SINGLE SOURCE AWARD **BID # SS-12163-22**

Subject: Database Subscriptions

Department: Jacksonville Public Library

Description of Purchase:
Recommend approval of single source award to ProQuest, LLC for the purchase of database subscriptions. Period of service is from one (1) year from date of award. Total estimated expenditure amount not to exceed $74,947.94.

Funding for this award to be executed by formal contract and encumbered by the following account: 00111.185102.566010.000000.00000000.00000.0000000

Single Source Award To: ProQuest, LLC

Price Justification: See attachment

Total Award: $74,947.94 **Requisition #:** N/A

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

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 _____

SS- 12163-22

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: 00111.185102.566010.000000.00000000.00000.0000000

BRIEF DESCRIPTION OF GOODS/SERVICES:
ProQuest LLC databases

AMOUNT OF PROJECT (attach quote): $74,947.94

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

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:
ProQuest LLC distributes and hosts certain third-party databases. As a result, only ProQuest can provide the associated full-text articles, transcripts, and other value-added elements to complement the offering through ProQuest's own proprietary online search engines. ProQuest offers this proprietary platform and user experience for the following products/services: Digital Sanborn Maps, New York Times, Wall Street Journal and Ancestry Library Edition, HeritageQuest Online and Fold3 Library Edition.

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 availability and access to digital newspapers and Sanborn maps / Genealogy databases- all for the library marketplace, and these products and services are not available from another vendor.

Submitted by: Jill Haile JSHaile (Name) — Collection Librarian Manager (Title)

Date: 01/13/22

Requesting Agency's Director's Signature:

Procurement Division____

March, 2017

JACKSONVILLE
PUBLIC LIBRARY

Jacksonville Public Library
Support Services Department
3435 University Blvd N
Jacksonville, FL 32277

Memorandum

To: Gregory Pease, Chief of Procurement Division

From: Jill Haile, Collection Development Librarian JSHaile

Date: January 13, 2022

Re: Justification Letter for **ProQuest, LLC.**

General funds 00111.185102.566010.000000.00000000.00000.0000000

The Jacksonville Public Library requests a purchase order for ProQuest LLC in the amount of $74,947.94 to purchase database subscriptions for the library system.

RNP- *New York Times*-$13,503.30
Digital access to recent editions of *The New York Times* with the ability to search PDF images of every part of every page with remote access as well as in-library use.

RNP- *Wall Street Journal*-$5,736.83
Digital access to recent editions of *The Wall Street Journal* with the ability to search PDF images of every part of every page with remote access as well as in-library use.

Sanborn Maps- $440
Online fire maps of historical insurance information available with remote access as well as in-library use.

Ancestry Library Edition- $28,631.03
Contains digitally enhanced census records from the U.S. Federal Census. Also includes immigration, vital, military, court, church and ethnic records; city directories; genealogical societies; Social Security Death Index; and family history library.

HeritageQuest Online- $12,988.26
Collection of genealogical and historical sources—with coverage dating back to the 1700s that is available for remote use as well as in-library use.

Fold3 Library Edition- $13,648.52
Collection of U.S. military records, including the stories, photos, and personal documents of the men and women who served available for remote use as well as in-library use.

ProQuest LLC aggregates source material from third-party publishers and creates associated abstracts, indexes, transcripts, and other proprietary elements for such material resulting in products and services.

As a result, only ProQuest LLC can provide libraries the content combined with the proprietary platform and user experience for the products/services listed above.

Thank you for your consideration.

January 11, 2022

ATTN: Jill Haile
Collection Librarian Manager
Jacksonville Public Library
3435 University Blvd N
Jacksonville, FL 32277

Dear Jill Haile,

ProQuest aggregates source material from third-party publishers and creates associated abstracts, indexes, transcripts, and other proprietary elements for such material to make up our products and services. The databases we provide are derivative works as defined under the Copyright Act of 1976, Title 17 U.S.C. and are subject to separate copyright protection. ProQuest is the sole holder of the copyright in the ProQuest-created products and services as a collective or derivative.

With respect to third-party databases, ProQuest distributes and hosts certain third-party databases and in some cases provides the associated full-text articles, transcripts, and other value-added elements to complement the offering through ProQuest's own proprietary online search engines. Additionally, ProQuest is the proprietary owner of the on-line platforms that form a substantial part of the ProQuest®, Alexander Street™, RefWorks®, and its other on-line information and research services.

As a result, only ProQuest can provide the content combined with the proprietary platform and user experience for the following products/services:

RNP Wall Street Journal
Digital Sanborn Florida
Ancestry Library
RNP New York Times
Fold3 Library Edition
HeritageQuest Online

Sincerely,

Rebecca Rickabaugh

Rebecca Rickabaugh
Product Data Manager

789 E. Eisenhower Parkway, Ann Arbor, MI, 48108 Tel: +1-800-521-0600, +1-734-761-4700

Default
Renewal Details

System ID: Q-00533215 PQ10093405

It's Time to Renew Your ProQuest Subscription

We hope your users are enjoying the ProQuest subscription you've carefully selected for them. We'd like to remind you that your account is up for renewal. Renew today so your users enjoy uninterrupted access to the products and services they rely on.

