

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

Date: May 14, 2024

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