SINGLE SOURCE AWARD **BID # SS-13650-23**

Subject: ProQuest, LLC

Department: Jacksonville Public Library

Description of Purchase: Recommend approval to award Single Source Award to ProQuest, LLC, in the amount of $77,555.73 to purchase database subscriptions for the library system. Period of service is one year from date of award.

Funding Source: 00111.185102.566010.000000.00000000.00000.0000000 - To be executed by purchase order

Single Source Award To: ProQuest, LLC

Price Justification: See attachment

Total Award: $77,555.73 **Requisition #:** N/A

Attachments: Agency Memo, Single Source Request Form, Supplier Letter, 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: 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 _____

JACKSONVILLE PUBLIC LIBRARY

Jacksonville Public Library
Support Services Department
3435 University Blvd N
Jacksonville, FL 32277

MEMORANDUM

TO: Dustin Freeman
Chief of Procurement Division

FROM: Tim Rogers
Library Director

DATE: November 29, 2022

CC: Stephanie Miller
Senior Manager Library Collections

Gretchen Mitchell
Deputy Director for Support Services

Leslie Jones
Assistant Director Finance & Administrative Services

Re: Justification Letter for ProQuest, LLC.

General funds 00111.185102.566010.000000.00000000.00000.0000000

The Jacksonville Public Library requests a purchase order for ProQuest LLC in the amount of $77,555.73 to purchase database subscriptions for the library system.

RNP- *New York Times*-$13,975.92
Digital access to recent editions of *The New York Times* with the ability to search PDF images of every part of every page with remote access as well as in-library use.

RNP- *Wall Street Journal*-$5,937.62
Digital access to recent editions of *The Wall Street Journal* with the ability to search PDF images of every part of every page with remote access as well as in-library use.

Sanborn Maps- $440
Online fire maps of historical insurance information available with remote access as well as in-library use.

Ancestry Library Edition- $29,633.12
Contains digitally enhanced census records from the U.S. Federal Census. Also includes immigration, vital, military, court, church and ethnic records; city directories; genealogical societies; Social Security Death Index; and family history library.

For payment questions, please contact us at 1-734-997-4170.

All contract prices are exclusive of any applicable taxes. ProQuest LLC will assess, collect and remit VAT, GST and sales tax, as applicable, on the sale of taxable goods and services to the extent that ProQuest is obligated to assess tax unless you provide written evidence that you are tax-exempt. If you are required by law to deduct or withhold any amount you must ensure that ProQuest is paid the same fees as it would have been entitled to receive in the absence of any such requirement to make a deduction or withholding.

FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

JUSTIFICATION FOR SINGLE SOURCE (JSS)	
Pursuant to the City of Jacksonville Procurement Code§ 126.206 & § 126.112, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.	
1. Requesting Agency:	Library
2. Nature and/or description of the requirement being requested. *Identify each item, component or service being procured. (Attach quote/proposal):* *Why does the City need these particular goods or services?*	This funding request will allow for the purchase of HeritageQuest Online, Fold3 Library Edition, Sanborn Maps and Ancestry Library databases and the *New York Times and Wall Street Journal* digital microfilm databases. The price quotation includes itemized prices. The Library choses to purchase from ProQuest LLC. as their products are electronic editions of national U.S. newspapers and genealogical research databases, with access to unlimited users.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	ProQuest LLC has the proprietary, copyright and distributorship services for their products and the library can only purchase library edtion ProQuest products directly from the supplier.
4. Date of Request	11/29/2022

5. Summary of Market Research

[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

[Library staff have researched availability and access to digital newspapers and Sanborn maps / Genealogy databases- all for the library marketplace, and these products and services are not available from another vendor.]

6. Other Documentation (Check and attach all that apply)

√ Supplier Quote

√ Single Source Memo signed by Director

Jacksonville Public Library Standard Requisition Form $65,000 and Over

Use this form for all purchases $65,000 and over. When completed send form and supporting documentation (quotes, Sole Source/Proprietary documentation, justification letters etc.) through your chain of command for signatures, with final delivery to JPL Finance. The signed documents can be scanned for delivery to JPL Finance.

Requested By: Jill Haile Date: 11/29/22 Phone: 255-6036

Requesting Division: Support Services Branch/Other: Collection Development

☐ Regular Purchase Order ☐ Other:

☑ Single Source

Amount: $ 77,555.73

Cost not to Exceed: $ Funding Source: 00111 185102 - Main Library & Branches

(P-Card Only) Grant/Project Name/

Account: 566010 - Library Materials Supplier Name: ProQuest, LLC.

#:

Summary of the Scope of goods/services to be provided, List each item, component or service and **attach quote, proposal or work specifications**:

Funding to purchase digital newspaper subscriptions- New York Times and Wall Street Journal and databases- Digital Sanborn maps, Ancestry Library Edition, HeritageQuest Online and Fold3 Library Edition. Itemized quotes attached.

☑ Vendor in attached quote/estimate is Registered in 1Cloud.

☑ **Justification Letter Attached**. Required for Single Source purchase per Procurement Manual.

Signature Approvals: Type Name and send to appropriate person for signature.

