SINGLE SOURCE AWARD **BID # SS-9270-21**

Subject: Magazine and Newspaper Subscription Service

Department: Jacksonville Public Library

Description of Purchase: Recommend approval to retroact the period of service from October 1, 2020 to date of award. Recommend approval of single source award to EBSCO Information Services for magazine and newspaper subscription service. Period of service is from date of award through September 30, 2021. Total estimated expenditure not to exceed $122,000.00.

Funding Source: 00111.185102.566010.000000.00000000.00000.0000000

Single Source Award To: EBSCO Information Services

Price Justification: See attachment

Total Award: $122,000.00 **Requisition #:** N/A

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

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: Gregory Pease, Chief of Procurement Division

From: Charlene Adkins, Collection Development Manager

Date: October 9, 2020

Re: Justification Letter for EBSCO Information Services

General funds 00111.185102.566010.000000.00000000.00000.0000000

The Jacksonville Public Library requests a purchase order for EBSCO Information Services in the amount of $122,000 to purchase magazines, newspapers and their delivery to all library locations.

This funding request will allow for the purchase and delivery of magazines and newspapers for all library locations. EBSCO Information Services offers subscription services that provides current, print magazine subscriptions while also monitoring the acquisition, distribution and invoicing of all the magazine and newspapers with each individual publisher.

They specialize in magazine subscriptions most appropriate to and in demand to public libraries. Their claims services and EBSCO Missing Copy Bank® allow free replacement of missing and undelivered issues. This allows the library to minimize the disruption in the continuity of magazine and newspaper subscriptions. EBSCO Information Services is the only provider of EBSCONET® Subscription Management and EBSCO Missing Copy Bank® facilitating management and free replacement of newspapers and magazine issues.

No magazine or newspaper quote is available as subscription pricing is estimated until each title's renewal date. Pricing estimate given is based on past fiscal year's cost.

Thank you for your consideration.

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, 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.

REQUESTING AGENCY (DEPT./DIVISION): Jacksonville Public Library

FUNDING SOURCE: 00111.185102.566010.000000.00000000.00000.0000000

BRIEF DESCRIPTION OF GOODS/SERVICES:
EBSCO Information Services- Magazine and Newspaper subscriptions

AMOUNT OF PROJECT (attach quote): $122,000

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):
No magazine or newspaper quote is available as subscription pricing is estimated until each title's renewal date. Pricing estimate given is based on past fiscal year's cost.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:
EBSCO Information Services specialize in magazine subscriptions most appropriate to and in demand to public libraries. Their of EBSCONET® Subscription Management manages claims services and EBSCO Missing Copy Bank® allow free replacement of missing and undelivered issues. This allows the library to minimize the disruption in the continuity of magazine and newspaper subscriptions. These two services are only available from EBSCO Information Services.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:
The library staff have researched periodical subscription services and only EBSCO Information Services can provide EBSCO trademarked resources to manage subscription services.

Submitted by: CHARLENE M. ADKINS (Name) COLLECTION DEVELOPMENT MANAGER (Title)

Date: 10/9/20

Requesting Agency's Director's Signature:

Procurement Division CMB 10-13-20

March, 2017

EBSCO INFORMATION SERVICES

October 7, 2020

Jill Haile, Librarian III
Collection Development and Acquisitions Department
Jacksonville Public Library
3435 University Blvd N. 32277

Dear Ms. Haile,

EBSCO Information Services, based in Birmingham, Alabama and Ipswich, Massachusetts, has been providing subscription services to libraries for more than 75 years. Throughout those years, EBSCO has built a unique range of services and a broad client base. Today, EBSCO offers more unique and sophisticated services than any subscription agent in the world.

Despite challenging economic times, EBSCO Information Services remains a financially strong and viable company. Privately owned and operated, EBSCO holds a Dun & Bradstreet rating of 5A1, the highest given in the industry. EBSCO is also ranked in the top 200 of the *Forbes* list of the 500 largest privately owned companies in the United States.

EBSCO is the only U.S.-based subscription agent that offers many of the services required by public libraries such as yours. EBSCO currently offers Jacksonville Public Library a suite of value-added services that meet the unique needs of its library users. EBSCO is the only subscription agent who provides the following services to support Jacksonville Public Library's purchase of periodical subscriptions:

<u>Subscription Services</u>

- Complete subscription management services, including ordering, claiming and day-to-day servicing of print and electronic subscription orders for more than 385,000 titles, published both in the United States and internationally.

- A dedicated Customer Service Representative assigned to your account. Your Customer Service Representative, Melissa Brewer, is familiar with the details of your account and is able to efficiently assist when a need or question arises.

- *EBSCONET® Subscription Management*, which provides you online access in real-time to information about your orders as well as information about titles you may want to order. It also has the ability to offer different levels of user access to your library's account.

- The *EBSCO Missing Copy Bank®*, which provides access to replacement issues of approximately 2,000 different titles, available free to EBSCO customers.

- Interfaces with integrated library systems that allow EBSCO's system to "talk to" your ILS and automatically handle issues like claiming and invoicing.

- Training and technical support for your librarians and users. Librarians in EBSCO's Customer Success department also conduct regularly scheduled training sessions via web conferencing. You can join these regular sessions or we can create customized training specific to your needs.

Flipster

The *Flipster*® digital magazine newsstand provides students with access to their favorite sports, gossip and fashion magazines and creates an opportunity for educators to integrate thought-provoking titles into their curriculums. *Flipster* supports public libraries by offering:

- Popular content for classroom and leisure reading programs
- Content appears in *EBSCOhost*® and *EBSCO Discovery Service*™ results
- 24/7 remote access via desktop and mobile devices
- Seamless authentication
- Instant access to new and back issues
- Unlimited access for multiple readers
- Usage reporting
- Free customizable promotional materials

EBSCO is the only vendor who provides such a range of integrated solutions for your library. Through our unique product integration, we are able to save the library valuable time and money by integrating purchased content through our services to the end users, and also allow management, reporting and evaluation tools for expenditure reviews. We look forward to continuing to serve the needs of Jacksonville Public Library.

Sincerely,

Bowen Thagard
Senior Vice President, EIS Operations & Finance
EBSCO Information Services