Ready to renew? Confirm Your Renewal now.

Product Name	Code	Start Date	End Date	Price
RNP New York Times (Current Volume Year) - Subscribe-to-Own	RNNYTSTO	8/1/2022	7/31/2023	13,503.30 USD
				Total Price: 13,503.30USD

Billing Information: Please review your billing address to ensure its accuracy.	*Shipping Information:* Please confirm the shipping address is accurate.
Jacksonville Public Library FL 3435 University Blvd N Jacksonville FL United States 32277-2464	**Jacksonville Public Library FL** 3435 University Blvd N Jacksonville FL United States 32277-2464
Electronic Invoice Recipient(s): Jill Haile jhaile@coj.net	Electronic Renewal Recipient(s): Jill Haile jhaile@coj.net
If your subscribing institution requires the use of Purchase Orders, please indicate below. **Purchase Order #** **Billing Information Notes**	**Tax Exempt #**

Renewals Notes:

New! Simplify your future renewals and invoices

- **Manage your subscriptions with EasyRenew:** Receive uninterrupted access to your products in the future – without any work on your end. Contact us to use our new EasyRenew service.
- **Access your invoices online:** View or download a two-year history of your ProQuest invoices, or submit an inquiry or dispute quickly and easily. Access the ProQuest Invoice Portal today.

12/28/2021 9:44 PM

For payment questions, please contact us at 1-734-997-4170.

All contract prices are exclusive of any applicable taxes. ProQuest LLC will assess, collect and remit VAT, GST and sales tax, as applicable, on the sale of taxable goods and services to non-exempt customers in accordance with local laws in taxing jurisdictions where ProQuest is registered for such taxes, to the extent that ProQuest is obligated to assess tax. In situations where the product is taxable but ProQuest, as a US supplier, is not obligated to assess tax, the purchaser should apply the reverse charge mechanism, where applicable, to self-assess any taxes due.

Default
Renewal Details

System ID: Q-00503139 PQ10093405

It's Time to Renew Your ProQuest Subscription

We hope your users are enjoying the ProQuest subscription you've carefully selected for them. We'd like to remind you that your account is up for renewal. Renew today so your users enjoy uninterrupted access to the products and services they rely on.

Ready to renew? Confirm Your Renewal now.

Product Name	Code	Start Date	End Date	Price
RNP Wall Street Journal (Current Volume Year) - Subscribe-to-Own	RNWSJSTO	2/1/2022	1/31/2023	5,736.83 USD
				Total Price: 5,736.83USD

Billing Information: Please review your billing address to ensure its accuracy.	*Shipping Information:* Please confirm the shipping address is accurate.
Jacksonville Public Library FL 3435 University Blvd N Jacksonville FL United States 32277-2464	**Jacksonville Public Library FL** 3435 University Blvd N Jacksonville FL United States 32277-2464
Electronic Invoice Recipient(s): Jill Haile jhaile@coj.net	Electronic Renewal Recipient(s): Jill Haile jhaile@coj.net
If your subscribing institution requires the use of Purchase Orders, please indicate below. **Purchase Order #** **Billing Information Notes**	**Tax Exempt #**

Renewals Notes:

New! Simplify your future renewals and invoices

- **Manage your subscriptions with EasyRenew:** Receive uninterrupted access to your products in the future – without any work on your end. Contact us to use our new EasyRenew service.
- **Access your invoices online:** View or download a two-year history of your ProQuest invoices, or submit an inquiry or dispute quickly and easily. Access the ProQuest Invoice Portal today.

For payment questions, please contact us at 1-734-997-4170.

All contract prices are exclusive of any applicable taxes. ProQuest LLC will assess, collect and remit VAT, GST and sales tax, as applicable, on the sale of taxable goods and services to non-exempt customers in accordance with local laws in taxing jurisdictions where ProQuest is registered for such taxes, to the extent that ProQuest is obligated to assess tax. In situations where the product is taxable but ProQuest, as a US supplier, is not obligated to assess tax, the purchaser should apply the reverse charge mechanism, where applicable, to self-assess any taxes due.

License Agreement consists of:
ProQuest Customer Order Form
Terms and Conditions of Previously Executed License Agreement
Addenda (if applicable)

ProQuest

By signing this License Agreement ("Agreement") with your signature below, you agree to license the Service under the previously executed terms and conditions on file and you certify that you are authorized to enter into this Agreement on behalf of the Customer.

