City of Santa Fe, New Mexico

memo

DATE: June 21, 2021

TO: Frances A. Dunaway, Chief Procurement Officer

VIA: Kyra Ochoa, Community Health & Safety Department Director Kyra Ochoa Kyra Ochoa (Jun 21, 2021 15:30 MDT)

FROM: Maria E. Tucker, Library Director Maria Tucker

ITEM AND ISSUE:

OCLC, Sole Source vendor for the City of Santa Fe Library's Interlibrary Loan

BACKGROUND AND SUMMARY

The Library, as part of its mission to the public, provides access to a variety of materials for the Community of Santa Fe. OCLC is a global library cooperative that supports thousands of libraries in making information more accessible and more useful to people around the world. OCLC is the only source for World Share Metadata which gives the Library Unlimited access to WorldCat and allows us to quickly find the records we need so we can copy catalog from one source instead of doing original cataloging. Plus, when improvements that we care about are made to a WorldCat record, OCLC will automatically send us MARC record updates to improve the discoverability of our collections for the Community of Santa Fe.

RECOMMENDED ACTION:

The Library is requesting your review & approval recognizing OCLC as a Sole Source Vendor in the amount of $42,471.45 ending June 30, 2022. Funds are available in ORG/OBJECT 1000105.510310 and 1000101.510310. Should you have any questions please call Gail Vigil at ext. 6789.

SOLE SOURCE REQUEST AND DETERMINATION FORM

This form must be forwarded to the Purchasing Officer for the City of Santa Fe Purchasing Office for processing.

Date: June 21, 2021

Prepared By: Gail Vigil **Title:** Contracts Administrator

Vendor Name: OCLC

Address: 6565 Kilgour Place

City: Dublin **State:** OH **Zip Code:** 43017

Description of Good/Service to be Procured:

Estimated Cost: 42,471.45 **Term of Contract:** 1 Year Service Agreement

1. **Explain why this is the only available source that can be meet the needs of your department.**

OCLC is the only source for WorldShare Metadata OCLC cataloging and WorldShare Interlibrary loan services

2. **Explain why this vendor is the only available source from which to obtain this product of service.**

[X] **The company has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved unsuccessful; or**

[ ] **Other reason, please explain in full. Attach additional sheets, if necessary.**

3. **Explain why the price is considered fair and reasonable.**

This is the only Company that provides these services

4. **Describe the efforts made to obtain the best possible price from this sole source vendor for the taxpayers. What (if any) is the total cost savings from the original quote? (Attach additional sheets, if necessary.)**

Price is fair due to OCLC being the only provider

Approvals:

Based on the above facts, the Purchasing Office has made the determination that the justification for the Sole Source procurement is in accordance with Section 13-1-126, NMSA 1978 and will be posted for a 30-day period prior to award.

Fran Dunaway
Fran Dunaway (Jun 21, 2021 17:22 MDT)

Jun 21, 2021

Fran Dunaway **Date**
Purchasing Officer

Pursuant to Section 13-1-126, NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. This Sole Source determination will be valid for a period of one (1) year from the date of the award.

Fran Dunaway **Date**
Purchasing Director
City of Santa Fe

Required Attachments:

***Letter from Contractor, if applicable**
***Agenda Item to be presented to City Council if over $50,000 for Professional Services and $50,000 for Goods and Non-Professional Services**

Via e-mail: glvigil@santafenm.gov

June 14, 2021

Gail L. Vigil
City of Santa Fe Library (SFP)
145 Washington Ave.
Santa Fe, New Mexico 87501

RE: Sole Source Request

Dear Ms. Vigil:

Thank you for your recent inquiry concerning the availability of OCLC, Inc.'s ("OCLC") WorldShare Metadata OCLC Cataloging and WorldShare Interlibrary Loan (collectively the "OCLC Services").

OCLC is the only source from which your institution may obtain these OCLC Services.

OCLC looks forward to being of continued service to your institution.

Please let me know if you need any additional information.

Sincerely,

OCLC, INC.

By: _____
Bruce A. Crocco, Vice President

Approved by Legal PF

Renewal

OCLC Symbol
SFP
Customer ID
47182

Currency
USD
Renewal Period
7/01/2021 to 6/30/2022

Renewal Order
1000064798
4/01/2021

Participant Library

Santa Fe Public Library

Santa Fe Public Library
Maria Sanchez-Tucker
Library Division Director
145 Washington Ave
Santa Fe NM 87501
United States

145 Washington Ave
Santa Fe NM 87501
United States

Item Code	Item	Amount
3000030	Cataloging and Metadata Subscription	$32,537.71
3000065	WorldShare ILL	$9,933.74
	Total	**$42,471.45**

THIS IS NOT AN INVOICE. An invoice will follow in the usual billing cycle.

We appreciate your subscription to OCLC services and hope you are pleased with the service and the support you have received during the past year. Your subscription(s) will automatically renew on 7/1/2021.

If you wish to continue your subscription as is, with no changes, no action is required by you at this time. If you wish to change or cancel your subscription(s) please contact OCLC Order Services at orders@oclc.org. Your renewal order number is 1000064798. Please note that we require written confirmation for cancellation requests before your invoice is processed. If your institution requires a PO, please provide the new details to OCLC prior to your renewal date.

If you have any questions about this service or need help using it, please contact OCLC support in your region at http://oc.lc/support.

Thank you
OCLC Order Services

* Please note prices are current as of the date of this notice and are subject to change.

This transaction is subject to the relevant OCLC Master Services Agreement ("MSA") and the Schedules related to each product listed on this notice, found at: http://oc.lc/service-agreements, unless a signed agreement governing the transaction has been entered into by the parties.

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