31

SINGLE SOURCE AWARD **BID # SS-13406-23**

Subject: EBSCO Information Services

Department: Jacksonville Public Library

Description of Purchase: Recommend approval to award Single Source Award to EBSCO Information Services, in the amount of $112,000.00 to purchase magazines, newspapers, financial publications and their delivery to all library locations Period of service is from date of award through September 30, 2023.

Funding Source: 000111.185102.566010.000000.00000000.00000.0000000 - To be executed by purchase order

Single Source Award To: EBSCO Information Services

Price Justification: See attachment

Total Award: $112,000.00 **Requisition #:** N/A

Attachments: Agency Memo, Single Source Request Form, Supplier Letter, Previous Awards

Certification as to Single Source: Leslie Jones, Assistant Director, Administration and Finance, Jacksonville Public Library

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

Analyst Corey Sidlo

Dustin Freeman, 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 N
Jacksonville, FL 32277

MEMORANDUM

TO: Dustin Freeman
Manager of Purchasing Services

FROM: Stephanie Miller
Senior Manager Library Collections

SMiller

DATE: October 12, 2022

CC: Tim Rogers
Library Director

Gretchen Mitchell
Deputy Director for Support Services

Leslie Jones
Assistant Director Finance & Administrative Services

Re: Justification Letter for EBSCO Information Services

General funds 00111.185102.566010.000000.00000000.00000.0000000

The Jacksonville Public Library requests a purchase order for EBSCO Information Services in the amount of $112,000 to purchase magazines, newspapers, financial publications and their delivery to all library locations.

This funding request will allow for the purchase and delivery of magazines and newspapers for all library locations. EBSCO Information Services offers subscription services that provides current, print magazine, newspaper and financial publications / subscriptions while also monitoring the acquisition, distribution and invoicing of all the magazine and newspapers with each individual publisher.

They specialize in magazine subscriptions most appropriate to and in demand to public libraries. Attributes that make EBSCO a single source provider for their product and services are:

- Established subscriptions and delivery service to all Jacksonville Public library locations.
- Periodicals integration with the library's ILS system that enables branches to track new issues as received.
- Training and support services for collections staff in using EBSCO online management system.
- A claims services and EBSCO Missing Copy Bank® allow free replacement of missing and undelivered issues. This allows the library to minimize the disruption in the continuity of magazine and newspaper subscriptions.
- An online subscription system- EBSCONET® Subscription Management allowing the libraries to order, retrieve invoices and fix delivery issues online.
- A concurrence with exclusive e-magazine subscriptions through their digital magazine product, Flipster.

No magazine or newspaper quote is available as subscription pricing is estimated until each title's renewal date. Pricing estimate given is based on past fiscal year's cost.

√ Single Source Memo signed by Director

√ Other [Supplier single source letter]

Jacksonville Public Library Standard Requisition Form

Use this form for all purchases under $65,000. When completed send form and supporting documentation (quotes, Sole Source/Proprietary documentation, justification letters etc.) through your chain of command for signatures, with final delivery to JPL Finance. The signed documents can be scanned for delivery to JPL Finance. Contact JPL Finance for requests above $65,000. If this is a Single Source request you must provide a written justification with written qoute/ proposal that a purchase can be made only from one justifiable source without competition. (Procurement Manual; Single Source)

Requested By: Jill Haile Date: 10/03/2022 Phone: 255-6036

Requesting Division: Support Services Branch/Other: Collection Development

- [ ] Regular Purchase Order
- [ ] City Credit Card Purchase
- [ ] Check Request
- [x] Single Source
- [ ] Request Foundation Card
- [ ] Foundation Purchase Order

Amount of Request: $ 112,000 Funding Source: C 00111 185102 - Main Library & Branches

Account: 566010 - Library Materials Grant/Project name / #:

Vendor Name: EBSCO Information Services

Summary of the Scope of goods/services to be provided, List each item, component or service and **attach quote, proposal or work specifications:**

Funding request allows the Library's purchase and delivery of magazines, newspapers and financial publications while monitoring the acquisition, distribution and invoicing of all products through a central vendor. No quote is available as subscription pricing is estimated until each each title's renewal date.

- [x] Vendor in attached quote/estimate is Registered in 1Cloud.
- [x] **Justification Letter Attached.** Required for Single Source purchase per Procurement Manual.

Signature Approvals: Type Name and send to appropriate person for signature.

