

Agenda Report

TO: CITY COUNCIL

DATE: September 29, 2003

FROM: City Manager

SUBJECT: Contract Award to Dynix Corporation for the purchase of an Integrated Library System for the Pasadena and Glendale Public Libraries.

RECOMMENDATION

It is recommended that the City Council:

- (i) Authorize the City Manager to enter into a contract with Dynix Corporation for the purchase of an Integrated Library System for the Pasadena and Glendale Public Libraries in an amount not to exceed \$386,591. Competitive bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services.
- (ii) Authorize the City Manager to enter into maintenance agreements with Dynix Corporation to support the ongoing operation of the system in amounts not to exceed \$60,000 annually.

BACKGROUND

The Pasadena Public Library has jointly operated an Integrated Library System with the Glendale Public Library since 1981. The system serves patrons and staff at 17 library facilities in Pasadena and Glendale through more than 350 computers and remotely via the Internet. By combining the resources of the two library systems into one shared database the citizens of both communities are able to easily access materials that might not otherwise be available in their local library. The combined circulation of the two library systems currently exceeds 2.7 million items annually.

For the past 14 months the Pasadena & Glendale Public Libraries have been engaged in a process to identify the current and future automation needs of the two library

systems. The process began with a needs assessment that brought together nearly 130 Pasadena and Glendale staff members in more than 30 individual data gathering sessions. In addition, input was sought from the community through the use of a two-week patron survey last fall, which identified the functions and features that the public would find most useful in a new system. In the end, the assessment concluded that the two library systems would benefit significantly by migrating to a new web-based Integrated Library System.

Under the terms of the existing Joint Powers Agreement, which governs the relationship between the two libraries, the Pasadena Public Library acts as the "lead agency" and is responsible for the preparation of specifications, and award of contracts. Toward that end the two libraries put in place a competitive selection process designed to identify the Integrated Library System that would best meet the needs of the two library systems. Although the process contained numerous individual evaluation exercises it was structured around five primary phases, which are listed below along with the number of vendors participating in each phase.

- Request for Proposals (6)
- Product Demonstrations (4)
- Reference Checks (3)
- Vendor Selection (1)

A detailed Request for Proposals (RFP) document was distributed to prospective library automation vendors during the summer of 2002 and a total of six vendors subsequently submitted formal proposals. Each proposal was evaluated and scored according to pre-established guidelines and the vendors who submitted the four highest-ranking proposals were invited to a series of onsite product demonstrations and functionality assessment exercises. Module Evaluation Teams comprised of key Pasadena and Glendale staff members ranked the performance of each product and narrowed the field of vendors under active consideration to three. Staff then completed a series of reference checks for each vendor in an effort to gauge their performance with existing customers. Finally, at the conclusion of the evaluation process this past July, the data gathered during each phase of the process was entered into a decision matrix, which is included as Attachment "A" to this report.

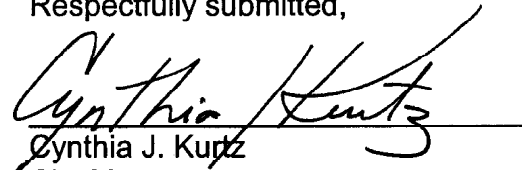
The proposal submitted by Dynix Corporation met the requirements laid out by the Pasadena and Glendale Public Libraries in the RFP, and received the highest overall ranking in the decision matrix. The Dynix Corporation is therefore recommended for award of the proposed contract. The current project timeline calls for the implementation of the new Integrated Library System during the 3rd quarter of FY 2004.

FISCAL IMPACT

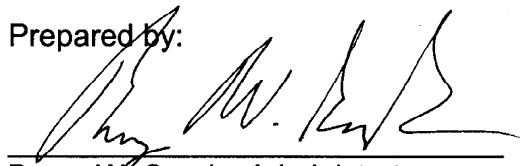
The Integrated Library System Replacement Project is included in the Capital Improvement Program (Project Account # 71140) and funds are available to support this contract. Funding to cover the annual maintenance agreements described in

recommendation (ii) is included in the approved FY-04 operating budgets of both libraries. Subsequent negotiation with Dynix Corporation has secured a cap on annual maintenance expenditures over a five-year period. All figures discussed in this report represent combined Pasadena and Glendale totals. Because of the joint nature of this project these costs are split equally between the Pasadena and Glendale Public Libraries.

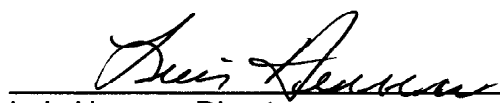
Respectfully submitted,


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