<u>**Agenda Action Form Overview**</u>
Request to Award Contract for Sole Source Purchase of Online Public Catalog from BiblioCommons

<u>**Background/Justification**</u>
The Board is requested to provide approval for sole source exemption for the purchase of the BiblioCore online public access catalog from BiblioCommons in the amount of $60,384.14.

Almost 238,000 users accessed the Library's web-based catalog in fiscal year 2019 while viewing over 4,000,000 pages. For a vast majority of patrons, it is the only resource they use to access the Library's collection. However, the current online catalog does not provide the features, stability, or mobile readiness that patrons require. Patrons and Library staff have been asking for a better online catalog experience for many years.

BiblioCore is the only product currently available besides our current online catalog that will work with our library database and provide features that patrons expect from an online resource. Other features unique to BiblioCore include:

- Searches that place all formats of an item (book, ebook, audiobook, etc.) within the same result creating an experience that is familiar to patrons from sites such as Amazon.
- An online catalog that works seamlessly across devices (desktop, tablet, or phone) without the need to install a stand-alone app.
- The ability for staff to create sharable book lists that integrate directly into the catalog.
- An "In the Meantime" feature that provides book recommendations for patrons to read while they are waiting for holds to be filled.
- Cross-database support enabling a consistent patron experience should the Library change back-end systems.

In addition, updating the Library's current online catalog is a many month project. Since BiblioCommons offers BiblioCore as a Software as a Service product, updates are pushed out automatically on a frequent basis, thereby saving staff time and ensuing the catalog experience remains up-to-date.

<u>**Policy Impact**</u>
There is no policy impact.

<u>**Procurement Background**</u>

    Type of purchase
       ☐ Goods
       ☒ Services
       ☐ Architect, Engineer or Surveyor Services
       ☐ Construction and Repair

Did this request for purchase go through a bid process?   Yes ☐   No ☒

Goods: Bids required if ≥ $30,000, BOCC approval if ≥ $90,000
Services: Bids required if ≥ $30,000, BOCC approval if > $40,000
Construction/Repair work: Bids required if ≥ $30,000, BOCC approval if ≥ $500,000

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

☒ Sole source exemption
☐ Cooperative purchasing program exemption
☐ State and federal contract exemption
☐ Contract is an amendment to an existing contract
☐ Other (please explain)

If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system?   Yes☒ No ☐

If no, why?
_____
_____
_____

Fiscal Impact
Funds for this purchase will come from the Library's existing budget. No additional funds are needed.

Recommendation
The County Manager recommends that the Board approve the sole source exemption and authorize the County Manager to enter into a contract with BiblioCommons in the amount of $60,384.14 for the purchase the BiblioCore online public catalog and associated modules.