



## Recommendation for Action

**File #: 22-2725, Agenda Item #: 12.**

9/15/2022

### **Posting Language**

Authorize negotiation and execution of a contract with Online Computer Library Center, Inc. to provide cataloging database services, for a term of five years in an amount not to exceed \$635,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

### **Lead Department**

Financial Services Department.

### **Client Department(s)**

Austin Public Library.

### **Fiscal Note**

Funding in the amount of \$95,578 is available in the Fiscal Year 2021-2022 Operating Budget of the Austin Public Library. Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

The Financial Services Department issued a Request for Proposals (RFP) 8500 ELF3015 for these services. The solicitation was issued on December 13, 2021, and it closed on February 8, 2022. Of the two offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=135529)  
<[https://financeonline.austintexas.gov/afo/account\\_services/solicitation/solicitation\\_details.cfm?sid=135529](https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=135529)>.

### **For More Information:**

Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Daniel Dellemonache, at 512-974-2981 or [Daniel.Dellemonache@austintexas.gov](mailto:Daniel.Dellemonache@austintexas.gov)  
<<mailto:Daniel.Dellemonache@austintexas.gov>>.

### **Additional Backup Information:**

The contract is for cataloging database services for circulation and reference materials added and stored in the catalog database of the Austin Public Library (APL). The APL catalogs a variety of media formats, and these services allow staff to maintain the database of items on-hand. These services also allow staff to import records for use across the APL system from an international database of cataloging records and support inter-library loan services to the public.

Items added to the catalog help facilitate the management of holdings for staff and customers of the library. Librarians nationwide use a universal cataloging system that follows the Library of Congress standards for physical and digital media. These services follow Library of Congress standards which prevents staff from

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having to individually catalog the variety of materials received each year. These services will let staff obtain, manage, and maintain records in our integrated library system.

An evaluation team with expertise in this area evaluated the offers and scored OCLC, Inc. as the best to provide these services based on operating plan, management plan, price, qualifications, experience, and references, local preference, financial qualifications, and service-disabled veteran business enterprise.

**Strategic Outcome(s):**

Government that Works for All.