

# Agenda Report

January 30, 2023

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Libraries and Information Services  
**SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT FOR MAGAZINE AND PERIODICAL ACQUISITION & MANAGEMENT WITH EBSCO INFORMATION SERVICES, LLC FOR AN AMOUNT NOT TO EXCEED \$210,000 FOR A THREE (3) YEAR TERM**

## **RECOMMENDATION:**

It is recommended that the City Council take the following actions:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required; and
2. Authorize the City Manager to enter into a contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with EBSCO Information Services, LLC (EBSCO), for the provision of magazines and periodical subscriptions and services to the Pasadena Public Library in an amount not to exceed \$210,000 over a three-year period with the option for three (3) additional one-year terms in the annual amount of \$70,000, subject to the approval of the City Manager, for a maximum total contract amount of \$420,000. Competitive price bidding is not required pursuant to City Charter Section 1002(F)(contracts for professional or unique services).

## **BACKGROUND:**

The City of Pasadena Public Library ("Library") enhances and enriches the lives of its residents and visitors by providing library and information services and collections. This includes originating and maintaining subscriptions to magazines and periodicals throughout the year. The Library seeks to maintain a collection of 500 periodicals and newspapers distributed across all library sites. Such materials are for adult, young adult (teen), and juvenile audiences. The Library requires a periodical management vendor that can provide cost effective processes and tools, timely and high-level customer service and delivery, and a wide-ranging collection of daily, weekly, monthly, and quarterly periodical subscriptions.

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 the periodical service vendor that would best meet the needs of the community.

The RFP was released in October 2022 via Opengov Procurement and included a title list for each designated collection and location throughout the Library system. Vendors were requested to provide information on availability, cost, customer service, and subscription management processes and tools to provide for each library branch's title lists, which includes popular and research-oriented titles for adult, young adult, and children's collections. The request for proposal was carefully crafted to accommodate both small, locally-based businesses and larger corporations to submit their bids. Despite this inclusivity, no proposals were received from local vendors.

Two proposals were received on November 14, 2022 in response to the RFP.

Below is a list of responsive proposers:

<b>FIRM</b>	<b>LOCATION</b>
EBSCO Information Services, LLC	Birmingham, AL
WT Cox Information Services	Shallotte, NC

Each response was reviewed and scored by City Staff in accordance with the evaluation criteria outlined in the RFP. The proposal ultimately selected was EBSCO's and was reviewed and scored by Library technical experts. Both proposals were evaluated on the ability to supply titles listed by account location; on discounts and service charges; on available reporting and renewal tools and systems; and on feedback from references attesting to the level of compliance with public library delivery and ongoing maintenance qualifications.

The proposal submitted by EBSCO best met the requirements laid out by the Library in the RFP. EBSCO is therefore recommended for award of the proposed contract. The current project timeline calls for the implementation of the new subscriptions during the current Fiscal Year.

#### **ENVIRONMENTAL ANALYSIS:**

The action proposed herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The authorization to enter into a contract with EBSCO for magazines and periodical subscriptions and services to the Pasadena Public Library is a continuing administrative and maintenance activity (i.e., purchasing of supplies). No construction is involved. This action would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project"

subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

**FISCAL IMPACT:**

The total cost of this contract is \$210,000 over three years. 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 21219007-813500 Library Reference Materials Subscriptions. There are no anticipated impacts to the General Fund as a result of this action.

Respectfully submitted,

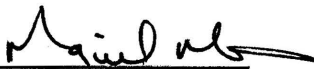


TIM MCDONALD

Acting Library Director

Libraries and Information Services

Approved by:



MIGUEL MARQUEZ

City Manager

Attachments: (2)

Attachment A – Vendor TPA

Attachment B – Proposal Evaluation Summary