Supervisor: Jill Haile Signature Jill Haile Digitally signed by Jill Haile Date: 2022.10.03 13:49:21 -04'00' Date: 10/03/2022

Division Dir Stephanie Miller Signature Stephanie Miller Digitally signed by Stephanie Miller Date: 2022.10.10 10:15:44 -04'00' Date: 10/03/2022

Library Finance Leslie Jones Signature [signature] Date: ~~10/03/2022~~ 10/17/2022

Finance Use Only

10-12-2022

FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

JUSTIFICATION FOR SINGLE SOURCE (JSS)	
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.	
1. Requesting Agency:	Library
2. Nature and/or description of the requirement being requested. *Identify each item, component or service being procured. (Attach quote/proposal):* *Why does the City need these particular goods or services?*	This funding request will allow for the purchase and delivery of magazines and newspapers for all library locations. EBSCO Information Services offers subscription services that provides current, print magazine, newspaper and financial publications / subscriptions while also monitoring the acquisition, distribution and invoicing of all the magazine and newspapers with each individual publisher. No magazine or newspaper quote is available as subscription pricing is estimated until each title's renewal date. Pricing estimate given is based on past fiscal year's cost.The City/Library needs to provide print newspapers and magazines to customers for use in the library and to check out for home use.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	EBSCO Information Services can most efficiently and effectively provide subscriptions as a singe source vendor because of the established accounts for 21 locations, management and delivery services provided, and the ability to manage physical subscriptions with the same supplier that provides simultaneous use, digital magazines to library customers for in library and remote use.
4. Date of Request	10/12/2022

5. ***Summary of Market Research***
[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

[Library staff have researched newspaper and magazine subscription services, particularly the print and electronic titles the library has chosen to offer customers EBSCO Information Services ability to provide access to both print and electronic magazines concurrently as a single supplier that offers exclusive titles is what the Library requires and what library customers expect.]

6. ***Other Documentation (Check and attach all that apply)***
√ Supplier Quote

With your approval, the Library requests to purchase magazines and newspapers from EBSCO Information Services based on the qualifications outlined above. Any other vendor must meet these specific qualifications and requirements in order to be approved to provide this type of material.

Thank you for your consideration.

EBSCO INFORMATION SERVICES

October 1, 2022

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

Dear Ms. Haile,

EBSCO Information Services, based in Birmingham, Alabama and Ipswich, Massachusetts, has been providing subscription services to libraries for more than 75-years. Throughout those years, EBSCO has built a unique range of services and a broad client base. Today, EBSCO offers more unique and sophisticated services than any subscription agent in the world.

EBSCO Information Services is a financially strong and viable company. Privately owned and operated, EBSCO holds a Dun & Bradstreet rating of 5A1, the highest given in the industry. EBSCO is also ranked in the top 200 of the *Forbes* list of the 500 largest privately owned companies in the United States.

EBSCO is the only U.S.-based subscription agent that offers many of the services required by public libraries such as yours. EBSCO currently offers Jacksonville Public Library a suite of value-added services that meet the unique needs of its library users. EBSCO is the only subscription agent who provides the following services to support your purchase of periodical subscriptions:

Subscription Services

- Complete subscription management services, including ordering, claiming and day-to-day servicing of print and electronic subscription orders for more than 360,000 titles, published both in the United States and internationally.

- A dedicated Customer Service Representative assigned to your account. Your Customer Service Representative is familiar with the details of your account and is able to efficiently assist when a need or question arises.

- *EBSCONET® Subscription Management*, which provides you online access in real-time to information about your orders as well as information about titles you may want to order. It also has the ability to offer different levels of user access to your library's account.

- The *EBSCO Missing Copy Bank®*, which provides access to replacement issues of approximately 2,000 different titles, available free to EBSCO customers.

- Interfaces with integrated library systems that allow EBSCO's system to "talk to" your ILS and automatically handle issues like claiming and invoicing.

www.ebsco.com

PO Box 2543 Birmingham, AL 35202-2543 tel: 800 633 4604 fax: 205 995 1613

- Training and technical support for your librarians and users. Librarians in EBSCO's Customer Success department also conduct regularly scheduled training sessions via web conferencing. You can join these regular sessions or we can create customized training specific to your needs.

Flipster

The *Flipster*® digital magazine newsstand provides students with access to their favorite sports, gossip and fashion magazines and creates an opportunity for educators to integrate thought-provoking titles into their curriculums. *Flipster* supports public libraries by offering:

- Popular content for classroom and leisure reading programs
- Content appears in *EBSCOhost*® and *EBSCO Discovery Service*™ results
- 24/7 remote access via desktop and mobile devices
- Seamless authentication
- Instant access to new and back issues
- Unlimited access for multiple readers
- Usage reporting
- Free customizable promotional materials

EBSCO is the only vendor who provides such a range of integrated solutions for your library. Through our unique product integration, we are able to save the library valuable time and money by integrating purchased content through our services to the end users, and also allow management, reporting and evaluation tools for expenditure reviews. We look forward to continuing to serve the needs of Jacksonville Public Library.

Sincerely,

Bowen Thagard
Senior Vice President, EIS Operations & Finance
EBSCO Information Services