Customer: Jacksonville Public Library FL

Authorization by Customer:

Signature: _____
Duly Authorized Signature
Name: _____
Title: _____
Date Signed: _____

Authorization by ProQuest LLC:

Signature: _____
Duly Authorized Signature
Name: _____
Title: _____
Date Signed: _____

Q-00525359

Product Name	Code	Start Date	End Date	Price
Fold3 Library Edition	FOLD3	2/1/2022	1/31/2023	13,648.52 USD
HeritageQuest Online	HQO	2/1/2022	1/31/2023	12,988.26 USD
				Total Price: 26,636.78USD

EasyRenew Terms:

The term will automatically renew at the term stated on the Order Form ("Initial Term"). Either party may elect to cancel this Agreement by providing written notice 30 days prior to the end of the Initial Term. Following the Initial Term on this Order Form, the subscription shall automatically renew for successive one (1) year terms ("Renewal Term") unless either party provides written notice of intent to cancel 30 days prior to the end of the then current Renewal Term. ProQuest reserves the right to increase the Price at the end of the Initial Term or Renewal Term, but in no event shall the Price be increased more than 5% per year.

Product Notes:

Additional Information:

Billing Information: **Shipping Information:**

Please review your billing address to ensure its accuracy.	Please confirm the shipping address is accurate.
Jacksonville Public Library FL 3435 University Blvd N Jacksonville FL United States 32277-2464	**Jacksonville Public Library FL** 3435 University Blvd N Jacksonville FL United States 32277-2464
Electronic Invoice Recipient(s):	Electronic Renewal Recipient(s):
If your subscribing institution requires the use of Purchase Orders, please indicate below. **Purchase Order #** **Billing Information Notes**	**Tax Registration Number #** If tax exempt, please include copy of supporting documentation with signed agreement or email a copy to taxinformation@proquest.com

Invoices will be emailed to the bill-to-contact and renewals will be emailed to the ship-to-contact. If your institution is unable to accept electronic invoices, please check this box:

Technical Contact:	Phone:	Email:

IP Authentication:	Barcode Scheme:	Alternative Authentication:	LIBCODE
	Length: Prefix:		
Authentication Instructions:			

Additional Sites:

PROQUEST PROPRIETARY AND BUSINESS CONFIDENTIAL INFORMATION. THIS DOCUMENT CONTAINS PROQUEST OR THIRD-PARTY TRADE SECRETS AND CONFIDENTIAL COMMERCIAL OR FINANCIAL INFORMATION, THE USE AND DISCLOSURE OF WHICH IS GOVERNED BY THE TRADE SECRETS ACT AND EXEMPT FROM DISCLOSURE UNDER THE FREEDOM OF INFORMATION ACT.

Account Manager Information:
Hank Dreffs
| hank.dreffs@proquest.com

Default
Renewal Details

System ID: Q-00506625 US1761574

It's Time to Renew Your ProQuest Subscription

We hope your users are enjoying the ProQuest subscription you've carefully selected for them. We'd like to remind you that your account is up for renewal. Renew today so your users enjoy uninterrupted access to the products and services they rely on.

Ready to renew? Confirm Your Renewal now.

Product Name	Code	Start Date	End Date	Price
Digital Sanborn Florida Continuing Svc Fee	S1FLSAN	4/1/2022	3/31/2023	440.00 USD
				Total Price: 440.00USD

Billing Information: Please review your billing address to ensure its accuracy.	*Shipping Information:* Please confirm the shipping address is accurate.
Jill Haile jhaile@coj.net **Jacksonville Public Library FL** 3435 University Blvd N Jacksonville FL United States 32277-2464	Jill Haile jhaile@coj.net **Jacksonville Public Library FL** 3435 University Blvd N Jacksonville FL United States 32277-2464
Electronic Invoice Recipient(s): Jill Haile jhaile@coj.net	Electronic Renewal Recipient(s): Jill Haile jhaile@coj.net
If your subscribing institution requires the use of Purchase Orders, please indicate below. **Purchase Order #** **Billing Information Notes**	**Tax Exempt #**

Renewals Notes:

New! Simplify your future renewals and invoices

- **Manage your subscriptions with EasyRenew:** Receive uninterrupted access to your products in the future – without any work on your end. Contact us to use our new EasyRenew service.
- **Access your invoices online:** View or download a two-year history of your ProQuest invoices, or submit an inquiry or dispute quickly and easily. Access the ProQuest Invoice Portal today.

12/28/2021 9:41 PM

For payment questions, please contact us at 1-734-997-4170.

All contract prices are exclusive of any applicable taxes. ProQuest LLC will assess, collect and remit VAT, GST and sales tax, as applicable, on the sale of taxable goods and services to non-exempt customers in accordance with local laws in taxing jurisdictions where ProQuest is registered for such taxes, to the extent that ProQuest is obligated to assess tax. In situations where the product is taxable but ProQuest, as a US supplier, is not obligated to assess tax, the purchaser should apply the reverse charge mechanism, where applicable, to self-assess any taxes due.