

Agenda Report

July 31, 2023

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 LP; AND CENGAGE LEARNING, INC. TO PROVIDE ELECTRONIC SERVICES AND INFORMATION TO THE PASADENA PUBLIC LIBRARY SYSTEM**

RECOMMENDATION:

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 contracts with the following vendors, pursuant to the competitive selection process specified in Section 4.08.047 of the Pasadena Municipal Code, for electronic resources ("eResources"). Competitive price bidding is not required pursuant to City Charter Article X Section 1002(F), Contracts for professional or unique services:
 - a. Cengage Learning, Inc. for the provision of eResources for a grand total not to exceed \$106,299 over a three-year period with the option for two additional one-year terms in the annual amount of \$35,433; and an additional 10% contingency (\$3,543) annually over five years to provide for any necessary change orders, subject to the approval of the City Manager, for a maximum total contract amount of \$194,880.
 - b. EBSCO Industries, Inc. for the provision of eResources for a grand total not to exceed \$74,878 over a three-year period with the option for two additional one-year terms in the annual amount of \$25,835 and \$26,295 respectively; and an additional contingency (\$2,630) annually over five years to provide for any necessary change orders, subject to the approval of the City Manager, for a maximum total contract amount of \$140,158.
 - c. ProQuest LP for the provision of eResources for a grand total not to exceed \$68,488 over a three-year period with the option for two additional one-year

terms in the annual amount of \$24,447 and \$25,364 respectively; and an additional contingency (\$2,536) annually over five years to provide for any necessary change orders, subject to the approval of the City Manager, for a maximum total contract amount of \$130,979.

- d. Midwest Tape, LLC for the provision of eResources for a grand total not to exceed \$120,000 over a three-year period with the option for two additional one-year terms in the annual amount of \$40,000; and an additional 10% contingency (\$4,000) annually over five years to provide for any necessary change orders, subject to the approval of the City Manager, for a maximum total contract amount of \$220,000.

BACKGROUND:

The Pasadena Public Library "Library" aims to enhance the lives of local residents and visitors through the provision of library services and collections. These services include granting access to a wide range of eResources, such as digital and streaming media, as well as educational and research databases. This access is available in libraries and remotely.

In the fiscal year of 2023, there were a total of 103,422 usage sessions of eResources, with 91,937 eBook and eMedia circulations and downloads. The Library serves a population of 140,530 and welcomes over 462,002 library visitors on an annual basis.

To meet its requirements, the Library seeks electronic resource vendors who can offer access to authoritative and high-quality research resources, as well as a diverse range of streaming media titles. When it comes to search-and-research databases, the Library prioritizes vendors that provide comprehensive coverage in various subject fields, up-to-date and frequent indexing, and the ability to accommodate multiple simultaneous users. For electronic/streaming media vendors, the Library prioritizes those that offer a broad selection of digital comics, digital magazines, music, and video content across different genres. Furthermore, the Library seeks content from diverse publishers and producers, catering to audiences of all ages, including children, families, teens, and adults.

In addition to content considerations, the Library places importance on efficient electronic order and invoice processes, as well as seamless data exchanges between vendors and Library staff and patrons. This ensures a streamlined experience for all parties involved.

COMPETITIVE SELECTION PROCESS:

The Library conducted a competitive selection process on March 30, 2023, 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. The RFP notified vendors, including small locally based Pasadena businesses and larger corporations, to submit their bids.

The RFP was released in March 2023 via Opengov. Thirteen proposals were received by April 27, 2023 in response to the RFP and four qualified for consideration. No proposals were received from local vendors.

Below is a list of qualified proposers:

FIRM	LOCATION
Cengage Learning, Inc.	Boston, MA
EBSCO Industries, Inc.	Ipswich, MA
Midwest Tape, LLC	Holland, OH
ProQuest LP	Ann Arbor, MI

The selection process for this solicitation for the provision of eResources to the Library was a meticulous and comprehensive process. With the aim of identifying a vendor(s) who could fulfill the Library's requirements, an evaluation team comprising city staff diligently reviewed thirteen proposals. The evaluation team employed a set of predetermined criteria to assess the proposals received. These criteria included:

- Demonstrated ability to provide the description of eResources requested
- Technological capability to integrate with the Library's automated systems and processes
- Expertise in providing the required service and materials
- Cost consideration, including discounts extended and additional charges

Additionally, the evaluation aimed to determine if the vendor could adequately meet the overall needs of the Library's patrons.

The evaluation team methodically reviewed each proposal, considering how well the vendors addressed the evaluation criteria. Amongst the highest consideration the vendor's ability to provide all the listed items in each category was essential. The solicitation was divided into two categories: digital/streaming media and online databases/resources. Vendors were given the option to submit proposals for either one or both categories.

Category 1: Digital/Streaming Media:

Among the proposals received, Midwest Tape, LLC stood out as the strongest candidate in Category 1. Midwest Tape demonstrated the capability to provide every item listed in the category of digital/streaming media. Their proposal showcased a

comprehensive understanding of the Library's requirements, technological compatibility, and expertise in delivering the requested services. Based on their exceptional proposal, Midwest Tape emerged as the recommended vendor for Category 1.

Category 2: Online Databases/Resources:

In Category 2, none of the vendors were able to provide all the listed items in the category of online databases/resources. However, the Library aimed to select the best accumulation of items among the vendors to ensure comprehensive coverage for patrons. As a result, the evaluation team selected three vendors who collectively offered the most suitable combination of resources for the Library. The vendors chosen for Category 2 were EBSCO Industries, Inc., ProQuest LP, and Cengage Learning, Inc.

After careful consideration and thorough evaluation of the proposals, the city staff recommends that the City Council authorize the City Manager to enter into contract agreements with the following vendors: EBSCO Industries, Inc., Midwest Tape, LLC, ProQuest LP, and Cengage Learning, Inc. These vendors were selected based on their ability to provide the designated resources and their overall alignment with the Library's requirements. While Midwest Tape, LLC emerged as the preferred vendor for Category 1, no single vendor could fulfill all the requirements in Category 2. Consequently, the Library opted for a combination of resources from EBSCO Industries, Inc., ProQuest LP, and Cengage Learning, Inc. The four vendors listed have been awarded contracts in the past and the Library is familiar with their organization and how they operate. These recommended vendors have proven their ability to deliver the required resources effectively, meeting the needs of the Library's patrons.

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 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 is an administrative activity that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. No construction is involved. 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 proposed contracts total in aggregate \$686,019 over five years if the contracts are renewed, subject to the approval of the City Manager, for the two additional one-year periods and contingencies. Funding for this action will be addressed by the utilization of existing and future budgeted appropriations in the Department of Libraries and Information Services operating budget fund (212). There are no anticipated impacts to the General Fund as a result of this action.

Respectfully submitted,

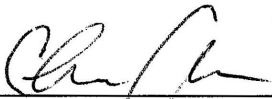


TIM MCDONALD

Library Director

Libraries and Information Services

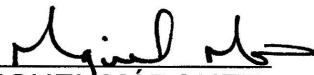
Prepared by:



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Management Analyst

Approved by:



MIGUEL MÁRQUEZ

City Manager

Attachments: (5)

- Attachment A – Cengage TPA
- Attachment B – EBSCO TPA
- Attachment C – Midwest Tape LLC TPA
- Attachment D – ProQuest TPA
- Attachment E – Evaluation Summary