SINGLE SOURCE AWARD **BID # SS-8231-20**

Subject: Downloadable E-Books and E-Audio Books for the Jacksonville Public Library

Department: Jacksonville Public Library

Description of Purchase:
Recommend approval of single source award to Overdrive, Inc. for the purchase of downloadable e-books and e-audio books. Period of service is for three (3) years from date of award. Total not to exceed expenditure amount is $403,971.00.

Funding Source: PLJX011MBBS-06601 - To be encumbered by purchase order

Single Source Award To: Overdrive, Inc.

Price Justification: See attachment

Total Award: $403,971.00 **Requisition #:** N/A

Attachments: Recommendation Memo, Single Source Request Form and Vendor Letter and Quote

Certification as to Single Source: Tim Rogers, Director, Jacksonville Public Library

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

for Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

JACKSONVILLE
PUBLIC LIBRARY

Jacksonville Public Library
Support Services Department
3435 University Blvd. North
Jacksonville, Florida 32277

March 5, 2020

MEMORANDUM

TO: Gregory Pease
Chief, Procurement Division

FROM: Charlene Adkins
Library Supervisor, Collection Development and Acquisitions

SUBJ: Justification Letter for **OverDrive**
General funds- PLJX011MBBS06601

The Jacksonville Public Library requests a purchase order for OverDrive in the amount of $403,971 to purchase downloadable e-audio books and downloadable e-books for Jacksonville Public Library customers.

OverDrive provides services and digital content materials that allow libraries to download popular e-audio books and e-books via the library's website. OverDrive also provides a customized website which is integrated with the library's website and ILS system. OverDrive is the sole source provider of its format, functions and systems that integrate with library software and customer apps. No title list quote is available for e-audio books or e- books as titles we may purchase have not been published yet and purchases will be made upon publication.

Once a purchase order number is issued, the Library will request an Administrative Award for an Overdrive, Inc., Digital Library Reserve Agreement.

With your approval, this request would ensure adequate funding this fiscal year for the Jacksonville Public Library to purchase from this vendor.

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): Jacksonville Public Library

FUNDING SOURCE: PLJX011MBBS - 06601

BRIEF DESCRIPTION OF GOODS/SERVICES:

OverDrive – e-audio books and e-books

AMOUNT OF PROJECT (attach quote): $403,971

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

OverDrive provides services and digital content materials that allow libraries to download popular e-audio books and e-books via the library's website. No title list quote is available for e-audio books or e- books as titles we may purchase have not been published yet and purchases will be made upon publication.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

OverDrive provides services and digital content materials that allow libraries to download popular e-audio books and e-books via the library's website. OverDrive also provides a customized website which is integrated with the library's website and ILS system. OverDrive is the sole source provider of its format, functions and systems that integrate with library software and customer apps.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

Library staff have researched OverDrive's sole source services associated with their web product and app, and these specific functions are not available from other digital content vendors.

Submitted by: CHARLENE ADKINS (Name) COLLECTION DEVELOPMENT MANAGER (Title)

Date: 3/6/2020

Requesting Agency's Director's Signature: [signature] for Tim Rogers

3/31/2020

Procurement Division____

March, 2017

OverDrive

OverDrive® Digital Library Reserve Order Form

Library Information	
Name of Library: Jacksonville Public Library	
Address: 303 N. Laura Street	
City, State/Province, Postal Code: Jacksonville, FL 32202	Country: USA
Total Annual Materials Circulations:	
Primary Contact	
Name: CHARLENE ADKINS	Title: COLLECTION DEVELOPMENT MANAGER
Telephone: 904 255 6027	Email: CADKINS@COJ.NET
Accounting Contact *(all invoices will be emailed to the contact listed below):*	
Name: JILL HAILE	Title: LIBRARIAN 3 COLLECTION DEVELOPMENT
Telephone: 904-255-6036	Email: JHAILE@COJ.NET
Bill To Address: 3435 UNIVERSITY BLVD. N., SUPPORT SERVICES DEPT.	
City, State/Province, Postal Code: JACKSONVILLE, FL 32277	Country: US

☒ OverDrive sends emails about promotions, new products and services. By checking this box, you consent to receiving OverDrive's communications and promotional emails to your Primary Contact email address. These emails also include an easy method to manage your subscription(s), including unsubscribing to future emails.

