



# Agenda Report

January 27, 2020

**TO:** Honorable Mayor and City Council  
**FROM:** Libraries and Information Services Department  
**SUBJECT:** AUTHORIZATION TO ENTER INTO A 5-YEAR CONTRACT WITH SIRSI CORPORATION DBA SIRSIDYNIX TO PROVIDE INTEGRATED LIBRARY SYSTEM SUBSCRIPTION SERVICES FOR AN AMOUNT NOT TO EXCEED \$491,772

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action herein is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (General Rule); and
2. Authorize the City Manager to enter into a five (5) year contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with SirsiDynix to provide integrated library system subscription services in an amount not to exceed \$491,772 including the base contract amount of \$447,066 and a contingency of \$44,706 (10%) for any necessary change orders.

## **BACKGROUND:**

The Pasadena Public Library uses an automated library catalog database system, "Integrated Library System" (ILS), to manage bibliographic/item holdings, patron registration, patron account activity, and online resources. The existing ILS system is shared with the Glendale Library, Arts & Culture Department and has allowed the two agencies to operate interdependently with reciprocal lending to customers since 1981. The expiration of the existing service contract on May 31, 2020, highlights a longtime need for independent decision-making, and local administrative control. In addition, tighter privacy of data and information, as well as stronger financial controls that

resulted from the City Manager's Office 2019 MGO Fraud Risk Assessment study, have precipitated a review and change of the shared database structure.

In January 2019, staff began a comprehensive assessment of the shared system in light of the conditions stated above. As a result of the assessment, staff recommends that the Pasadena Public Library operate on an independent ILS platform. In September 2019, the Pasadena Public Library began a competitive Request for Proposal (RFP) process designed to identify a new ILS system that would best meet the current and future needs of the Pasadena Public Library and Pasadena residents.

This process included:

- Creating assessment and review committees
- Releasing an RFP
- Conducting product demonstrations and technical assessment
- Final review

The ILS selection process began by putting together a core committee comprised of technical staff, including Library staff from various divisions and personnel from the City's Department of Information Technology, to create the Core Assessment/Selection Team. The Team met regularly to compile functional requirements, as well as desired enhanced functionality specifications for a future system, such as:

- Untethered system access through a web-based platform
- Development of a "Young Adult" Catalog in addition to the "General" and "Children's" catalogs
- Enhanced Inter-Library Loan borrowing
- Greater e-commerce functionality and integration for online payments
- More robust reporting and analytics tools to measure system effectiveness
- Enhanced mobile app functionality
- Integration with City finance systems (i.e. Tyler Munis, etc.)
- Increased 'seamless' integration of third party software (i.e. RFID, event calendar, space reservation, etc.)
- More intuitive patron interface
- Easier navigation of the online catalog

These specifications became the basis of the Functional Requirements of the RFP, released on September 25, 2019 on PlanetBids.com and advertised for four (4) weeks. Five (5) prominent ILS system vendors were directly notified of the RFP and two (2) attended the mandatory pre-proposal meeting held on October 8, 2019.

The Department received two (2) vendor proposals by the deadline on October 23, 2019 at 4 p.m. An evaluation panel of Library subject experts was assembled for the Proposed Solution evaluation. Proposals received were scored based on pre-established criteria listed in the RFP, as shown in the Table below:

Table 1: Proposed Solution Evaluation Criteria

Criteria	Points
Proposed Solution	40
Cost Proposal	30
Experience	20
Local Pasadena Business	5
Small or Micro-Business	5
<b>Score Total</b>	<b>100</b>

Table 2: Proposed Evaluation Score Results

Rank	Proposer	Average Total Points (Out of 100)
1.	SirsiDynix	87.87
2.	The Library Corporation	75.78

As a result of the evaluation process, SirsiDynix was selected to provide future ILS subscription services for the Pasadena Public Library. SirsiDynix submitted a competitive proposal with a high-quality and thorough Proposed Solution indicating a clear understanding of the project and scope of work as described in the RFP. Additionally, SirsiDynix demonstrated notable industry experience in the implementation of similar systems in size and scope, including past experience with the Pasadena Public Library in the implementation of a similar system in size and scope. Finally, SirsiDynix provided highly competitive pricing for the requirements listed in the Proposed Solution.

**COUNCIL POLICY CONSIDERATION:**

This contract supports the City Council's goals of maintaining fiscal responsibility and stability and supporting the quality of life in Pasadena.

**ENVIRONMENTAL ANALYSIS:**

This action is exempt from CEQA review pursuant to State CEQA Guidelines section 15061 (b) (3). The contract is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The proposed action is for the provision of computer database management and subscription services and would not have a significant effect on the environment.

**FISCAL IMPACT:**

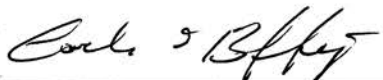
The total cost of this action will be \$491,772 for the five (5) year term of the contract, which includes the base contract amount of \$447,066 and a contingency of \$44,706 (10%) for any necessary change orders. Funding will be addressed by the utilization of the existing budgeted appropriations in the Library Services fund's Collection and Business Services for Other Contract Services (21219006-811400). Indirect and support costs such as maintenance and IT support will be addressed annually by utilization of existing appropriations in the Library's operating budget.

Respectfully submitted,



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Approved by:



STEVE MERMELL  
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Attachments: (3)

Attachment A – Scoring Summary

Attachment B – Cost Summary

Attachment C – Taxpayer Protection Amendment