

Post-Solicitation Briefing for Print Materials, Cataloging and Processing Services



Audit Committee

Date: May 14, 2024

Presented by: Dale McNeill, Assistant Library Director, San Antonio Public Library

Solicitation Overview



The San Antonio Public Library (SAPL) solicited proposals to provide print materials in English, Spanish and other languages; cataloging and processing services; and electronic ordering and invoicing. These materials will support the collections of the Central Library and twenty-nine branch libraries.

Solicitation Type

- Request for Competitive Sealed Proposals (RFCSP)

Proposed Term

- 5 years with 2, 1-year options

Estimated Value

- \$3.5 million annually
- \$24.5 million total

Funding Source

- General Fund

Current Contract Status

- Expires 09/30/2024

Recommended Award



FINAL SCORE MATRIX

| RFCSP for Print Materials, Cataloging, and Processing Services for SAPL (24-047; 6100017627) Score Summary *FINAL EVALUATION April 19, 2024 | Maximum Points | Vendor A | Vendor B | Vendor C |
|--|----------------|--------------|--------------|--------------|
| A - Experience, Background, Qualifications | 40 | 23.17 | 19.67 | 13.00 |
| B - Proposed Plan | 40 | 50.50 | 36.83 | 18.00 |
| A - B Sub-Total | 80 | 73.67 | 56.50 | 31.00 |
| C - Price | 20 | 19.79 | 18.73 | 20.00 |
| TOTAL SCORE | 100 | 93.46 | 75.23 | 51.00 |
| RANK BASED ON TOTAL SCORE | | 1 | 2 | 3 |

*One evaluation meeting held and no interviews conducted.

SBEDA Program – Waived

Local Preference Program – Not Applicable

Veteran-Owned Small Business Preference Program – Not Applicable

Due Diligence



Finance and Auditor Departments – Due Diligence Results

Number of vendors notified:

47

Number of vendors at pre-submittal conference:

1

Number of responses received:

3

Results of Minimum Requirements Review

No Material Findings

Results of Due Diligence Review

No Material Findings



Thank You

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