

# 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



## Pre-Solicitation

- Pre-Solicitation Briefing: January 9, 2024
- Release Date: January 16, 2024

## Solicitation

- Pre-Submittal Conference: January 26, 2024
- Deadline for Questions: January 29, 2024
- Due Date: March 1, 2024

## Post-Solicitation

- Evaluation Complete: April 2024
- Contract Negotiated: May 2024
- Post-Solicitation Briefing: May 14, 2024

## Finalization

- City Council Consideration: May 2024
- Contract Start Date: October 1, 2024



# **Thank You**

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