OverDrive Fee Schedule

My Library will be invoiced an Annual Fee of $ 10,000 (USD) within thirty (30) days from the Effective Date of this Order Form. All payments to OverDrive are due within thirty (30) days of presentation of invoice.

OverDrive Terms and Conditions:

The initial term of this Agreement shall be for three (3) years from the Effective Date.

OverDrive Digital Library Reserve is licensed pursuant to the OverDrive Digital Library Reserve Access Agreement, available at http://www.overdrive.com/dlr-aa.pdf, the terms of which are incorporated herein and may be modified from time to time.

Acknowledgement and Acceptance:

On behalf of my Library, I represent and warrant that I have the authority to enter into this Agreement and my signature below indicates my Library's agreement and acceptance of the OverDrive Digital Library Reserve Access Agreement.

By (signature) _____ Title _____

Name (Print) _____ Effective Date _____

OverDrive Digital Library features included with Annual Fee:

Collection
Thousands of classic eBooks from Project Gutenberg – free
Web-based staff training to use collection development tools in OverDrive's Marketplace catalog of 700,000+ popular & educational eBooks, audiobooks, & video
Services
Library-branded website plus system-wide updates
Authentication options
Web-based staff training – lead by expert trainer (live)
Web-based staff training – access to online Learning Center (recordings)
Reporting module
Customizable marketing resources to promote service to staff and community both inside & outside the library
Secondary-level user support
Technology
OverDrive apps for eBooks, audiobooks, video
Support for Kindle® (US only), NOOK™ and iPad®, plus all major devices
Configuration and license fee
Third-party licenses for digital rights management
Maintenance, hosting & support services
Bandwidth for all downloads

Please complete this order form and return by fax to +1 216-573-6889 or email to sales@overdrive.com.

Thank you for your order!

March 4, 2020

OverDrive

Jill Haile
Jacksonville Public Library
3435 University Blvd N.
Jacksonville, FL 32277

RE: OverDrive as a sole source provider

Dear Ms. Haile,

OverDrive uniquely provides a series of services and digital content materials that enable public libraries to lend popular audiobooks, eBooks, streaming video, magazines and other digital content via the library's website on a single platform.

Uniquely available only from OverDrive as a sole source provider, we offer a system that combines:

- A customized website service and the award-winning *Libby* app for accessing and downloading digital materials integrated with the library's ILS system for real-time patron authentication
- OverDrive offers the ability for increasing cooperation with local schools by adding student authentication to the public library's digital catalog
- OverDrive is the only digital library lending provider that offers downloads in the Kindle format and compatibility with <u>all</u> generations of the Amazon Kindle, the most popular and widely used eReading device on the market
- OverDrive *uniquely* offers a Local Content feature for libraries, providing the ability to upload locally produced and self-published digital content into the platform for lending to their patrons, with lending policies set by the library
- Download eBooks capable of operating on portable devices such as iPads, Chromebooks, Nooks, Windows Mobile, as well as all generations of Amazon Kindle (*exclusive to OverDrive*)
- OverDrive's proprietary browser-based formats (OverDrive Read and OverDrive Listen) are the industry's only browser-based formats that can cache the content for offline usage and does not require active internet connection to read/listen to the digital content
- OverDrive uniquely offers a multi-lingual user interfaces option for the patron to choose from directly on the patron-facing website, with over a 15 different language options available
- OverDrive APIs, available via the OverDrive Developer Portal, allow for deep integration of digital content with library discovery tools
- Control for the library to set digital book lending policies and manage access and usage of materials, as well as a "Recommend to Library" feature for patrons to submit purchase suggestions
- Download audiobooks with accessibility features for the blind and visually impaired
- OverDrive MP3 Audiobooks compatible with MAC/OS, iPods and other Apple devices

As a result of the combination of the above referenced items, as well as OverDrive, Inc.'s continued innovation, library market leadership, proven success and secret processes, OverDrive, Inc. is the sole vendor to offer these unique services and sought-after materials. Please do not hesitate to contact me for further information.

Very truly yours,

Steve Potash, CEO
OverDrive, Inc.

World Headquarters | One OverDrive Way | Cleveland, Ohio 44125 USA
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