

4. Briefing on the release of a solicitation for one contract to provide the San Antonio Public Library Department with Print Materials, Cataloging, and Processing Services contract in the estimated total value of \$24,500,000 for 5 years with 2, 1-year options to renew. [David W. McCary, Assistant City Manager; Ramiro Salazar, Director, Library]

Pre-Solicitation Briefing for Print Materials, Cataloging & Processing Services



Audit Committee

Date: January 9, 2024

Presented by: Dale McNeill, Assistant Library Director, Library

Project and Solicitation Overview



The San Antonio Public Library Department is seeking a primary vendor to provide print materials, cataloging, and processing services of physical library materials in various formats for all library locations of San Antonio residents. These materials will support the collections of the Central Library, twenty-eight branches and one school/public library.

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 09/30/24

Solicitation Overview



Outreach

- **NIGP Codes Identified**
 - 71510 Publications, Audiovisual Materials, Books, Textbooks, Prepared Materials Only
- **Number of Vendors to be Notified**
 - Central Vendor Registry: 44
 - Targeted Outreach: 3
- **Advertising**
 - TVSA Channel
 - COSA Bidding & Contracting Webpage
 - HartBeat
 - SAePS

Evaluation Voting Members

- David McCary, Assistant City Manager, City Manager's Office
- Dale McNeill, Assistant Library Director, Library Department
- Adam Zaby, Library Services Administrator, Library Department
- Troy Hoyles, Collection Strategist, Library Department
- Heidi Novotny, Technical Services Coordinator, Library Department
- Jamie Flowers, Collection Development Supervisor, Library Department

Solicitation Requirements



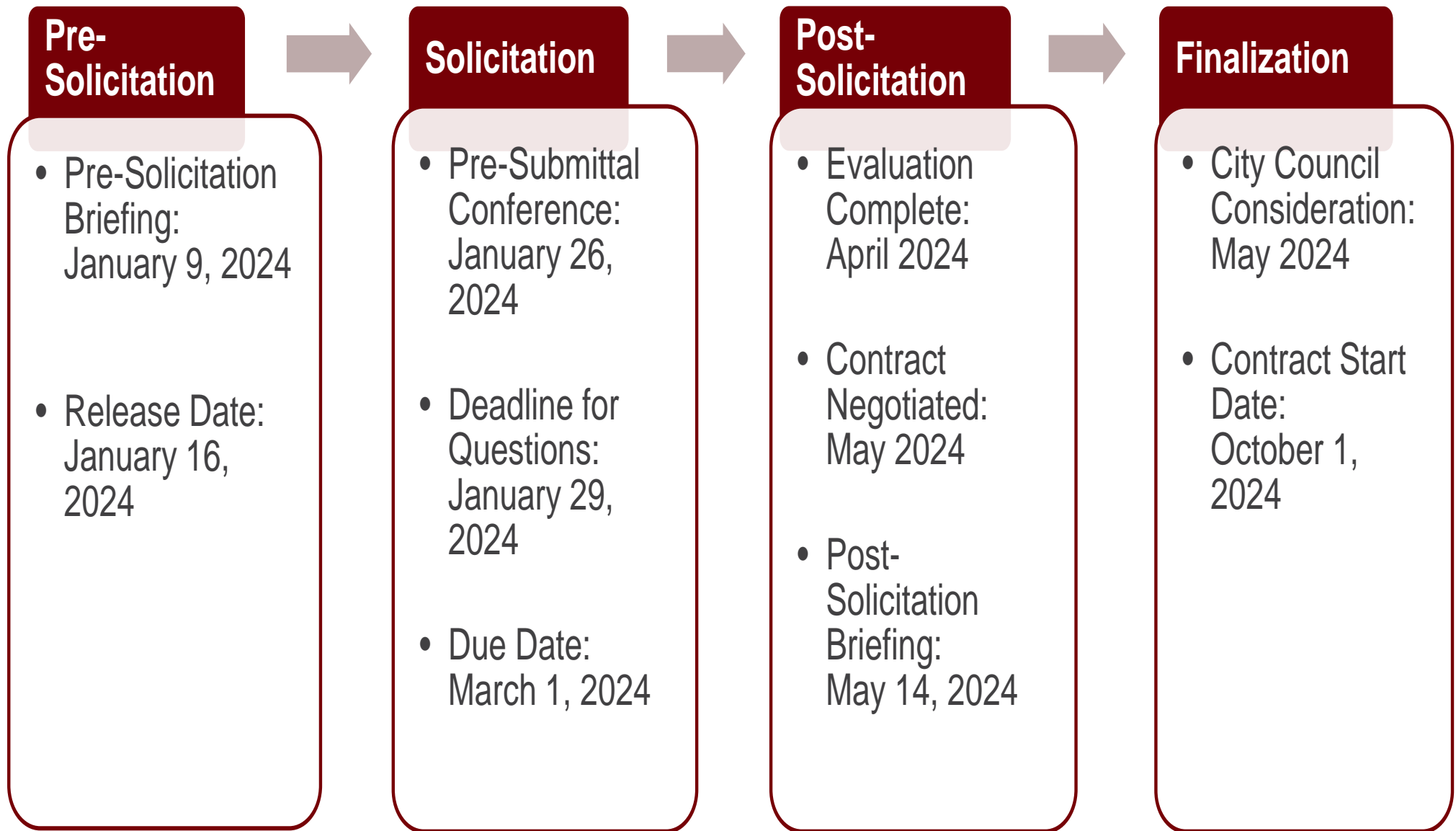
Evaluation Criteria

- Experience, Background, Qualifications: 25 points
- Proposed Plan: 55 points
- Pricing: 20 points

Additional Requirements

- Audited Financial Statements: Not Required
- SBEDA Program: Waived
- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable

Project Timeline





Thank You

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