Requestor Jill Haile Signature Jill Haile Digitally signed by Jill Haile Date: 2022.11.29 11:57:50 -05'00' Date: 11/29/22

Division Dir. Stephanie Miller Signature Stephanie Miller Digitally signed by Stephanie Miller Date: 2022.11.29 12:58:17 -05'00' Date: 11/29/22

Library Finance Signature Received By Date: 11/29/22

Finance Use Only

Reviewed Date 12-5-2022

Approved By

HeritageQuest Online- $13,442.85
Collection of genealogical and historical sources—with coverage dating back to the 1700s that is available for remote use as well as in-library use.

Fold3 Library Edition- $14,126.22
Collection of U.S. military records, including the stories, photos, and personal documents of the men and women who served available for remote use as well as in-library use.

ProQuest LLC aggregates source material from third-party publishers and creates associated abstracts, indexes, transcripts, and other proprietary elements for such material resulting in products and services.

As a result, only ProQuest LLC can provide libraries the content combined with the proprietary platform and user experience for the products/services listed above.

Thank you for your consideration.

```
      **0**CA

      13,975.92 +
       5,937.62 +
            440. +
      29,633.12 +
      13,442.85 +
      14,126.22 +
006
      77,555.73 +
```

ProQuest LLC
Renewal Details

ProQuest
Part of Clarivate

System ID: Q-00593743 US1663903

It's Time to Renew Your ProQuest Subscription

We hope your users are enjoying the ProQuest subscription you've carefully selected for them. We'd like to remind you that your account is up for renewal. Renew today so your users enjoy uninterrupted access to the products and services they rely on.

Ready to renew? Confirm Your Renewal **now.**

Product Name	Code	Start Date	End Date	Price
Ancestry Library	ANCLIB	7/1/2023	6/30/2024	29,633.12 USD
				Total Price: 29,633.12USD

Billing Information: Please review your billing address to ensure its accuracy	*Shipping Information:* Please confirm the shipping address is accurate
Jacksonville Public Library FL 3435 University Blvd N Jacksonville FL United States 32277-2464	**Jacksonville Public Library FL** 3435 University Blvd N Jacksonville FL United States 32277-2464
Electronic Invoice Recipient(s): Jill Haile jhaile@coj.net	**Electronic Renewal Recipient(s):** Jill Haile jhaile@coj.net
If your subscribing institution requires the use of Purchase Orders, please indicate below. **Purchase Order #** **Billing Information Notes**	**Tax Exempt #**

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- **Access your invoices online:** View or download a two-year history of your ProQuest invoices, or submit an inquiry or dispute quickly and easily. Access the ProQuest Invoice Portal today.

For payment questions, please contact us at 1-734-997-4170.

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ProQuest LLC
Renewal Details

ProQuest
Part of Clarivate

System ID: Q-00583222 PQ10096944

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Product Name	Code	Start Date	End Date	Price
Fold3 Library Edition	FOLD3	6/1/2023	5/31/2024	14,126.22 USD
HeritageQuest Online	HQO	6/1/2023	5/31/2024	13,442.85 USD
				Total Price: 27,569.07USD

Billing Information: Please review your billing address to ensure its accuracy.	*Shipping Information:* Please confirm the shipping address is accurate.
Jacksonville Public Library FL 3435 University Blvd N Jacksonville FL United States 32277-2464	**Jacksonville Public Library FL** 3435 University Blvd N Jacksonville FL United States 32277-2464
Electronic Invoice Recipient(s): Jill Haile jhaile@coj.net	**Electronic Renewal Recipient(s):** Jill Haile jhaile@coj.net
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11/16/2022 6:42 PM

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ProQuest LLC
Renewal Details

ProQuest
Part of Clarivate

System ID: Q-00577862 US1761574

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Ready to renew? Confirm Your Renewal now.

Product Name	Code	Start Date	End Date	Price
Digital Sanborn Florida Continuing Svc Fee	S1FLSAN	4/1/2023	3/31/2024	440.00 USD
				Total Price: 440.00USD

Billing Information: Please review your billing address to ensure its accuracy	*Shipping Information:* Please confirm the shipping address is accurate
Jill Haile jhaile@coj.net **Jacksonville Public Library FL** 3435 University Blvd N Jacksonville FL United States 32277-2464	Jill Haile jhaile@coj.net **Jacksonville Public Library FL** 3435 University Blvd N Jacksonville FL United States 32277-2464
Electronic Invoice Recipient(s): Jill Haile jhaile@coj.net	**Electronic Renewal Recipient(s):** Jill Haile jhaile@coj.net
If your subscribing institution requires the use of Purchase Orders, please indicate below. **Purchase Order #** **Billing Information Notes**	**Tax Exempt #**

Renewals Notes:

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11/16/2022 6:44 PM

For payment questions, please contact us at 1-734-997-4170.

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ProQuest LLC
Renewal Details

ProQuest
Part of Clarivate

System ID: Q-00572881 PQ10093405

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We hope your users are enjoying the ProQuest subscription you've carefully selected for them. We'd like to remind you that your account is up for renewal. Renew today so your users enjoy uninterrupted access to the products and services they rely on.

