



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 7

Agenda Date: August 26, 2022

In Control: Audit and Accountability Committee Meeting

DEPARTMENT: Library

DEPARTMENT HEAD: Ramiro Salazar

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Post-Solicitation High Profile Item for Annual Contract for Media, Cataloging and Digital Processing Services

SUMMARY:

Post-solicitation briefing on Annual Contract for Media, Cataloging and Digital Processing Services

BACKGROUND INFORMATION:

The San Antonio Public Library Department (SAPL) solicited proposals from qualified vendors for the purchase of media materials in English, Spanish, and other languages; cataloging and digital processing services; and electronic ordering and invoicing. The City shall purchase four media types to include DVDs, Blue-ray discs, music CDs and audiobooks on an as needed basis. These materials will support the collection of the Central Library, 27 branch libraries and one school/public library.

SAPL may purchase the following types of media materials for all age groups:

1. Digital Video Discs (DVD): Pre-recorded discs in widescreen format, such as feature films, music videos, cartoons, educational/instructional and television programs.
2. Blu-ray Discs: Pre-recorded discs of feature films, music videos, cartoons, educational/instructional and television programs.
3. Music Compact Discs (Music CD): Pre-recorded discs – popular, classical, world music, jazz, etc.
4. Audiobooks: Pre-recorded readings in an unabridged format – fiction, nonfiction, inspirational and self-help. Recordings will be in CD format.

ISSUE:

Solicitation Type: Request for Competitive Sealed Proposals

Contract Value: \$15 Million

Term of Contract: 3 years with 2, 1-year renewal options

Number of Respondents: 2

Contract to be Awarded: 1

Council Consideration: September 15, 2022

Evaluation Criteria:

- Experience, Background and Qualifications: 30 points
- Proposed Plan: 35 points
- Price: 15 points
- SBE Prime Contract Program: 10 points
- M/WBE Prime Contract Program: 10 points

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members:

- David McCary, Assistant City Manager, City's Manager's Office
- Kathy Donellan, Assistant Library Director – Support Services, San Antonio Public Library
- Jamie Flowers, Librarian III, San Antonio Public Library
- Troy Hoyles, Library Services Manager, San Antonio Public Library
- Heidi Novotny, Library Services Manager, San Antonio Public Library

FISCAL IMPACT:

For briefing purposes only

ALTERNATIVES:

For briefing purposes only

RECOMMENDATION:

Final score matrix for this solicitation is attached. Due diligence conducted for the respondents to the above solicitation included a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No material findings were noted that would prevent the City from awarding to the selected vendor.

Staff recommends committee approval to proceed with scheduling this item for full City Council consideration.