classification scheme database which enables the library to provide classification for the materials held at the library.

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.

Cc: Gretchen Mitchell, Deputy Director for Support Services
Leslie Jones, Assistant Director Systems and Technology
Stephanie Miller, Senior Manager of Library Collections

Sidlo, Corey

From: Mitchell, Ashley
Sent: Thursday, January 5, 2023 4:43 PM
To: Miller, Stephanie
Subject: RE: OCLC single source award increase

Hi Stephanie,

We figured it out on our end 😊 hopefully everything looks good for Procurement and they'll approve it

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Single Source Purchase Order: 650311-23

Main

General

Procurement BU	COJ BU	Supplier	OCLC Inc
Requisitioning BU	PLPL Public Libraries	Supplier Site	Order-Remit
Sold-to Legal Entity	City of Jacksonville	Supplier Contact	Suzanne Hill
Bill to BU	COJ BU	Communication Method	E-Mail
Order	650311-23	Email	orderit@oclc.org
Status	Open	Cc	
Funds Status	Partially Liquidated	Bcc	
Buyer	Corey Sidlo	Bill to Location	Accounts Payable
Creation Date	10-31-22	Ship to Location	JPL - Main Administration

Terms Notes and Attachments

Required Acknowledgment	None	Shipping Method	Best Way
Payment Terms	Net 30	Freight Terms	Freight Prepaid
		FOB	FOB Destination

Thanks,

Ashley Mitchell
Accountant Senior
Finance | Jacksonville Public Library
303 N Laura Street
Jacksonville, FL 32202
(904) 255-6119
amitchell@coj.net

From: Mitchell, Ashley
Sent: Wednesday, January 4, 2023 8:40 AM

To: Miller, Stephanie <SStokes@coj.net>
Subject: RE: OCLC single source award increase

Good Morning Stephanie,

It's supposed to be a change order but I'll double check with Procurement to make sure that's how they understand it to be as well

From: Miller, Stephanie <SStokes@coj.net>
Sent: Tuesday, January 3, 2023 2:41 PM
To: Mitchell, Ashley <AMitchell@coj.net>
Subject: RE: OCLC single source award increase

Is it going to be a change order to the OCLC single source/PO?

Stephanie

From: Mitchell, Ashley <AMitchell@coj.net>
Sent: Tuesday, January 3, 2023 2:38 PM
To: Miller, Stephanie <SStokes@coj.net>
Subject: RE: OCLC single source award increase

Hi Stephanie,

Happy New Year and it looks like it was entered into 1Coud on 12/22/2022, I'll check with Procurement to see what's going on with it.

PLPL-500270-23

Requisition	Description
PLPL-500270-23	CONTENTdm - Management System - Heather Bumbaugh

Thanks,

Ashley Mitchell
Accountant Senior
Finance | Jacksonville Public Library
303 N Laura Street
Jacksonville, FL 32202
(904) 255-6119
amitchell@coj.net

From: Miller, Stephanie <SStokes@coj.net>
Sent: Tuesday, January 3, 2023 1:42 PM
To: Mitchell, Ashley <AMitchell@coj.net>
Subject: FW: OCLC single source award increase

Hi Ashley,

Do you know whether this request has been submitted?

Thank you,

Stephanie

Stephanie Miller, Senior Manager of Library Collections
Jacksonville Public Library
3435 University Blvd N. 32277
O: (904) 255-6185
E: sstokes@coj.net

Please note that under Florida's very broad public records law, e-mail communications to and from city officials are subject to public disclosure.

From: Miller, Stephanie
Sent: Tuesday, December 20, 2022 4:36 PM
To: JPLFinance <JPLFinance@coj.net>; Mitchell, Ashley <AMitchell@coj.net>
Cc: Thompson, Ella <EllaHT@coj.net>; Jones, Leslie <LKJones@coj.net>; Bumbalough, Heather <HBumbalough@coj.net>
Subject: OCLC single source award increase

Hello all,

I'm emailing to request a change order increase to SS-13325-23 and PO 650311-23 for OCLC. The attached documents include:

- Single source award/PO increase request memo signed by Tim
- OCLC sole source letter RE: WebDewey and CONTENTdm
- Quotes for increasing the storage space for CONTENTdm and for the annual renewals for CONTENTdm and WebDewey
- Procurement's justification for single source document
- The original single source award and PO
- JPL Finance's standard requisition form

Please let me know if there is anything else that you need from me.

Thank you,

Stephanie

Stephanie Miller, Senior Manager of Library Collections
Jacksonville Public Library
3435 University Blvd N. 32277
O: (904) 255-6185
E: sstokes@coj.net

Please note that under Florida's very broad public records law, e-mail communications to and from city officials are subject to public disclosure.

Via e-mail: sstokes@coj.net

2022 December 20

Stephanie Miller, Senior Manager of Library Collections
Jacksonville Public Library (JPL)
Cataloging and Digitization Services
3435 University Blvd. N.
Jacksonville, Florida 32277-2464

RE: Sole Source Request

Dear Ms. Miller,

Thank you for your recent inquiry concerning the availability of the following OCLC, Inc. ("OCLC") services: CONTENTdm and WebDewey(collectively the "OCLC Services").

OCLC is the only source from which the Jacksonville Public Library may obtain these OCLC Services.

OCLC looks forward to being of continued service to the Jacksonville Public Library.

Please let me know if you need any additional information.

Sincerely,

OCLC, INC.

By: _____
Bruce A. Crocco, Vice President

Approved by Legal
PB

SINGLE SOURCE AWARD **BID # SS-13325-23**

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

DEPARTMENT: Library

DESCRIPTION OF PURCHASE: 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, 2023. Total expenditure amount not to exceed $132,447.26 for FY23.

FUNDING SOURCE: 00111.185102.546620.000000.00000000.00000.0000000 – To be encumbered by purchase order

SINGLE SOURCE AWARD TO: OCLC Cataloging and Interlibrary Loan Services

PRICE JUSTIFICATION: See Attached

TOTAL AWARD: $132,447.26 **Requisition #:**

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

CERTIFICATION AS TO SINGLE SOURCE: Gretchen Mitchell, Deputy Director, Jacksonville Public Library

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

Analyst: Corey Sidlo

for Dustin Freeman, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE*** 10/27/2022

ACTION OF AWARDING AUTHORITY DATE: 10/28/22

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