Ready to renew? Confirm Your Renewal **now.**

Product Name	Code	Start Date	End Date	Price
RNP Wall Street Journal (Current Volume Year) - Subscribe-to-Own	**RNWSJSTO**	**2/1/2023**	**1/31/2024**	**5,937.62 USD**
				Total Price: 5,937.62USD

Billing Information: Please review your billing address to ensure its accuracy.	*Shipping Information:* Please confirm the shipping address is accurate.
Jacksonville Public Library FL 3435 University Blvd N Jacksonville FL United States 32277-2464	**Jacksonville Public Library FL** 3435 University Blvd N Jacksonville FL United States 32277-2464
Electronic Invoice Recipient(s): Jill Haile jhaile@coj.net	**Electronic Renewal Recipient(s):** Jill Haile jhaile@coj.net
If your subscribing institution requires the use of Purchase Orders, please indicate below. **Purchase Order #** **Billing Information Notes**	**Tax Exempt #**

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- **Access your invoices online:** View or download a two-year history of your ProQuest invoices, or submit an inquiry or dispute quickly and easily. Access the ProQuest Invoice Portal today.

November 17, 2022

ATTN: Jill Haile
Jacksonville Public Library
3435 University Blvd N
Jacksonville, FL 32277

Dear Jill Haile,

ProQuest aggregates source material from third-party publishers and creates associated abstracts, indexes, transcripts, and other proprietary elements for such material to make up our products and services. The databases we provide are derivative works as defined under the Copyright Act of 1976, Title 17 U.S.C. and are subject to separate copyright protection. ProQuest is the sole holder of the copyright in the ProQuest-created products and services as a collective or derivative.

With respect to third-party databases, ProQuest distributes and hosts certain third-party databases and in some cases provides the associated full-text articles, transcripts, and other value-added elements to complement the offering through ProQuest's own proprietary online search engines. Additionally, ProQuest is the proprietary owner of the on-line platforms that form a substantial part of the ProQuest®, Alexander Street™, RefWorks®, and its other on-line information and research services.

As a result, only ProQuest can provide the content combined with the proprietary platform and user experience for the following products/services:

Ancestry Library
Digital Sanborn Florida
Fold3 Library Edition
HeritageQuest Online
RNP New York Times
RNP Wall Street Journal

Sincerely,

Rebecca Rickabaugh

Rebecca Rickabaugh
Product Data Manager

789 E. Eisenhower Parkway, Ann Arbor, MI, 48108 Tel: +1-800-521-0600, +1-734-761-4700

For payment questions, please contact us at 1-734-997-4170.

All contract prices are exclusive of any applicable taxes. ProQuest LLC will assess, collect and remit VAT, GST and sales tax, as applicable, on the sale of taxable goods and services to the extent that ProQuest is obligated to assess tax unless you provide written evidence that you are tax-exempt. If you are required by law to deduct or withhold any amount you must ensure that ProQuest is paid the same fees as it would have been entitled to receive in the absence of any such requirement to make a deduction or withholding.

ProQuest LLC
Renewal Details

ProQuest
Part of Clarivate

System ID: Q-00597404 PQ10093405

It's Time to Renew Your ProQuest Subscription

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Ready to renew? Confirm Your Renewal **now.**

Product Name	Code	Start Date	End Date	Price
RNP New York Times (Current Volume Year) - Subscribe-to-Own	**RNNYTSTO**	**8/1/2023**	**7/31/2024**	**13,975.92 USD**
				Total Price: 13,975.92USD

Billing Information: Please review your billing address to ensure its accuracy.	*Shipping Information:* Please confirm the shipping address is accurate.
Jacksonville Public Library FL **3435 University Blvd N Jacksonville FL United States 32277-2464**	**Jacksonville Public Library FL** **3435 University Blvd N Jacksonville FL United States 32277-2464**
Electronic Invoice Recipient(s): **Jill Haile** **jhaile@coj.net**	**Electronic Renewal Recipient(s):** **Jill Haile** **jhaile@coj.net**
If your subscribing institution requires the use of Purchase Orders, please indicate below. **Purchase Order #** **Billing Information Notes**	**Tax Exempt #**

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11/28/2022 7:46 PM

SINGLE SOURCE AWARD **BID # SS-12163-22**

Subject: Database Subscriptions

Department: Jacksonville Public Library

Description of Purchase:
Recommend approval of single source award to ProQuest, LLC for the purchase of database subscriptions. Period of service is from one (1) year from date of award. Total estimated expenditure amount not to exceed $74,947.94.

Funding for this award to be executed by formal contract and encumbered by the following account: 00111.185102.566010.000000.00000000.00000.0000000

Single Source Award To: ProQuest, LLC

Price Justification: See attachment

Total Award: $74,947.94 **Requisition #:** N/A

Attachments: Single Source Request Form, Recommendation Memo and Vendor Letter/Quote

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. Eubanks
CHAIRMAN

3/10/2022
DATE

Lilibeth Reed

ACTION OF AWARDING AUTHORITY DATE: 3/10/2022

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