

Agenda Report

December 17, 2018

TO: Honorable Mayor and City Council

FROM: Department of Libraries and Information Services

SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACTS WITH EBSCO INDUSTRIES, INC.; MIDWEST TAPE, LLC; PROQUEST; AND CENGAGE LEARNING, INC. TO PROVIDE ELECTRONIC SERVICES AND INFORMATION TO THE PASADENA PUBLIC LIBRARY SYSTEM

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b) (3); and
2. Authorize the City Manager to enter into contracts, pursuant to the results of a competitive selection process as set forth in Pasadena Municipal Code Section 4.08.047, as follows for electronic resources ("eResources"):
 - a. EBSCO Industries, Inc. for the grand total not to exceed \$348,841 over 5 years for the provision of eResources as set forth in the body of this report.
 - b. Midwest Tape, LLC for the grand total not to exceed \$137,500 over 5 years for the provision of eResources as set forth in the body of this report.
 - c. ProQuest LP for the grand total not to exceed \$153,177 over 5 years for the provision of eResources as set forth in the body of this report.
 - d. Cengage Learning, Inc. for the grand total not to exceed \$134,750 over 5 years for the provision of eResources as set forth in the body of this report.

BACKGROUND:

The City of Pasadena Public Library ("Library") enhances and enriches the lives of local residents and visitors by providing library and information services and collections. This includes providing access to an array of eResources (digital and streaming media and educational/search-and-research databases) across nine neighborhood branch libraries

and the Central Library, and remotely. Fiscal Year 2018 realized total circulation of 85,695 usage sessions of eResources, and eBook and eMedia circulation/downloads of 115,371. The Library serves a population of 142,647 and over 1,048,000 library visitors annually.

The Library requires electronic resource vendors that can provide access to authoritative, high-quality research resources and a wide range of streaming media titles. Priority in requirements for eResource vendors of search-and-research databases include comprehensive coverage in subject fields of authoritative resources, up-to-date and frequent indexing, and access for multiple simultaneous users. Priority in requirements for eResource vendors of electronic/streaming media include a wide variety of digital comics, digital magazines, music and video in diverse genres, by diverse publishers and producers, and geared to all ages of audience—media for children and families, teens and adults.

For all library eResource vendors, priority in requirements also includes the ability to utilize best electronic order/invoice processes and data exchanges between vendor and Library staff and patrons.

COMPETITIVE SELECTION PROCESS:

The Library conducted a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code and issued a Request for Proposals ("RFP") designed to identify electronic resource vendors that would best meet the needs of the community. Competitive bidding is not required pursuant to City Charter, Section 1002 (F), professional or unique services.

A Request for Proposal for the provision of library materials with services was issued in July, 2018. An evaluation team of City staff evaluated eleven proposals received. The criteria used included demonstrated ability to provide the description of eResources requested; technological capability to integrate with the Library's automated systems and processes; expertise providing required service; and cost consideration including discounts extended and additional charges. A summary table of the proposal evaluation scores is included in Attachment A. Not all vendors provided a response to all parts of the RFP which included 28 Electronic Resource descriptions, nor were they required to. Each proposal was reviewed and scored by City staff in accordance with the evaluation criteria outlined in the RFP.

Of the eleven vendors responding, the majority are large vendors of multiple eResources, and proposed resources for one or more descriptions. Each description was evaluated individually for proposals in that description. EBSCO Industries, Inc. (Ipswich, MA) received the highest scores for Auto Repair Database (Chilton Library.com), Book Reviews and Recommendations (Book Review Digest + Book Index with Reviews + Core Collections + NoveList Plus + NoveList K-8 Plus), Digital

Magazines (Flipster), Library Catalog Enrichment (Novelist Select), Student Current Issues Database (Points of View Reference Center), Student Science Database (Applied Science & Technology Source + Science Reference Center), and Test Preparation, Career and Professional Development (LearningExpress Library). Midwest Tape, LLC (Holland, OH) received the highest scores for Digital/Streaming Music and Digital Videos (Hoopla). ProQuest LP (Ann Arbor, MI) received the highest scores for Genealogy Resource (Ancestry Library Edition), Language-Learning Courses (Transparent Language Online), and is the sole provider and sole responding proposer for online *Los Angeles Times* and *Wall Street Journal* databases. Cengage Learning, Inc. received the highest score for General Interest Research Database (General OneFile). These vendors have worked with the Library in providing eResources, as well as additional materials and services, including audiovisual materials (Midwest Tape, LLC), MARC records services (ProQuest), and eResources are currently receiving.

Based on the evaluation of the varying resource proposals by eleven vendors, staff is recommending that City Council authorize the City Manager to enter into contract agreements with EBSCO Industries, Inc., Midwest Tape, LLC, ProQuest LP, and Cengage Learning, Inc. for the resources designated. Three of these companies (Midwest Tape, LLC, ProQuest LP, and Cengage Learning, Inc.) have existing contracts with the City, and are performing satisfactorily.

The current project timeline calls for the implementation of eResources to begin upon the date the contract is fully executed.

- A. EBSCO Industries, Inc. for an amount not to exceed \$186,766 for the provision of eResources (Auto Mate, Small Engine Repair Reference Center; Book Review Digest, Book Index with Reviews, Children's Core Collection, Fiction Core Collection, Middle & Junior High Core Collection, Nonfiction Core Collection, Senior High Core Collection, Novelist Plus, Novelist K-8 Plus; Flipster; Novelist Select; Points of View Reference Center; Applied Science & Technology Source, Science Reference Center; LearningExpress Library), over a three-year period with the option for two additional one-year terms in the amounts of \$64,572 (4th year) and \$65,790 (5th year), subject to the approval of the City Manager, for a total contract amount not to exceed \$348,841 (\$317,128 base fee plus 10% contingency).
- B. Midwest Tape, LLC for an amount not to exceed \$75,000 for the provision of eResources (Hoopla), over a three-year period with the option for two additional one-year terms in the amounts of \$25,000 each year, subject to the approval of the City Manager, for a total contract amount not to exceed \$137,500 (\$125,000 base fee plus 10% contingency).
- C. ProQuest LP for an amount not to exceed \$81,319 for the provision of eResources (Ancestry Library Edition; Los Angeles Times and historic Los Angeles Times online; Wall Street Journal online), over a three-year period with the option for two additional one-year terms in the amounts of \$28,608 (4th year) and \$29,324 (5th year), subject to the approval of the City Manager, for a total

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contract amount not to exceed \$153,177 (\$139,251 base fee plus 10% contingency).

- D. Cengage Learning, Inc. for an amount not to exceed \$73,500 for the provision of eResources (General OneFile), over a three-year period with the option for two additional one-year terms in the amount of \$24,500 each year, subject to the approval of the City Manager, for a total contract amount not to exceed \$134,750 (\$122,500 base fee plus 10% contingency).

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 to enter into contracts with EBSCO Industries, Inc., Midwest Tape, LLC, ProQuest LP, and Cengage Learning, Inc. for the provision of eResources (research, digital media and subscription databases) for the Pasadena Public Library. No construction is involved. There are no actions that would have a significant effect on the environment.

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FISCAL IMPACT:

The proposed contracts total in aggregate \$774,268 over five years if the contracts are renewed, subject to the approval of the City Manager, for the two additional one-year periods. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Department of Libraries and Information Services operating budget account 21219007-813600.

Respectfully submitted,



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Director

Department of Library and Information
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STEVE MERMELL

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Attachments: (2)

Attachment A – Scores Summary – Electronic Resources RFP

Attachment B – Cost Summary – Electronic Resources RFP