

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

**FINANCE COMMITTEE
AGENDA**

Members: Nancy Anthony, Chair
Allen Coffey
Rozz Grigsby
Jim Shonts
Judy Smith
Beth Toland

Monday, November 11, 2013
at 10:00 am
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
Telephone: (405) 231-8650

- I. Call to Order and Establishment of Quorum – Nancy Anthony, Chair
- II. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration: Approval of selected vendor for Integrated Library System

The Metropolitan Library System of Oklahoma County encourages participation from all patrons and citizens of Oklahoma County. If participation at any public meeting is not possible due to a disability, whether physical, hearing or speech related, please notify the office of the Executive Director (606-3726) at least forty-eight (48) hours prior to the scheduled public meeting to allow the Library to make necessary accommodations.

REPORT AND RECOMMENDATION FROM ADMINISTRATION

AUTHORIZATION TO NEGOTIATE CONTRACT FOR ILS VENDOR

History

For the last year, library staff have been researching and interviewing potential vendors for a new ILS (Integrated Library System). The need for a new system was precipitated by the retirement of Deputy Executive Director/Technology, Jim Welch, who developed and wrote the software for our in house ILS System.

We narrowed our list of vendors who were capable of providing this service for our size of library system to four and in September, 2012 had initial vendor demonstrations. After those demo's, we eliminated one of the potential vendors. In April, 2013, we made visits to two library systems in Colorado, and one in California to view the remaining three systems in real time and to interact with library staff.

Requests for proposals were mailed in late August, 2013 and due back at the end of September. We received proposals from: Polaris, TLC (The Library Corporation) and Innovative Interfaces, Inc (iii). Representatives from each vendor visited MLS and demonstrations were held for staff on October 22, 23 and 24. Staff was asked to evaluate vendors on the criteria that had been established in the RFP.

The ILS task force (Anne Fischer, Donna Morris, Kay Bauman, Lloyd Lovely and Karen Marriott) reviewed the staff evaluation piece of the criteria and also completed an individual evaluation sheet. We reviewed the cost proposals and Anne Fischer called multiple vendor references.

Attached to this document are the Composite scores of the evaluation criteria that were used. As you can see, the scores for iii and TLC are a virtual tie.

The 5 year cost of ownership is also attached.

Based on all of the factors, the ILS Task Force recommends TLC as our preferred vendor. While they are not the lowest vendor, they are the best fit for our system.

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

The library system's administration requests approval from the Finance Committee to begin contract negotiations with TLC. This recommendation will be forwarded to the Metropolitan Library Commission at its meeting on November 21. Contract negotiations will begin upon commission approval with the actual contract to be awarded in December. Adequate funding is available in the 2013-2014 budget.

Evaluation Criteria

The following criteria will be used for choosing the “preferred” vendor. Each proposal will be rated on a scale of 0-100. While scoring will have a high impact on selection, it will not be the final, determining factor if MLS does not believe the vendor can meet the library’s needs.

Factor & Definition	Weight Points Available	Weight Points Vendor Received		
		Polaris	iii	TLC
Functionality -- Proposed system and services including configuration meet MLS functional requirements as offered in proposal, demonstrated in on-site demonstrations to staff, and information provided by references.	25	17.95	19.27	18.03
Vendor Support & Services -- All training, documentation, and technical support as included in proposal, verified by references, and described in vendor interview	15	10.25	13.00	12.75
Implementation Plan & Schedule -- Plan for implementation as outlined in proposal, described in vendor interviews, and verified by references meets MLS requirements.	13	11.38	12.35	11.70
Technical Requirements -- Proposed hardware, OS, DBMS, and application software meet library’s requirements as outlined in proposal, described in vendor interviews, and verified by contact with references.	12	9.00	9.00	9.00
Cost -- Proposed start-up costs as well as five year ownership costs as analyzed meet library’s requirements and budget availability.	10	7.25	9.50	6.50
Corporate Stability & History of the Company -- Company’s financial and business stability and performance history as outlined in proposal, and analyzed by staff meet MLS requirements.	10	6.88	4.38	9.38
Prior Experience -- Vendor’s experience with projects of similar size libraries and complexity of project meet MLS requirements.	10	9.00	9.00	9.00
Quality & Completeness of Response -- MLS staff are able to understand and evaluate response easily based on the completeness, responsiveness, legibility, and coherence.	5	3.69	3.94	4.13
Overall	100	75.40	80.44	80.49

The functionality factor’s score is based on the results of a survey of staff who attended demonstrations for each vendor. The remaining factors are the result of a survey completed by the members of the ILS Task Force. All the survey responses were calculated into weighted averages, from zero to one. Then each factor’s weighted average was multiplied by the points possible to determine its respective points.

ILS Purchase Price Five Year Cost of Ownership

		Polaris	Innovative	TLC
Hardware:				
	Application Server			\$29,487
	Database Server			\$10,819
	Production Server	\$19,980	\$32,550	\$40,306
	Pac Server	\$5,493		\$4,873
	CARLwebXServer			\$4,873
	Testing/Training Server	\$3,230	\$9,975	
	Misc hardware			\$5,194
	Maintenance (3 Yr)		\$17,280	
*Discounts allowed calculated in		\$28,703	\$59,805	\$39,777
OS & DBMS Licensing:				\$61,596
				\$101,373
Cost of additional Items MLS asked to be developed:		\$0	\$25,000	\$0
Software:				
Implementation:	Installation	\$3,750	\$23,500	\$10,140
	Training	\$43,900	\$26,850	\$18,510
	Data Conversion	\$25,000	\$24,000	\$15,000
	Go Live Support	\$3,600	\$2,500	\$14,060
	Project Management			\$20,000
	Subtotal	\$76,250	\$76,850	\$77,710
	Year 1 Subscription	\$319,250	\$104,767	\$218,702
Total for Year 1:		\$360,573	\$266,422	\$397,785
	Year 2 Subscription	\$86,138	\$101,267	\$84,292
	Year 3 Subscription	\$88,722	\$104,255	\$84,292
	Year 4 Subscription	\$91,384	\$104,255	\$84,292
	Year 5 Subscription	\$94,125	\$107,434	\$84,292
Hardware, Software, + Recurring	5 Year Cost of Ownership	\$720,942	\$683,633	\$734,953