

City of Santa Fe, New Mexico

memo

DATE: April 17, 2023

TO: Travis Dutton-Leyda, CPO, Purchasing Officer TDL

FROM: Margaret M. Neill, Library Director MMN
MMN (Apr 13, 2023 15:53 MDT)

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 \$46,327.84 ending June 30, 2024. Funds are available in ORG/OBJECT 1000105.510310 & 1000101.510310.
Should you have any questions please call Gail Vigil at ext. 6787.



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SOLE SOURCE REQUEST AND DETERMINATION FORM

This sole source request form **must** be submitted to the City of Santa, Purchasing Division for authorization, determination and processing by the Chief Procurement Officer (CPO).

Please ensure to complete this form in its entirety - () must be completed.*

*Date: April 13, 2023

*Prepared By: Gail Vigil

*Title: Contracts Admin

*Vendor Name: OCLC

*Address: 6565 Kilgour Place

*City: Dublin

*State: OH

*Zip Code: 43017

*Description of Goods/Service to be procured:

*Estimated Cost: \$46,327.84

Term of Contract:
One (1) to Four (4) year from award

1 year service Agreement

*Sole Source Request Justification Questions 1-3.

1. Explain the purpose/need of purchase. Ensure to include a thorough scope of work for the services, construction or items of tangible personal property (if this is an amendment request to an existing contract, attach current contract).

OCLC is the only source for WorldShare metadata cataloging and WorldShare interlibrary loan services. WorldShare metadata gives the library unlimited access to WorldCat, the world's largest collection of information about materials in libraries, and the only service that allows libraries to pull MARC catalog records to match our materials and make them discoverable in our catalog. Pulling catalog records allows the library to forego original cataloging of materials, which saves both time and money for our system. In addition, it allows us to pull records temporarily for interlibrary loan materials from other libraries. Finally, when improvements or corrections are made to a WorldCat record, OCLC automatically sends us MARC record updates to improve the discoverability of our collections. Each year, the library borrows approximately 3,500 materials for patrons through interlibrary loan, and circulates approximately 300,000 materials throughout the Santa Fe community, each of which has an individual record in our system pulled from and/or connected to WorldCat.



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2. Provide a detailed explanation of the criteria developed and specified by the department as necessary to perform and/or fulfill the contract.

The contractor has affirmed sole source for the services, construction or items of tangible personal property (*Attach memo from vendor*). Provide documentation of due diligence for other possible vendors/contractors to provide the requested services/goods proved unsuccessful; or

Other: explanation of the reasons, qualifications, proprietary rights or unique capabilities (*unique and how this uniqueness is substantially related to the intended purpose of the contract*) of the prospective contractor that makes the prospective contractor *the one source* capable of providing the required professional service, construction or item(s) of tangible personal property. (Please do not state the source is the "best" source or the "least costly" source. Those factors do not justify a "sole source.") *Unique and how this uniqueness is substantially related to the intended purpose of the contract.*

3. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

This is the only company that provides these services



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***Approvals:**

Based on the above facts, the City of Santa Fe Purchasing Officer has made the determination that the justification for a Sole Source procurement is in accordance with the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978 and shall be posted for a 30-day period prior to award.

Travis Dutton-Leyda

Apr 17, 2023

Travis Dutton-Leyda, CPO
Purchasing Officer for the
City of Santa Fe

Date

Pursuant to the State Procurement Code, Section 13-1-126 Sole source procurement., 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.*

Travis Dutton-Leyda, CPO
Purchasing Officer for the
City of Santa Fe

Date

***Required Attachments:**

**Letter from Contractor acknowledging they are the only source (on their business letterhead and signed by the head of business or financial operations),*

**Quote from sole source Contractor*

**Agenda Item to be presented to City Council if over \$60,000 for Professional Services and \$60,000 for Goods and Non-Professional Services*



Via e-mail: glvigil@santafenm.gov

2023 April 5

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 OCLC, Inc.'s ("OCLC") Worldshare Metadata Cataloging and WorldShare ILL Services ("Services").


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

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

Please let me know if you need any additional information.

Sincerely,

OCLC, INC.

By: 
Bruce A. Crocco, Vice President

Approved
by Legal
PB



OCLC Symbol
SFP
Customer ID
47182

Currency
USD
Renewal Period
7/01/2023 to 6/30/2024

Renewal
Renewal Order
1000141817
4/02/2023

Santa Fe Public Library
Margaret Neill
Library Division Director
145 Washington Ave
Santa Fe NM 87501
United States

Participant Library
Santa Fe Public Library

145 Washington Ave
Santa Fe NM 87501
United States

Item Code	Item	Amount
3000030	Cataloging and Metadata Subscription	\$35,531.79
3000065	WorldShare ILL	\$10,796.05
Total USD		\$46,327.84

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Thank you
OCLC Order Services

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