

City of Santa Fe, New Mexico

memo

DATE: July 14, 2020

TO: Frances A. Dunaway, Purchasing Director

FROM: Maria E. Tucker, Library Division Director



ITEM AND ISSUE:

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

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:

Please approve this request recognizing OCLC as a Sole Source Vendor in the amount of \$41,638.66 ending June 30, 2021. Funds are available in ORG/OBJECT 1000105.510310. Should you have any questions please call Gail Vigil at ext. 6787.

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: July 14, 2020

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:

41,638.66

Term of Contract:

1 Year Service Agreement

1. Explain why this is the only available source that can 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 Jul 14, 2020 11:12 MDT

7/14/2020

Fran Dunaway
Purchasing Officer

Date

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
Purchasing Director
City of Santa Fe

Date

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

2020 July 10

Gail Vigil
City of Santa Fe
Santa Fe Public 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 the following OCLC, Inc. ("OCLC") services: WorldShare Metadata OCLC Cataloging and WorldShare Interlibrary Loan (collectively the "OCLC Services").


OCLC is the only source from which the Santa Fe Public Library may obtain these OCLC Services.

OCLC looks forward to being of continued service to the City of Santa Fe, Santa Fe Public Library.

Please let me know if you need any additional information.

Sincerely,

OCLC, INC.

By: 
Bruce A. Crocco, Vice President






OCLC Sole Source for approval

Final Audit Report

2020-07-14

Created:	2020-07-14
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